



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

# Professional Counseling Handbook

Table of Contents

This handbook supplements the University Graduate Student Handbook. It provides information specific to the Counseling Program, and is to be read and understood by all counseling students. This information is reviewed in the new student orientation which is conducted every term.

|  |    |
|--|----|
| Program Philosophy and Mission Statement             | 3  |
| Ethical Standards                                    | 3  |
| Admission to the University                          | 3  |
| Admission to the Counseling Program                  | 4  |
| Transfer Courses/Course Longevity                    | 5  |
| Degree Requirements                                  | 6  |
| Advisement   | 8  |
| Academic Appeal                                      | 9  |
| Evaluating Student Performance                       | 9  |
| Student Remediation, Retention and Dismissal         | 10 |
| Registration and Course Load                         | 10 |
| Practicum and Internships                            | 11 |
| Fitness to Practice                                  | 13 |
| Comprehensive Exam                                   | 13 |
| Professional Organizations                           | 15 |
| Resources/Library Support                            | 15 |
| Tevera Program                                       | 15 |
| Licensure  | 16 |
| School Certification                                 | 17 |
| Written Endorsement Policy                           | 18 |
| Appendix - Program Objectives and Dispositions Chart | 19 |

## **Philosophy and Mission Statement**

The Department of Counseling, Health and Kinesiology is committed to extending the knowledge base of counseling, health and kinesiology through a combination of scholarly inquiry, reflective practices and student-centered learning. The faculty and staff are dedicated to preparing counselors to meet the challenges of growing and diverse community. The department offers a Master of Arts in Counseling and Guidance: School Counseling, a Master of Arts in Clinical Mental Health Counseling, and a Masters of Arts in Marriage, Couple, and Family Counseling.

It is the goal of the Counseling Program to serve the needs of the San Antonio community, local school districts, and our military community by developing highly skilled school counselors, clinical mental health counselors, and marriage, couple, and family counselors. The school counseling degree is designed for students wishing to work in the school setting. This degree emphasizes the implementation and management of school counseling programs while training highly skilled mental health professionals to utilize therapeutic and developmental principles to effect change.

## **Ethical Standards**

All students are expected to understand and demonstrate their understanding of the counseling code of ethics for their particular setting and specific program. These may include the TEA Educator Code of Ethics, ACA Code of Ethics, the Licensed Marriage and Family Code, the Texas A&M University-San Antonio Student Handbook;

(<http://www.tamusa.edu/uploadFile/folders/fcestrad/Pdf/Pdf-635767864704349879-10.100.150.124.pdf>).

And Texas Administrative Code.

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=22&pt=30&ch=681&sch=C&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=22&pt=30&ch=681&sch=C&rl=Y)

As part of the admission requirements, all students in all tracks, are required to sign a document acknowledging that the appropriate code of ethics has been received and read. This document will be maintained in the advising departmental folder. Violations of the university code of conduct or professional ethical standards could result in a student being dismissed from the program.

## **Admission to University**

Students seeking admission to the university must meet the basic requirements outlined in the Admission sections of the University Catalog under "Graduate Admission Requirements." Students apply thru GradCass. Initial evaluation of the applicant's document is processed by the Office of Graduate Admissions and is routed to the counseling program for an admission decision.

Students who wish to change their graduate program after admittance to a specific program, must reapply for admission, pay the application fee and meet the new program's specific admission requirements. Please see university catalog and online academic calendar for admission deadlines, readmission requirements, and types of admission as they change from term to term.

## **Admission to the Counseling Program**

### **GPA and Statement of Purpose**

Standards for admission to the counseling specific programs are set by the counseling department, College of Education in addition to those requirements outlined by the Office of Admissions. New admission requirements are effective Fall 2020. New requirements include:

- 1) An undergraduate cumulative GPA between 2.75-2.99 or an undergraduate GPA of 3.00 or higher for the last 60 semester credits.
- 2) A three-page written Statement of Purpose is required.
- 3) An interview with Counseling Admissions Committee is required.

- 4) International students must have a minimum score of 70 on the TOEFL Internet-based test, 213 on the TOEFL computer-based, 550 on the TOEFL paper-based test, or 6 on the IELTS.

Students admitted will meet requirements as outlined in university catalog, including GPA, and TOEFL requirements.

To be considered for admission into any of the other counseling degree plans/program, students with previous graduate coursework must be in good standing with their prior university.

To ensure a solid foundation for counseling coursework, the department chair and associate chair has the right to examine an applicant's undergraduate transcript and require additional prerequisite coursework. Applicants without an appropriate background may be required to complete additional preparatory coursework.

### **Counseling Program Admissions Interview**

Once the application and the Statement of Purpose are completed and received, a pre-admission, on-campus interview is scheduled through the graduate advisor. The applicant will be notified by the graduate advisor of the appointment for the admission interview.

The in-person group interview with counseling program faculty will include questions and discussion of 1) relevance of career goals, 2) aptitude for graduate level studies, 3) potential success in forming effective counseling relationships, and 4) respect for cultural differences. Questions for candidates will be selected from a pool of appropriate pre-established interview questions. Faculty committee will consist of selected full-time counseling faculty and may vary from semester to semester.

After collecting all documents and conducting the interview, the counseling program admission committee will make a recommendation concerning admission to the department. The University Admission Department will then send an official notification to the applicant. The applicant may then schedule an appointment with the graduate advisor to plan classes and sign a degree plan.

### **Admission to School Counseling Program**

Once fully admitted to Texas A&M University Department of Counseling, Health and Kinesiology (CHK), the school counselor candidate may apply for the School Counseling Track. In addition to full admission to the CHK, the candidate must provide a teaching service record from a public or accredited private/charter school (if currently working as a classroom teacher) and complete the Application for School Counseling degree program. The application is only available thru the graduate advisor.

Upon receipt of the application and teaching documentation, an appointment will be scheduled between faculty and the prospective school counseling applicant. This appointment will include an oral interview, discussion of supply and demand, verification of GPA and academic standing, personal vision statement, review of code of ethics, and notice that criminal record check is required prior to practicum and internships.

In order to be fully admitted to the school counseling program, the applicant must meet all university program requirements as well as admission requirements specified by the State Board of Educator Certification (SBEC) and the Texas Education Agency (TEA) in 19 Texas Administrative Code 227. Once school counseling admission requirements have been completed, the student will receive either a) an offer of formal admission in writing or b) denial to school counseling program. (TEC 227.17) This formal offer will be dated and must be accepted or denied in writing by the student by date specified on the letter. If the CHK department does not receive a written communication of acceptance by specified date on letter, the department will consider that the student has declined the offer. For an applicant to be considered formally admitted to the school counseling program, the applicant must accept the offer of formal admission in writing by mail, personal delivery, facsimile, email, or an electronic notification. The certification officer must notify the Texas Education Agency **within seven calendar days** of a candidate's formal admission to the school counseling track.

Until formally admitted to school counseling program, students may not take coursework, training, or receive examination approval specific to the school counseling certification program. The coursework for the school counseling program is rigorous, interactive, student-focused, and performance-based.

\*Candidates to the school counseling program, pursuant to TEC 22.0835, must undergo a criminal history background check prior to clinical teaching. Students applying to program or planning to take the certification examination, may request a preliminary criminal history evaluation letter from TEA (227.101)

\*School candidates must undergo a criminal history background check prior to their practicum and internships.

\*School counseling candidates may request a preliminary criminal history evaluation letter regarding their potential ineligibility for school counseling certification due to a conviction or deferred adjudication for a felony or misdemeanor offense. 227.101(c).

## **Orientation**

Each semester, before the beginning of the first term of enrollment, an orientation will be conducted by counseling faculty members to disseminate and discuss the professional counseling handbook. Student ethical and professional obligations and growth expectations as a counselor-in-training will be explained. The process for licensure/certification will also be reviewed in the orientation. Students may contact their academic advisor and counseling office for information for dates and times for orientation. The dates will also be posted on the university calendar of events online. Orientation dates and times vary by semester and may be provided either face-to-face or virtually.

## **Transfer Coursework/Course Longevity**

In accordance with University catalog policy, graduate courses completed at other accredited colleges and universities may be applied as transfer credit toward the Master of Art counseling degrees. Per university policy, the maximum number of credit hours that may be transferred is twelve (12) hours. Practicum and internship coursework/hours may not be transferred. Once admitted to the program, consideration will be given for up to six hours of graduate level work done at other accredited institutions with a "B" or better. Transfer credit cannot be previously used in other graduate degrees and must be made in first semester of enrollment. All coursework, including transfer credits, must be completed within 5 years from earliest date of coursework.

