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Welcome to the College of Arts and Sciences and congratulation on your admission to the graduate program in Counseling in the College of Arts and Sciences at the University of the District of Columbia. On behalf of our faculty, we take this opportunity to welcome you as you strive to complete your graduate work here at the university.

The College of Arts and Sciences (CAS) offers a variety of programs in a cultural and academic environment in which its students and faculty may thrive as scholars, teachers, leaders, and activists. The College strives to create and maintain a stimulating academic and social environment for the diverse population it serves. This environment is characterized by cooperation and communication among all constituencies in order to enhance quality and productivity in the delivery of services to students.

The primary mission of the College is to produce well-educated, autonomous, competent, and resourceful graduates who are well prepared to live and work in the multiethnic, global, and technological society of the 21st century. To accomplish this mission, the College provides opportunities for students to: 1) acquire a mastery of basic competencies and skills; 2) acquire the fundamentals of a general education; 3) concentrate in several fields in the humanities, fine arts, natural sciences, social sciences, allied health, and education; and 4) obtain sound preparation for professional graduate study.

The College is organized into four divisions - the Division of Education, Health and Social Work, the Division of Nursing and Allied Health, the Division of Science and Mathematics, and the Division of Urban Affairs, Behavioral, and Social Sciences. CAS offers 10 Master’s degree programs. The College has a reputation for preparing a representative number of its graduates for acceptance at prestigious and highly ranked graduate programs. It also prepares many others for careers in teaching, law enforcement, social work, arts education, speech-language pathology, government service and work in the private sector.
MISSION STATEMENT

The University of the District of Columbia is an urban land grant institution of higher education with an open admissions policy. It is a comprehensive public institution offering quality, affordable postsecondary education to District of Columbia residents at the certificate, associate’s, baccalaureate, and graduate levels. These programs will prepare students for immediate entry into the workforce, for the next level of education, for specialized employment opportunities, and for lifelong learning.

COLLEGE OF ARTS AND SCIENCES

The College is organized into four divisions - The Division of Education, Health and Social Work, The Division of Arts and Humanities, Division of Sciences and Mathematics, and the Division of Social and Behavioral Sciences. Departments in The Division of Education, Health and Social Work are Education, Counselor Education, Social Work, Speech-Language Pathology and minor clusters. The Division of Science and Mathematics consists of the Departments of Mathematics, Biology, Chemistry and minor clusters. In The Division of Arts and Humanities are the departments of Art, English, Music, Interdisciplinary Humanities, Digital Media and minor clusters. In The Division of Behavioral & Social Sciences are the Department of Political Science, Psychology, Interdisciplinary Global Studies, Criminal Justice, Human Development and minor clusters.

GRADUATE PROGRAMS IN COUNSELING

The Department of Counseling offers the Master of Science Degree in Counseling and the Master of Arts Degree in Rehabilitation. The Master of Science Degree in Counseling offers concentrations in clinical mental health counseling and school counseling which is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Master of Arts Degree in Rehabilitation is accredited by the Council on Rehabilitation Education (CORE). The mission of the Department of Counseling is tantamount to the mission of the University: to train culturally diverse nontraditional students to become counseling professionals to meet the human services and occupational needs of the District of Columbia and to provide continuing education opportunities that foster the development of professional counselors. Graduate programs in Counseling are continuously reviewed and the Department reserves the right to make changes to maintain quality programs that reflect national and state credentialing requirements.

REQUIREMENTS FOR ADMISSION

To be considered for admittance to graduate study in counseling, the applicant must meet the following requirements:
1. Hold a baccalaureate degree from an accredited college or university. Although a variety of majors may be considered appropriate background for graduate study in counseling, the successful applicant generally has a major in education or the social sciences. Students entering without the recommended preparation may be required to complete preparatory coursework at the undergraduate level.

2. Submit an official transcripts from all previous undergraduate and graduate schools. Applicants must have an undergraduate grade point average of 2.8 or higher to enter the Master of Science Degree. For graduate studies in Rehabilitation Counseling, the student must have a minimum of 2.5 grade point average.

3. Submit official scores from a recent administration of Graduate Record Exam: Verbal, Quantitative and Analytical Reasoning Tests, and the analytical writing subtest. Students can take the exam on-line at several Washington Metropolitan sites. Application packages are not considered complete until test results have been received. Although the GRE is not the only measure used to determine suitability for the program, if combined verbal and quantitative scores reflect a significant weakness, students may be required to meet additional requirements, i.e. repeat the exam, admissions interview, or enroll in preparatory courses at the undergraduate level, etc. Writing proficiency is a required admittance criterion. The student may satisfy the writing proficiency requirement by scoring above a cut-off score on the essay section of the GRE or by enrolling in the Writing Proficiency Course during the first semester in the program. Credit for this course will not be counted as part of the credit-hour requirements for completion of a graduate program.

4. Submit three letters of recommendation. It is recommended that one letter should be from an individual familiar with the applicant’s academic preparation; one should address the applicant’s suitability for the counseling profession: relating to clients, professionalism, integrity and personal attributes. Letters of recommendation weigh significantly in determining the student’s suitability for the program.

5. Students must submit a 500-word essay demonstrating their familiarity with the counseling profession and explaining the reason they have chosen the counseling field. The essay must be typewritten and double-spaced. Students must follow guidelines for writing the essay or the application will be considered incomplete.

6. A formal interview may be required if there is an indication of significant weaknesses or questionable suitability for the program. An interview does not guarantee admissions.

**Graduation Requirements**

Students must satisfy one of the following requirements to exit their graduate program in counseling:

**MS Counseling**

1. 48 semester hours, thesis (6 additional semester hours) and the Counselor Preparation Comprehensive Exam.
Or
2. 42 semester hours of core and basic requirements, 12 semester hours of electives that include a special project with a seminar paper and the Counselor Preparation Comprehensive Exam.

&
3. The Counselor Preparation Comprehensive Exam is a standardized assessment provided by the National Board of Certified Counselors (NBCC). The exam fee is determined by NBCC. The Department faculty may elect to administer a comprehensive program exam in lieu of the national standardized exam.

MA Counseling (Rehabilitation)
1. 48 semester hours
2. Pass a comprehensive exam

PROGRAM DESCRIPTION AND OBJECTIVES

The graduate programs in counseling prepare individuals to function professionally as school, community, and rehabilitation counselors; as treatment providers in mental health agencies, substance abuse facilities, employee