These courses must be appropriate to the Counseling Program course requirements and key performance indicators. Every substitution form for transfer of credits will be submitted by graduate advisor to Department Chair for approval/recommendation to Dean of College of Education and Human Development.

If there is a question about accepting transfer coursework from other institutions, student will be required to provide the course syllabi and/or catalog description of the coursework.

As stated in the University Graduate Catalog, "a Master's degree student must complete all requirements for each specific graduate degree within five years of initial registration for that degree. Graduate credits older than those stipulated are not applicable toward a graduate degree without written approval from the Director of Graduate Studies."

## **Degree Requirements**

Normal course loads consist of six to nine hours per semester. Candidates for the Master of Arts in Counseling and Guidance: School Counseling must earn a minimum of 60 semester hours and maintain a minimum overall GPA of 3.0. Candidates for the Master the Arts Degree in Clinical Mental Health and candidates for Master of Arts in Marriage, Couple and Family Counseling must earn a minimum of 60 semester hours and maintain a minimum GPA of 3.0. All students must pass a comprehensive examination as part of the requirements for graduation with a Master of Arts degree.

### **Master of Arts in Counseling & Guidance: School Counseling**

Sixty semester hours are required for the Master of Education in Counseling and Guidance with professional school counselor certification. The School Counseling degree is designed for students wishing to work in a school setting. The degree emphasizes the implementation and management of school counseling programs while training highly skilled mental health professionals to utilize therapeutic and developmental principles to effect. The 60 - hour School Counseling degree satisfies academic requirements for School Counselor Certification in the State of Texas, as well as the academic requirements to become a Licensed Professional Counselor (LPC) in the state of Texas.

|      |      |  |
|------|------|--|
| EDCG | 5311 | Theories of Counseling   |
| EDCG | 5335 | Human Development Across the Lifespan                                |
| EDCG | 5333 | Research in Counseling   |
| EDCG | 5313 | Professional Orientation and Ethics                                  |
| EDCG | 5342 | Counseling Diverse Populations                                       |
| EDCG | 5314 | Theoretical Foundations of Individual, Couples and Family Counseling |
| EDCG | 5328 | Group Counseling Techniques  |
| EDCG | 5327 | Abnormal Human Behavior  |
| EDCG | 5336 | Abnormal Conditions and Interventions                                |
| EDCG | 5339 | Legal Issues in Counseling   |
| EDCG | 5325 | Assessment   |
| EDCG | 5332 | Substance Abuse and Process Addiction Disorders                      |
| EDCG | 5317 | Counseling Techniques  |
| EDCG | 5353 | Career Counseling  |
| EDCG | 5316 | School Counseling: Leadership and Advocacy                           |
| EDCG | 5352 | Counseling Curriculum and Systemic Interventions                     |
| EDCG | 5350 | School Counseling Practicum (100 hours)                              |
| EDCG | 5362 | School Counseling Internship (200 hours)                             |
| EDCG | 5362 | School Counseling Internship (200 hours)                             |
| EDCG | 5362 | School Counseling Internship (200 hours)                             |

## **Master of Arts in Clinical Mental Health**

The Masters of Arts degree in Clinical Mental health Counseling requires 60 hours of counseling coursework. This degree is designed to satisfy the 60-hour Licensed Professional Counselor (LPC) academic requirements in the State of Texas.

60 required hours

- EDCG 5311 Theories of Counseling
- EDCG 5335 Human Development Across the Lifespan
- EDCG 5333 Research in Counseling
- EDCG 5313 Professional Orientation and Ethics
- EDCG 5342 Counseling Diverse Populations
- EDCG 5314 Theoretical Foundations of Individual, Couples and Family Counseling
- EDCG 5328 Group Counseling Techniques
- EDCG 5327 Abnormal Human Behavior
- EDCG 5336 Abnormal Conditions and Interventions
- EDCG 5339 Legal Issues in Counseling
- EDCG 5325 Assessment
- EDCG 5332 Substance Abuse and Process Addiction Disorders
- EDCG 5317 Counseling Techniques
- EDCG 5353 Career Counseling
- EDCG 53XX Elective
- EDCG 53XX Elective
- EDCG 5360 Clinical Mental Health Practicum (100 hours)
- EDCG 5385 Clinical Mental Health Internship (200 hours)
- EDCG 5385 Clinical Mental Health Internship (200 hours)
- EDCG 5385 Clinical Mental Health Internship (200 hours)

## **Master of Arts in Marriage, Couple and Family Counseling**

The Master of Arts in Marriage, Couple, and Family Counseling requires 60 hours of counseling coursework. This degree is designed to satisfy the 60-hour Licensed Professional Counselor (LPC) academic requirements in the State of Texas.

- EDCG 5311 Theories of Counseling
- EDCG 5314 Theoretical Foundations of Individual, Couple, and Family Counseling
- EDCG 5335 Human Development Across the Lifespan

|           |  |
|-----------|--|
| EDCG 5333 | Research in Counseling   |
| EDCG 5342 | Counseling Diverse Populations                                 |
| EDCG 5325 | Assessment   |
| EDCG 5327 | Abnormal Human Behavior  |
| EDCG 5313 | Professional Orientation and Ethics                            |
| EDCG 5332 | Substance Abuse and Process Addiction Disorders                |
| EDCG 5328 | Group Counseling Techniques                                    |
| EDCG 5308 | Clinical Treatment: Couples, Families and Military Populations |
| EDCG 5309 | Counseling Individuals, Couples and Families                   |
| EDCG 5317 | Counseling Techniques  |
| EDCG 5353 | Career Counseling  |
| EDCG 5339 | Legal Issues in Counseling                                     |
| EDCG 5336 | Abnormal Conditions and Interventions                          |
| EDCG 5365 | Marriage, Couple, and Family Practicum (100 hours)             |
| EDCG 5359 | Marriage, Couple, and Family Internship (200 hours)            |
| EDCG 5358 | Marriage, Couple, and Family Internship (200 hours)            |
| EDCG 5359 | Marriage, Couple, and Family Internship (200 hours)            |

## **Course Sequencing**

Courses are organized in a coherent sequence and that sequence should be followed. Course sequence suggestions are listed on the Clinical Mental Health, School, and Marriage, Couple and Family Counseling degree plans. Suggestions include both part-time and full-time recommendations.

## **Advisement**

Faculty advisors and graduate advisors recommend students regarding coursework, certification, and licensure requirements, program policies and procedures, changes in degree plans, and career / educational needs.

While students may consult with faculty members, students are also encouraged to contact the College of Education and Human Development Graduate Advisor. The graduate advisor and faculty may be reached by email, campus phone, or in person by appointment, during office hours. Please be aware that there may be times when faculty members will be unavailable and cannot reply. Please consult your syllabi for faculty contact information.

## **Program Standards**

Students enrolled in the Counseling Program must maintain high scholastic standards and develop skills necessary to work with clients from various diverse cultures. Students are expected to demonstrate emotional and mental fitness in their fields and classes and conform to the ACA Code of Ethics (2014) and any other relevant codes of ethics for their program. Please see Fitness to Practice section for further information.



## **Academic Appeal Policy**

A graduate student pursuing a specific counseling program is placed on scholastic probation if, at the end of semester, the cumulative graduate grade point average falls below a 3.0. If the probationary status is not removed during the next full semester, the student must be reinstated before registering for further graduate work. Students may appeal to the Director of Graduate Studies through a petition process to address coursework dating over 5-year limit. Student wishing to appeal must initially schedule an appointment with their academic advisor to complete process and necessary forms.

Appeals are evaluated on a case-by-case basis and must comply with the university posted term deadlines (June 30 for fall term, December 1 for spring term, and April 30 for summer terms.) Submission of an appeal does not guarantee a change in the decision.

Links for appeal process and forms:

<http://www.tamusa.edu/studentengagementsuccess/StudentRightsAndResponsibilities/FAQs/faq.html>

## **Student Retention Policy/Re-admission**

The professional counseling program makes continuous and systematic efforts to attract, enroll and retain a diverse group of students for the program. Students must attain a course grade of "B" or better in all required courses on their degree plan, including electives. If GPA falls below a 3.0 GPA during any semester, student will be placed on academic probation. Faculty and advisor will carefully monitor students placed on academic probation until such time as probation is revoked.

Students previously admitted to the graduate program, but not enrolled for more than one academic year, will have to reapply thru applytexas.org. Students inactive, but reapplying, may be required to meet new program admission requirements at that time.

## **Evaluating Student Performance**

The counseling program faculty systematically assesses each student's progress in every core class and throughout the program by examining student learning in relation to demonstration of knowledge and skills. Assessments will include both objective and subjective measures and will occur over multiple points in time within the class and within the program. This assessment will include evaluation of key performance indicators of student learning in each of the core areas.

Students will receive feedback from faculty, supervisors and advisors about their performance. This evaluation may include observations, evaluations, practice situations, and skill checklists.

## **Reinstatement/Satisfactory Rate of Progress**

The graduate student who is dismissed for any reason may request reinstatement through the Director of Research and Graduate Studies. The student will be screened by the graduate director in consultation with the graduate coordinator and program advisor from the academic area in which the student desired to study.

A graduate student must exhibit a normal and reasonable rate of scholastic progress. If, in the opinion of the student's committee and the graduate director, the student has made an unsatisfactory rate of progress, the student may be dismissed from a specific program, even with a grade record that falls within guidelines.

## **Student Remediation, Retention and Dismissal**

During the evaluation of student progress at the core class level, practicum/internship level and other times throughout the program, faculty may determine that there is a need for student remediation.

The first level of remediation consists of the faculty member meeting with the student, either electronically or in office, and outlining the areas of concern. Areas of concern may include academic performance, professional behavior or compliance to appropriate legal/ethical codes.

If, after meeting with the faculty, it is determined further remediation is needed, the second level of remediation consists of a referral to the Fitness to Practice (FTP) Coordinator. The FTP Coordinator will then convene a committee to work with the student on a remediation plan.

Forms for remediation and fitness to practice are archived in the Tevera program. Completed remediation plans will be archived in the student's departmental file and by the FTP Coordinator.

While remediation is always preferred, in some cases, a student's lack of adherence to legal/ethical standards or academic achievement may exceed remediation and a recommendation for removal from the counseling program is possible. This will be determined by the FTP committee and department administration. Students withdrawing prior to the convening of a committee will receive a certified letter from committee as to its decision.

### **Class Registration/Course Load**

The availability of counseling classes cannot be guaranteed. The most accurate and current source of class schedules and offering are found online through Jagwire. Each of the three degree plans within the counseling program outline a coherent sequence of courses and include both full-time and part-time course load schedules. Courses should be taken in the recommended order.

After the initial coursework on the degree plan, students will not be able to register for courses for which they do not have the prerequisite courses for. It may be necessary to complete a "permit" for specific skill classes or internships and submit electronically to the graduate advisor. Students are encouraged to plan ahead and if necessary, contact the graduate advisor well in advance of registration. Classes fill quickly, and the registration system may place you on a waiting list for the class.

It is strongly recommended that students do not take more than one additional class when enrolling in either a practicum or internship.

### **Incompletes**

The spirit of the "Incomplete" is to give a student an opportunity to complete a course after the end of the semester. An Incomplete will only be considered under specific circumstances:

1. 70% of the class has been completed and student is passing with a "C" or better
2. The circumstance for which the "I" is requested is supported with documentation
3. Student has been attending class on a regular basis

Incompletes are not to be used to remedy excessive absences. Unforeseen circumstances precipitating the request for an "I" should occur near the end of the semester. Students who are experiencing difficulties at the beginning or midway through the course should contact their professor immediately to discuss options. When a professor agrees to grant an "I", a contract between the student and professor that outlines a specific timeline for completion of the course will be generated. Topics such as highest possible grade will also be outlined. If the contract is not fulfilled, the professor will submit a change of grade form with earned letter grade. All "I's" will automatically revert to an "F" after one year.

### **Dropping a Course**

Each student is responsible for knowing the drop date for any given semester. Professors are not responsible, under any circumstances, for “dropping” a student from a course. Please be aware that if you do not formally drop a course and fail to fulfill the academic requirements, the professor will submit the earned grade.

## **Practicum/Internship**

In order to complete Counseling Practicum and Internships at Texas A&M University – San Antonio, the students must have demonstrated proficiency in benchmark assessments spaced throughout the Counseling Program. Students must complete all prerequisite courses, have no outstanding Incompletes, and must be in good standing with no fitness to practice issues pending to be eligible for practicum and internship. Additionally, students must have a 3.0 grade point average in all graduate courses (i.e., "B" or better in each class). All courses with a “C” or below must be repeated before a student is eligible for practicum and internship.

Two semesters prior to enrollment in practicum, the student should attend the Practicum and Internship Orientation that is offered in the fall and spring semesters. The orientation provides information on practicum/internship application deadlines, approved practicum/internship sites, and required paperwork for admission to practicum/internship. Students may only apply for internships at sites on the approved list. School Counseling internship students may do their school internship in their school/district of employment. All application documents for practicum and internship are completed electronically via Tevera. Tevera documents will be reviewed/approved by the internship coordinator. Documents include the practicum/internship commitment form completed, signed by student and site supervisor with attached copy of liability insurance and copy of resume for site supervisor. Please note that the site supervisor must have: 1) minimum of a master’s degree, preferably in counseling; 2) relevant certifications and/or licenses; 3) minimum of two years pertinent experience (2 years for school counselors) 4) knowledge of program’s expectations, requirements, and evaluation procedures for students; and 5) relevant training in counseling supervision.

Students submitting clearance forms on Tevera after the deadline will not be guaranteed placement or registration in a practicum/internship class. Please contact Practicum/Internship Coordinator with any additional questions.

### Application Deadlines:

Fall Registration: July 1

Spring Registration: November 1

Summer Registration: April 1

## **Practicum**

The clinical practicum is conducted under the direct supervision of the Counseling Program faculty. It is a distinctly defined, supervised clinical experience in which the student develops basic counseling skills and integrates professional knowledge in environmental settings appropriate to the professional interests of the counseling student. It is completed prior to internship. The practicum consists of a minimum of 100 hours of clinical work over a full academic term, including at least 40 hours of direct service in addition to supervision and administrative responsibilities.

Practicum students will participate in an average of 1 ½ hour per week of group supervision on a regular schedule throughout term. They will also have weekly interaction with supervisors that average one hour per week of individual and/or triadic supervision.

## **Internship**

The clinical internship is a defined, supervised clinical experience after practicum in which the student refines and enhances basic counseling knowledge and skills, and integrates and authenticates professional knowledge and skills related to program objectives. All students will complete three internship semesters. Each internship semester consists of a minimum of 200 hours of clinical work over a full academic term, including at least 80 hours of direct service in addition to supervision and administrative responsibilities.

Internship students will participate in an average of 1 ½ hour per week of group supervision on a regular schedule throughout term. They will also have weekly interaction with supervisors that average one hour per week of individual and/or triadic supervision.

**Clinical Mental Health Internship:** The purpose of the internship is to provide the student with the opportunity to use preventative, developmental, and remedial counseling interventions with clients. For specific amount of direct and indirect hours per internship, see Internship syllabi. Interns must earn 200 hours per semester for a total of 600 hours over three semesters.

**Marriage, Couple and Family Internship:** The purpose of internship is to provide the student with the opportunity to demonstrate systemic approaches, primarily with couples and family. Each internship requires 200 hours with at least 80 of those hours being direct contact with clients. For specific amount of direct and indirect hours per internship, see Internship syllabi. Interns must earn 200 hours per semester for a total of 600 hours over three semesters.

**School Counseling Internship:** The purpose of the internship is to provide the student with the opportunity to use preventative, developmental and remedial counseling interventions with clients. The student intern will have the opportunity to demonstrate competency in the areas of responsive services, guidance curriculum, individual student planning, and system support to enhance the personal, academic, and career success of K-12 students. For specific amount of direct and indirect hours per internship, see Internship syllabi.

## **Professional Liability Insurance**

During practicum and internship courses, interns in all three programs will be held responsible legally and financially for the results of their professional activities. Each student/intern will be required to obtain professional liability insurance which is designed to provide a level of coverage for acts of malpractice, error, or omission in the performance of their duties. Students are required to upload proof of liability insurance and internship documents through Tevera.

Insurance can be purchased from a variety of sources and professional organizations (see below) at reasonable cost. Interns who are members of professional organizations of TCA, ACA, or AACC may obtain liability. Students are also responsible for renewing the insurance as needed.

- Texas Counseling Association website (TCA student membership + insurance): <https://txca.org>
- American Counseling Association website (ACA student membership + insurance): <https://counseling.org>
- Healthcare Service Providers Organization website (insurance only): <https://hpsso.com>

## **Additional Site Requirements**

Please note that some practicum/internship sites have additional requirements for interns, which may include criminal history check, immunizations, random drug testing, orientations, and interviews. It is the student's responsibility to check with site supervisors to ensure that all site requirements are met prior to the start of the practicum/internship semester.

In addition to submitting the university documentation, each school counseling student should check to see whether their district has specific requirements for an internship. This may include a form for their district's counseling/human resources department and/or attendance at a district orientation.

## **Fitness to Practice**

Admission to the program does not guarantee fitness to remain in the program. Only students who meet program standards will be allowed to continue. Students must meet fitness to practice standards that are assessed periodically by faculty throughout the program.

These standards include demonstration of emotional and mental fitness in the interaction with others as well as conformance with codes of professional counseling associations and of the state of Texas. Students who fail to demonstrate fitness or conformance to appropriate codes may be asked to enter into a remediation plan in order to remain in the program. If a remediation plan is developed, students must demonstrate satisfactory remediation by specified timelines prior to being allowed to proceed toward graduation. In rare cases, a student's inability to practice may exceed remediation and a recommendation for removal from the counseling program is possible.

Please refer to University Student Fitness and Performance in the School of Education & Kinesiology.

<http://www.tamusa.edu/collegeofeducationandhumandevlopment/counselinghealthkinesiology/counseling/fitness-to-practice.html>

## **Comprehensive Examination**

All Master's degree candidates must pass the Counseling Comprehensive Exam for their specific degree program in order to be awarded the Master's degree. As of February, 2022 the Counseling Program will use the Counselor Preparation Comprehensive Examination (CPCE) as the Comprehensive Exam. Students are responsible for paying the \$150 exam fee. In order to qualify to take the Comprehensive examination, students must:

- a) Must be enrolled in practicum or internship prior to applying for exam;
- b) Have a graduate program GPA of 3.00 or better;
- c) Have a good academic standing: not on scholastic probation or enforced withdrawal;
- d) Have good standing in the department

The exam is comprehensive in nature and covers the core coursework.

- 1) Human Development Across the Lifespan
- 2) Theories of Counseling
- 3) Abnormal Human Behavior
- 4) Research in counseling
- 5) Assessment
- 6) Group Counseling Techniques
- 7) Career Counseling
- 8) Counseling Diverse Populations
- 9) Professional Orientation and Ethics

Additional information about the exam may be found at: <https://home.pearsonvue.com/cpce>

Students needing accommodations on the exam must be registered actively with the University's DSS office. The Department of Student Services will provide the EDCG with an accommodation sheet for the student.

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability. If you believe you have a disability that may require accommodations, please contact Disability Support Services (DSS) for the coordination of services. DSS is located at the Main Campus on the 2nd floor of the Central Academic Building in suite 210. The phone number for DSS is (210) 784-1335 and email is [dss@tamusa.edu](mailto:dss@tamusa.edu).

## **Study Resources**

Several study guides for comprehensive exam and licensing exams are available for check-out from the Counseling program office. E-books are also available thru the university library and are on reserve in library.

FSI MFT Study Guide- <https://www.fso.com/main/StudyGuide.aspx> these guides are available for 3 hour checkout through the University Library reserve desk.

Mastering the National Counselor Examination and the Counselor Preparation Comprehensive Exam- [https://www.amazon.com/Mastering-Counselor-Preparation-Comprehensive-Examination/dp/0133488829/ref=sr\\_1\\_1?ie=UTF8&qid=1536867903&sr=8-1&keywords=mastering+the+national+counselor+exam+and+the+counselor+preparation&dpID=41kAgDqCtbL&preST=\\_SX218\\_BO1,204,203,200\\_QL40\\_&dpSrc=srch](https://www.amazon.com/Mastering-Counselor-Preparation-Comprehensive-Examination/dp/0133488829/ref=sr_1_1?ie=UTF8&qid=1536867903&sr=8-1&keywords=mastering+the+national+counselor+exam+and+the+counselor+preparation&dpID=41kAgDqCtbL&preST=_SX218_BO1,204,203,200_QL40_&dpSrc=srch)

Encyclopedia of Counseling- [https://www.amazon.com/Encyclopedia-Counseling-Examination-Preparation-Comprehensive/dp/1138942650/ref=sr\\_1\\_1?ie=UTF8&qid=1536867954&sr=8-1&keywords=rosenthal+encyclopedia+of+counseling+4th+edition&dpID=51UAe6ljbL&preST=\\_SY291\\_BO1,204,203,200\\_QL40\\_&dpSrc=srch](https://www.amazon.com/Encyclopedia-Counseling-Examination-Preparation-Comprehensive/dp/1138942650/ref=sr_1_1?ie=UTF8&qid=1536867954&sr=8-1&keywords=rosenthal+encyclopedia+of+counseling+4th+edition&dpID=51UAe6ljbL&preST=_SY291_BO1,204,203,200_QL40_&dpSrc=srch). This resource is available for checkout from the University Library.

CertifyTeacher.com Software for #252 School Counseling- The University EPP department provides an access code for students interested in purchasing the software at a significant discount to prepare for the school counseling certification exam. Each semester's code is provided thru the Educator Preparation Program office.

## **Counseling Advocacy and Professional Organizations**

Students are encouraged to participate in professional counseling organizations. Examples of counseling organization and application information may be found on the following counseling webpage:

<http://www.tamusa.edu/collegeofeducationandhumandevelopment/counselinghealthkinesiology/counseling/field-practicum-internship.html>

### **Student Travel/Conferences**

There are limited funds available within the university College of Education for student travel / attendance to area professional organizational conferences. Budget may vary annually.

The counseling department offers student travel funds so students may access learning resources which are appropriate and relevant to the field of counseling, whether research, scholastic inquiry or professional activities.

Weeks prior to travel or attendance at conferences/meetings, students must submit the appropriate form to Student Scholarship Committee for committee approval. The form should outline the conference fees/travel needed. Forms for specific counseling conferences will be posted on Blackboard menu or emailed to students.

## **Resources / Library Support Services**

The University Library at Texas A&M University – San Antonio fosters collaboration among faculty, staff, and students to create an atmosphere of academic excellence and provides the university community with tools for lifelong learning. The library is actively engaged in the teaching, research, and outreach activities of A&M-SA. Library staff promote an inclusive culture through services, resources, and support. The University librarian for the College of Education conducts office hours each semester in the Madla Building for students needing assistance in research.

Several study guides for comprehensive exam and licensure exams are available for checkout from the University Reserve Desk. Study materials are also available for semester checkout through the graduate advisor for counseling.

For additional information, please see: <http://www.tamusa.edu/library/>

## **Tevera**

**Tevera** is a software program specifically for use by the counseling students on all three counseling degree plans. It provides students, alumni, and program faculty/staff a secure, digital record of professional and program competence. It is available to students during program and after graduation to maintain records/logs/portfolios electronically accessible for licensure and practice. Key Performance Indicators and grading rubrics for core classes will be maintained in Tevera.

Through this program, students track their progress toward graduation and licensure with lifetime access to this counseling program records. It contains necessary forms for each counseling class, practicum, internship, fitness to practice, class rubrics/assignments, etc. It also contains a variety of time log reports with electronic signatures that allows students to submit cumulative hours online for supervisor sign-off during practicum and internships.

## **National Counseling Examination Section**

Counseling Students at Texas A&M University - San Antonio have the opportunity to take the National Counselor Exam (NCE) prior to graduation. The NCE is the exam currently required by the Texas State Board for Professional Counselors to become a Licensed Professional Counselor (LPC). The NCE is also required for anyone who wants to pursue the National Board Certified Counselor (NBCC) credential. Completing the NCE is not a graduation requirement. Requirements are listed below:

- Students must pass the Comprehensive Exam/CPCE prior to registering for the NCE exam.
- Students must be enrolled in the Texas A&M – San Antonio Counseling Program during the semester in which they plan to sit for the NCE exam.
- Students must pay a \$335 fee for the exam to NBCC.
- Students who have been dismissed from the counseling program or have withdrawn from the counseling program are not eligible for this testing opportunity.
- Students are required to complete an ethics attestation as part of the registration process. Please click on the following link for important information pertaining to the required ethics attestation. <https://www.nbcc.org/ethics>

## **Licensure**

### **Clinical Mental Health Counseling**

Students completing the 60 semester hour Clinical Mental Health degree plan meet the academic requirements needed to apply for the LPC-Associate of the State of Texas. To apply for LPC-Associate license, graduates must document coursework, face-to-face counseling hours and supervision time on forms available from the Texas State Board of Examiners for Licensed Professional Counselors. <https://www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/index.html>. The board issues LPC-Associate credentials to counselors in training that successfully complete required coursework, supervised counseling experience, pass the appropriate state examinations, and meet additional requirements.

Upon graduation, each student is responsible for taking steps necessary to apply for the associate license. Further information is available at link above. Students may also contact the Associate Department Chair for information about licensure or course requirements.

### **Marriage, Couple and Family Counseling**

Students completing the 60 semester hours MCFC degree plan meet the academic requirements to apply for the LPC Intern in the State of Texas. To apply for LPC-Associate license, graduates must document coursework, face-to-face counseling hours and supervision time on forms available from the Texas State Board of Examiners for Licensed Professional Counselors. <https://www.bhec.texas.gov/texas-state-board-of-examiners-of-marriage-and-family-therapists/index.html> The board issues LPC-Associate credentials to counselors in training that successfully complete

required coursework, supervised counseling experience, pass the appropriate state examinations, and meet additional requirements.

Upon graduation, each student is responsible for taking steps necessary to apply for the associate license. Further information about further licensure is available at <https://www.bhec.texas.gov/texas-state-board-of-examiners-of-marriage-and-family-therapists/index.html> Students may also contact the Marriage, Couple and Family Counseling Program Coordinator for information about further coursework/requirements for additional licensure.

## **School Counseling**

Students completing the School Counseling degree plan complete a 60-hour program which includes hours required to apply for the LPC-Associate license in the state of Texas.

Beginning September 2023, the state of Texas no longer requires applicants to have two years of classroom teaching experience in a public or accredited school. Certification requirements for a Texas School counselor certificate still include: 1) successful completion of an approved school counseling preparation program, 2) passing score on the TExES #252 School Counseling exam, and 3) a Master's Degree from an Accredited Institution of Higher Education.

Admission to the school counseling track will still follow requirements outlined in the university catalog. For specific information, please contact the department coordinator. The university and department does not screen for felony or misdemeanor convictions which may prohibit students from licensing or certification. Candidates who have been formally admitted to the Educator Preparation Program and have concerns about their background check may submit a Preliminary Criminal History Evaluation to TEA at any time to determine their eligibility for certification. Visit the TEA Fingerprinting FAQ page for additional information at: <https://tea.texas.gov/texas-educators/investigations/preliminary-criminal-history-evaluation-faqs>

The Counseling program and program faculty neither endorse nor invalidate students for licensure or credentialing post-graduation. The program provides supportive documentation of the student's completion of all necessary requirements for licensure and/or certification. Students should contact the Associate Department chair or program faculty when needing such documentation.

## **Certification**

**Certification requirements for a Texas school counselor certificate:**

- 1) Successfully complete an *approved* school counseling preparation program**
- 2) Pass the TEXES #252 School Counseling exam**
- 3) Hold a Master's Degree from an Accredited Institution of Higher Education**

For further questions on school counseling certification, please see:

[https://tea.texas.gov/Academics/Learning\\_Support\\_and\\_Programs/School\\_Guidance\\_and\\_Counseling/School\\_Guidance\\_and\\_Counseling\\_-\\_FAQ/#Q4](https://tea.texas.gov/Academics/Learning_Support_and_Programs/School_Guidance_and_Counseling/School_Guidance_and_Counseling_-_FAQ/#Q4)

## **Certification Test**



In order to sit for the TExES #252 school counseling exam, a candidate must meet academic competency requirements by:

- 1) passing the comprehensive exam (CPCE),
- 2) scoring an 80 or better overall on school counseling practice exam, and
- 3) receive approval to test from the school counseling program faculty.

The practice TExES #252 exam will be administered while the student is enrolled in EDCG 5362.

(TEC 228.35(a) All coursework shall be completed prior to program completions and standard certification.

If the student is not successful on the practice #252, remediation will be provided by program faculty, and the student will review and take an alternate representative form of the #252 practice exam.

Once the student has scored 80% or higher on the practice exam, a “test approval form” will be submitted by the counseling program to the certification officer, and the TExES #252 exam will be opened for the student. The certification officer will send an email (to address listed on form) outlining test registration procedures through the TEA TEAL account. It is the student’s responsibility to proactively sign up and pay for the TExES exam once university approval has been given. When possible, forms should include the student’s TEA ID number.

### **Applying for Certification**

Once courses are completed (certification only) and/or degree conferred (master’s degree plan) and the TExES #252 has been passed, the student may go online to their TEAL account and apply for their professional certification. A fee for adding the professional certification is paid thru the TEAL account.

A completed degree plan (or certification only plan), copy of teacher service record, and university certification form will be scanned to university certification officer by the counseling program. The certification officer may contact the student if additional information is required for certification. Please allow 7 business days for the certification officer to process and approve your certification once all documents and necessary forms are received.

**NOTE:** For verification purposes, ALL identification information MUST REMAIN CONSISTENT between SBEC/TEA and ETS. You will be required to show your driver’s license or similar photo ID upon your arrival at the test site. You cannot have one name on your TEA account and a different one on your driver’s license or ID.

### **Written Endorsement Policy**

Permission should be sought and secured by students prior to listing or designating a faculty member as a reference. Counselors-in-training and graduates seeking endorsements, letters of recommendation or reference, credentialing, and/or employment letters should provide the respective faculty member(s) two weeks written notice either thru phone request or email request.

Students should provide faculty members with relevant information, dates and documents about the endorsement including, but not limited to job description, addressee, curriculum vitae, and relevant enrolled courses. The counseling faculty will only endorse or recommend a student or graduate for employment opportunities, licenses, certifications and/or other credentials to which the individual is adequately prepared through knowledge, coursework and experience.

No individual or graduate should expect any counseling faculty to recommend or verify training, experience, or expertise that the individual does not possess or to which the faculty do not have personal knowledge. However, counseling faculty will advise, teach, supervise and make every effort to help the student obtain the knowledge, skills and

experience that would be most beneficial to the student professionally. The Faculty is also required to follow the procedures and agreements of the various licensing and certifying bodies in Texas. It is also expected that students and graduates become familiar with these procedures before requesting endorsement and that ample time is allowed for faculty to complete these requests. All graduates applying for licensure and requiring departmental signatures should contact the chair's administrative assistant.

### **Care/Maintenance of Records**

All records are confidential and contained within a locked file accessible to authorized personnel of the Counseling Practicum/Internship Faculty. Records may contain confidential fitness to practice documents, practicum/internship documentation, etc. No information from the record can be released without the written consent of the client as per Chapter 611 of the Texas Health and Safety Code. <https://statutes.capitol.texas.gov/Docs/HS/htm/HS.611.htm>

Telephone/electronic/written requests for information concerning students and their internships/practicum will be forwarded to the department chair. Requests for release of information must be made in writing by an individual authorized to such a request. All records are the property of the Counseling Department and must not be removed/ copied without consent of the clinical coordinator. Times logs required for licensure will be available on Tevera to students beginning Spring 2021. Internship hours completed prior to Spring 2021 will be available in counseling department.

### **Complaints Regarding the COEHD EPP**

#### **§228.70. Complaints and Investigations Procedures.**

-(a) Purpose. Texas Education Agency (TEA) staff shall maintain a process through which a candidate or former candidate in an educator preparation program (EPP), an applicant for candidacy in an EPP, an employee or former employee of an EPP, a cooperating teacher, a mentor, a site supervisor, or an administrator in a public or private school that serves as a site for clinical teaching, internship, or practicum experiences may submit, in accordance with subsection (c)(1) of this section, a complaint about an EPP for investigation and resolution. Complaints should be referred to the TEA:

[https://tea.texas.gov/About\\_TEA/Contact\\_Us/Complaints/TEA\\_Complaints\\_Management/](https://tea.texas.gov/About_TEA/Contact_Us/Complaints/TEA_Complaints_Management/)

### **Appendix**

#### **Program Dispositions Chart**

| <b>Professional Disposition</b>                           | <b>Descriptors of disposition</b>  |
|---|--|
| Professional Role / Ethics                                | Adheres to ethical guidelines of ACA, NBCC, TEA, and LPC board.  |
| Professional Behavior<br>Professional/Personal Boundaries | Includes interpersonal functioning/relationships<br>Awareness of self and others, communication, engagement<br>Judgment, and collaboration. Appropriate boundaries with supervisors, peers and clients |
| Knowledge and Adherence to Site Policies                  | This includes all policies (university, agency, site, course)  |
| Record Keeping & Task Completion                          | Completes all accurate time logs, treatment plans, case notes, psychosocial reports, consents, releases  |

|                                   |   |
|-----------------------------------|---|
| Multicultural Competencies        | Demonstrates an appreciation, commitment, respect and value for human diversity in words and behaviors. Displays inclusive behavior that is sensitive to age, gender, sexual orientation, language, ability/disability, culture, religions, race, ethnicity, and nationality. |
| Flexibility & Adaptability        | Students' ability to handle different sources of stress associated with graduate study and practice, congruence between mood and affect, impulse control; ability to adapt to new situations within the environment and with others, or unexpected events.                    |
| Academic and Emotional Engagement | Demonstrates active engagement in learning and development, sets goals, strengthens weaknesses; openness to growth, alters behavior in response to supervisor feedback  |

## **Clinical Mental Health Program Objectives**

1. To develop reflective, technologically-competent, clinical mental health counselors who understand the multiple roles and responsibilities of counselors as well as the strategies necessary for client advocacy, personal self-care, and legal/ethical behavior.
2. To develop the multicultural counseling competencies of clinical mental health counselors to include knowledge of cultural identity and development, social justice and advocacy as well as strategies for addressing barriers, prejudices, oppression and discrimination.
3. To prepare clinical mental health counselors to utilize knowledge of lifespan development, learning theory, personality development and addiction in order to facilitate behavioral change, well-being and resilience in clients.
4. To develop clinical mental health counselors' knowledge of development, theories, skills and technological resources needed to effectively assist diverse clients in goal-setting, decision-making, and career planning.
5. To prepare self-aware, skilled clinical mental health counselors who are cognizant of theories, models and strategies for understanding, planning and practicing counseling and consultation within a variety of settings/situations.
6. To develop skilled clinical mental health counselors' knowledge of group dynamics, stages, theories, and techniques needed for designing, facilitating and leading ethically and culturally diverse groups.
7. To train clinical mental health counselors in formal and informal assessment methods to assess, and interpret clients' abilities, aptitudes, interests, and achievement for the purpose of diagnosis and intervention planning
8. To instruct clinical mental health counselors to understand and implement various research designs/methodology, to evaluate counseling services and to make informed counseling treatment/intervention decisions

## School Counseling Program Objectives

1. To develop reflective, technologically-competent, school counselors who understand the multiple roles and responsibilities of counselors as well as the strategies necessary for client advocacy, personal self-care, and legal/ethical behavior.
2. To develop the multicultural counseling competencies of school counselors to include knowledge of cultural identity and development, social justice and advocacy as well as strategies for addressing barriers, prejudices, oppression and discrimination.
3. To prepare school counselors to utilize knowledge of lifespan development, learning theory, personality development and addiction in order to facilitate behavioral change, well-being and resilience in clients.
4. To develop school counselors' knowledge of development, theories, skills and technological resources needed to effectively assist diverse clients in goal-setting, decision-making, and career planning.
5. To prepare self-aware, skilled school counselors who are cognizant of theories, models and strategies for understanding, planning and practicing counseling and consultation within a variety of settings/situations.
6. To develop skilled school counselors' knowledge of group dynamics, stages, theories, and techniques needed for designing, facilitating and leading ethically and culturally diverse groups.
7. To train school counselors in formal and informal assessment methods to assess, and interpret clients' abilities, aptitudes, interests, and achievement for the purpose of diagnosis and intervention planning
8. To instruct school counselors to understand and implement various research designs/methodology, to evaluate counseling services and to make informed counseling treatment/intervention decisions.
9. To train school counselors to collaborate with all stakeholders in schools to achieve common goals for K-12 students, school improvement and of community.
10. To prepare schools counselors with theory and skills necessary to provide a Texas model of comprehensive school counseling programs in K-12.

## **Marriage, Couple, and Family Counseling Program Objectives**

1. To develop marriage, couple and family counselors, who are professional, ethical problem-solvers that are aware of roles, policy, technology and legalities relevant to the counseling field.
2. To train marriage, couple and family counselors to be culturally competent, who modify their counseling approaches and knowledge to diverse groups / cultures and who promote social justice.
3. To prepare marriage, couple and family counselors to utilize knowledge of human growth and development when designing and implementing techniques/plans to improve their clients' well-being and understanding.
4. To develop marriage, couple and family counselors knowledgeable in career development, theories, and skills to better assist their clients in career planning.
5. To prepare marriage, couple and family counselors who are cognizant of and can apply established and emerging counseling theories/techniques to empower their diverse client(s).
6. To educate marriage, couple and family counselors in group dynamics, theories, and techniques appropriate for effective application with diverse groups.
7. To train marriage, couple and family counselors in formal and informal assessment methods to assess and interpret couples and families' abilities, aptitudes, interests, and achievement.
8. To instruct marriage, couple and family counselors to understand and implement various research designs/methodology to evaluate counseling services and make relevant counseling applications.

**Masters of Arts in Counseling and Guidance: School Counseling**

Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Email \_\_\_\_\_

Telephone # \_\_\_\_\_

Program Advisor \_\_\_\_\_

Catalog of Admission \_\_\_\_\_

**Core Coursework**

| Course Number |      | Course Name   | Course Prerequisites                      | Grade | Semester Completed |
|---------------|------|---|---|-------|--------------------|
| EDCG          | 5333 | Research in Counseling  |   |       |                    |
| EDCG          | 5335 | Human Development Across the Lifespan                                 |   |       |                    |
| EDCG          | 5311 | Theories of Counseling  |   |       |                    |
| EDCG          | 5342 | Counseling Diverse Populations and Military Cultures                  |   |       |                    |
| EDCG          | 5316 | School Counseling: Leadership and Advocacy                            | EDCG 5333                                 |       |                    |
| EDCG          | 5313 | Professional Orientation and Ethics                                   | EDCG 5333, EDCG 5311, EDCG 5335           |       |                    |
| EDCG          | 5327 | Abnormal Human Behavior   | EDCG 5335, EDCG 5311, EDCG 5342           |       |                    |
| EDCG          | 5317 | Counseling Techniques   | EDCG 5311, EDCG 5335, EDCG 5342 EDCG 5313 |       |                    |
| EDCG          | 5325 | Assessment  | EDCG 5333                                 |       |                    |
| EDCG          | 5328 | Group Counseling Techniques   | EDCG 5317, EDCG 5313                      |       |                    |
| EDCG          | 5353 | Career Counseling   | EDCG 5333, EDCG 5311                      |       |                    |
| EDCG          | 5332 | Substance Abuse and Process Addiction Disorders                       | EDCG 5327                                 |       |                    |
| EDCG          | 5352 | Counseling Curriculum and Systemic Interventions                      | EDCG 5335, EDCG 5328                      |       |                    |
| EDCG          | 5336 | Abnormal Conditions and Interventions                                 | EDCG 5327, EDCG 5328                      |       |                    |
| EDCG          | 5339 | Legal Issues in Counseling  | EDCG 5313, EDCG 5328                      |       |                    |
| EDCG          | 5314 | Theoretical Foundations of Individual, Couples, and Family Counseling |   |       |                    |
| EDCG          | 5350 | School Counseling Practicum (100 hours)                               | EDCG 5317, EDCG 5328                      |       |                    |
| EDCG          | 5362 | School Counseling Internship (200 hours)                              | EDCG 5350                                 |       |                    |
| EDCG          | 5362 | School Counseling Internship (200 hours)                              | EDCG 5350                                 |       |                    |
| EDCG          | 5362 | School Counseling Internship (200 hours)                              | EDCG 5350                                 |       |                    |

## N O T E S

**FITNESS TO PRACTICE:** Admission to the Counseling Program does not guarantee fitness to remain in the program. Admission, continuation, and completion within the Counseling Program requires strict adherence to all university/program policies and procedures including: degree requirements, approved course sequencing, demonstrated proficiency in skill level courses, adherence to practicum deadlines and requirements, Fitness to Practice benchmarks and policies, successful completion of comprehensive finals, participation in prescribed remediation plans, and compliance with all university/department policies related to grades and attendance. Failure to comply with the Fitness to Practice Policy and/or program procedures may result in delayed degree completion, implementation of a remediation plan, or dismissal from the Counseling Program.

- 1) Students are expected to limit coursework to courses outlined on their signed degree plan.
- 2) Students may petition to transfer in a maximum of 6 hours of graduate level work from an accredited university. Students should initiate the request with the academic advisor during their first semester of enrollment. Coursework applied toward another degree may not be used to satisfy degree requirements.
- 3) Students must maintain a graduate GPA of 3.0 in order to maintain “good standing” in the counseling program
- 4) Practicum and internship applications must be completed and approved by the departmental deadlines for enrollment in EDCG 5350 School Counseling Practicum and EDCG 5362 School Counseling Internship.
- 5) Priority deadlines for application submissions are:
  - November 1 for Spring semester
  - April 1 for Summer semester
  - July 1 for Fall semester
- 6) All Master’s degree candidates must pass the Comprehensive Exam in order to be awarded the Master’s degree. The exam is administered on the second Saturday of February, June and September.  
In order to qualify to take the Comprehensive Examination, students must:
  - a) have completed 33 hours of core curriculum;
  - b) have a graduate program GPA of 3.00 or better;
  - c) have a good academic standing : not on scholastic probation or enforced withdrawal;
  - d) have a completed Comprehensive Exam application in the Department of Counseling, Health and Kinesiology.
- 7) Only grades of “A” or “B” will be accepted toward this degree.
- 8) Application for graduation must be completed online through your Jagwire account.
- 9) Course Longevity: As stated in the Graduate Catalog, “A master’s degree student must complete all requirements for each specific graduate degree within five years of initial registration for that degree. Graduate credits older than those stipulated are not applicable toward a graduate degree without written approval from the Director of Graduate Studies.”
- 10) Normal course loads consist of 6-9 hours per semester with a minimum grade of “B” required for all courses.
- 11) TAC §227.101(c) A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person’s potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

**Course sequence suggestion:**

| <b>Part-Time</b> |            |            |            |            |            |            |            |            |             |
|------------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| Semester 1       | Semester 2 | Semester 3 | Semester 4 | Semester 5 | Semester 6 | Semester 7 | Semester 8 | Semester 9 | Semester 10 |
| EDCG 5333        | EDCG 5311  | EDCG 5316  | EDCG 5327  | EDCG 5328  | EDCG 5325  | EDCG 5352  | EDCG 5362  | EDCG 5362  | EDCG 5362   |
| EDCG 5335        | EDCG 5342  | EDCG 5313  | EDCG 5317  | EDCG 5353  | EDCG 5332  | EDCG 5350  | EDCG 5339  | EDCG 5336  | EDCG 5314   |

| <b>Full-Time</b> |            |            |            |            |            |            |            |
|------------------|------------|------------|------------|------------|------------|------------|------------|
| Semester 1       | Semester 2 | Semester 3 | Semester 4 | Semester 5 | Semester 6 | Semester 7 | Semester 8 |
| EDCG 5333        | EDCG 5342  | EDCG 5327  | EDCG 5328  | EDCG 5350  | EDCG 5362  | EDCG 5362  | EDCG 5362  |
| EDCG 5311        | EDCG 5316  | EDCG 5317  | EDCG 5353  | EDCG 5352  | EDCG 5336  | EDCG 5339  | EDCG 5314  |
| EDCG 5335        | EDCG 5313  | EDCG 5325  | EDCG 5332  |            |            |            |            |



## Masters of Arts in Clinical Mental Health Counseling

Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Email \_\_\_\_\_

Telephone # \_\_\_\_\_

Program Advisor \_\_\_\_\_

Catalog of Admission \_\_\_\_\_

| Course Number |      | Course Name   | Course Prerequisites  | Grade | Semester Completed |
|---------------|------|---|---|-------|--------------------|
| EDCG          | 5333 | Research in Counseling  |   |       |                    |
| EDCG          | 5335 | Human Development Across the Lifespan                                 |   |       |                    |
| EDCG          | 5311 | Theories of Counseling  |   |       |                    |
| EDCG          | 5342 | Counseling Diverse Populations and Military Cultures                  |   |       |                    |
| EDCG          | 5313 | Professional Orientation and Ethics                                   | EDCG 5333, EDCG 5311, EDCG 5335                                     |       |                    |
| EDCG          | 5314 | Theoretical Foundations of Individual, Couples, and Family Counseling |   |       |                    |
| EDCG          | 5327 | Abnormal Human Behavior   | EDCG 5335, EDCG 5311, EDCG 5342                                     |       |                    |
| EDCG          | 5317 | Counseling Techniques   | EDCG 5311, EDCG 5335, EDCG 5342 EDCG 5313 or Co-requisite EDCG 5313 |       |                    |
| EDCG          | 5325 | Assessment  | EDCG 5333   |       |                    |
| EDCG          | 5328 | Group Counseling Techniques   | EDCG 5317, EDCG 5313  |       |                    |
| EDCG          | 5353 | Career Counseling   | EDCG 5333, EDCG 5311  |       |                    |
| EDCG          | 5332 | Substance Abuse and Process Addiction Disorders                       | EDCG 5327   |       |                    |
| EDCG          | 5336 | Abnormal Conditions and Interventions                                 | EDCG 5327, EDCG 5328  |       |                    |
| EDCG          | 5339 | Legal Issues in Counseling  | EDCG 5313, EDCG 5328  |       |                    |
| EDCG          | 53_  | (Counseling Elective)   |   |       |                    |
| EDCG          | 53_  | (Counseling Elective)   |   |       |                    |
| EDCG          | 5360 | Clinical Mental Health Practicum (100 hours)                          | EDCG 5317, EDCG 5328  |       |                    |
| EDCG          | 5385 | Clinical Mental Health Internship (200 hours)                         | EDCG 5360   |       |                    |
| EDCG          | 5385 | Clinical Mental Health Internship (200 hours)                         | EDCG 5360   |       |                    |
| EDCG          | 5385 | Clinical Mental Health Internship (200 hours)                         | EDCG 5360   |       |                    |

## N O T E S

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- 12) Students are expected to limit coursework to courses outlined on their signed degree plan.
- 13) Students may petition to transfer in a maximum of 6 hours of graduate level work from an accredited university. Students should initiate the request with the academic advisor during their first semester of enrollment. Coursework applied toward another degree may not be used to satisfy degree requirements.
- 14) Students must maintain a graduate GPA of 3.0 in order to maintain “good standing” in the counseling program
- 15) Practicum and internship applications must be completed/approved by the departmental deadlines for enrollment in EDCG 5360 and EDCG 5385.
- 16) Priority deadlines for application submissions are:
  - November 1 for Spring semester
  - April 1 for Summer semester
  - July 1 for Fall semester
- 17) All Master’s degree candidates must pass the Comprehensive Exam in order to be awarded the Master’s degree. The exam is administered on the second Saturday of February, June and September.  
In order to qualify to take the Comprehensive Examination, students must:
  - a) have completed 33 hours of core curriculum;
  - b) have a graduate program GPA of 3.00 or better;
  - c) have a good academic standing : not on scholastic probation or enforced withdrawal;
  - d) have a completed Comprehensive Exam application in the Department of Counseling, Health and Kinesiology.
- 18) Only grades of “A” or “B” will be accepted toward this degree.
- 19) Application for graduation must be completed online through your Jagwire account.
- 20) Course Longevity: As stated in the Graduate Catalog, “A master’s degree student must complete all requirements for each specific graduate degree within five years of initial registration for that degree. Graduate credits older than those stipulated are not applicable toward a graduate degree without written approval from the Director of Graduate Studies.”
- 21) Normal course loads consist of 6-9 hours per semester with a minimum grade of “B” required for all courses.

### Suggested Course Sequence:

| <b>Part-Time</b> |            | Semester 3 |           | Semester 4 |           | Semester 5 |           | Semester 6    |               | Semester 7    |               | Semester 8    |               | Semester 9    |               | Semester 10   |               |
|------------------|------------|------------|-----------|------------|-----------|------------|-----------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Semester 1       | Semester 2 |            |           |            |           |            |           |               |               |               |               |               |               |               |               |               |               |
| EDCG 5333        | EDCG 5311  | EDCG 5314  | EDCG 5327 | EDCG 5328  | EDCG 5353 | EDCG 5360  | EDCG 5385 | EDCG 5385     | EDCG 5385     | EDCG 5385     | EDCG 5385     | EDCG 5385     | EDCG 5385     | EDCG 5385     | EDCG 5385     | EDCG 5385     | EDCG 5385     |
| EDCG 5335        | EDCG 5342  | EDCG 5313  | EDCG 5317 | EDCG 5325  | EDCG 5332 | EDCG 5336  | EDCG 5339 | EDCG Elective | EDCG Elective | EDCG Elective | EDCG Elective | EDCG Elective | EDCG Elective | EDCG Elective | EDCG Elective | EDCG Elective | EDCG Elective |

| <b>Full-Time</b> |            | Semester 3 |           | Semester 4 |           | Semester 5    |               | Semester 6    |               | Semester 7    |               | Semester 8    |               |
|------------------|------------|------------|-----------|------------|-----------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Semester 1       | Semester 2 |            |           |            |           |               |               |               |               |               |               |               |               |
| EDCG 5333        | EDCG 5342  | EDCG 5327  | EDCG 5328 | EDCG 5360  | EDCG 5385 | EDCG 5385     | EDCG 5385     | EDCG 5385     | EDCG 5385     | EDCG 5385     | EDCG 5385     | EDCG 5385     | EDCG 5385     |
| EDCG 5335        | EDCG 5313  | EDCG 5317  | EDCG 5353 | EDCG 5336  | EDCG 5339 | EDCG Elective | EDCG Elective | EDCG Elective | EDCG Elective | EDCG Elective | EDCG Elective | EDCG Elective | EDCG Elective |
| EDCG 5311        | EDCG 5314  | EDCG 5325  | EDCG 5332 |            |           |               |               |               |               |               |               |               |               |

## Masters of Arts in Marriage, Couple and Family Counseling

Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Email \_\_\_\_\_

Telephone # \_\_\_\_\_

Program Advisor \_\_\_\_\_

Catalog of Admission \_\_\_\_\_

| Course Number |      | Course Name   | Course Prerequisites  | Grade | Semester Completed |
|---------------|------|---|---|-------|--------------------|
| EDCG          | 5333 | Research in Counseling  |   |       |                    |
| EDCG          | 5314 | Theoretical Foundations of Individual, Couples, and Family Counseling |   |       |                    |
| EDCG          | 5335 | Human Development Across the Lifespan                                 |   |       |                    |
| EDCG          | 5311 | Theories of Counseling  |   |       |                    |
| EDCG          | 5308 | Clinical Treatment: Couples, Families & Military Populations          | EDCG 5314   |       |                    |
| EDCG          | 5342 | Counseling Diverse Populations and Military Cultures                  |   |       |                    |
| EDCG          | 5313 | Professional Orientation and Ethics                                   | EDCG 5333, EDCG 5311,<br>EDCG 5335  |       |                    |
| EDCG          | 5327 | Abnormal Human Behavior   | EDCG 5335, EDCG 5311,<br>EDCG 5342  |       |                    |
| EDCG          | 5317 | Counseling Techniques   | EDCG 5311, EDCG 5335,<br>EDCG 5342 EDCG 5313 or<br>Co-requisite EDCG 5313 |       |                    |
| EDCG          | 5325 | Assessment  | EDCG 5333   |       |                    |
| EDCG          | 5328 | Group Counseling Techniques   | EDCG 5317, EDCG 5313  |       |                    |
| EDCG          | 5353 | Career Counseling   | EDCG 5333, EDCG 5311  |       |                    |
| EDCG          | 5309 | Counseling Individuals, Couples & Families in the Military Community  | EDCG 5308, EDCG 5328  |       |                    |
| EDCG          | 5332 | Substance Abuse Counseling & Process Addiction Disorders              | EDCG 5327   |       |                    |
| EDCG          | 5336 | Abnormal Conditions & Interventions                                   | EDCG 5327, EDCG 5328  |       |                    |
| EDCG          | 5339 | Legal Issues in Counseling  | EDCG 5313, EDCG 5328  |       |                    |
| EDCG          | 5365 | Marriage, Couple & Family Practicum (100 hours)                       | EDCG 5308, EDCG 5328  |       |                    |
| EDCG          | 5359 | Marriage, Couple & Family Internship (200 hours)                      | EDCG 5365   |       |                    |
| EDCG          | 5359 | Marriage, Couple & Family Internship (200 hours)                      | EDCG 5365   |       |                    |

|      |      |  |           |  |  |
|------|------|--|-----------|--|--|
| EDCG | 5359 | Marriage, Couple & Family Internship (200 hours) | EDCG 5365 |  |  |
|------|------|--|-----------|--|--|

**N O T E S**

**FITNESS TO PRACTICE:** Admission to the Counseling Program does not guarantee fitness to remain in the program. Admission, continuation, and completion within the Counseling Program requires strict adherence to all university/program policies and procedures including: degree requirements, approved course sequencing, demonstrated proficiency in skill level courses, adherence to practicum deadlines and requirements, Fitness to Practice benchmarks and policies, successful completion of comprehensive finals, participation in prescribed remediation plans, and compliance with all university/department policies related to grades and attendance. Failure to comply with the Fitness to Practice Policy and/or program procedures may result in delayed degree completion, implementation of a remediation plan, or dismissal from the Counseling Program.

The Master of Arts Degree in (M.A) Marriage, Couple and Family Counseling requires 60 hours of Counseling requires 60 hours of counseling coursework, this degree is designed to satisfy the 60 hour Licensed Professional Counselor (LPC) academic requirements in the State of Texas.

- 22) Students are expected to limit coursework to courses outlined on their signed degree plan.
- 23) Students may petition to transfer in a maximum of 6 hours of graduate level work from an accredited university. Students should initiate the request with the academic advisor during their first semester of enrollment. Coursework applied toward another degree may not be used to satisfy degree requirements.
- 24) Students must maintain a graduate GPA of 3.0 in order to maintain “good standing” in the counseling program
- 25) Practicum and internship applications must be completed/approved by the departmental deadlines for enrollment in EDCG 5365 and EDCG 5359.
- 26) Priority deadlines for application submissions are:
  - November 1 for Spring semester
  - April 1 for Summer semester
  - July 1 for Fall semester
- 27) All Master’s degree candidates must pass the Comprehensive Exam in order to be awarded the Master’s degree. The exam is administered on the second Saturday of February, June and September.
 

In order to qualify to take the Comprehensive Examination, students must:

  - a) have completed 33 hours of core curriculum;
  - b) have a graduate program GPA of 3.00 or better;
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  - d) have a completed Comprehensive Exam application in the Department of Counseling, Health and Kinesiology.
- 28) Only grades of “A” or “B” will be accepted toward this degree.
- 29) Application for graduation must be completed online through your Jagwire account.
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- 31) Normal course loads consist of 6-9 hours per semester with a minimum grade of “B” required for all courses.

**Suggested Course Sequence for Marriage, Couple and Family Degree Plan**

| <b>Part-Time</b> |            |            |            |            |            |            |            |            |             |
|------------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| Semester 1       | Semester 2 | Semester 3 | Semester 4 | Semester 5 | Semester 6 | Semester 7 | Semester 8 | Semester 9 | Semester 10 |
| EDCG 5333        | EDCG 5342  | EDCG 5311  | EDCG 5313  | EDCG 5317  | EDCG 5328  | EDCG 5309  | EDCG 5336  | EDCG 5332  | EDCG 5339   |
| EDCG 5335        | EDCG 5314  | EDCG 5308  | EDCG 5327  | EDCG 5325  | EDCG 5353  | EDCG 5365  | EDCG 5359  | EDCG 5359  | EDCG 5359   |

| <b>Full-Time</b> |            |            |            |            |            |            |            |
|------------------|------------|------------|------------|------------|------------|------------|------------|
| Semester 1       | Semester 2 | Semester 3 | Semester 4 | Semester 5 | Semester 6 | Semester 7 | Semester 8 |
| EDCG 5333        | EDCG 5342  | EDCG 5313  | EDCG 5328  | EDCG 5309  | EDCG 5336  | EDCG 5332  | EDCG 5339  |
| EDCG 5314        | EDCG 5308  | EDCG 5327  | EDCG 5353  | EDCG 5365  | EDCG 5359  | EDCG 5359  | EDCG 5359  |
| EDCG 5335        | EDCG 5311  | EDCG 5317  | EDCG 5325  |            |            |            |            |

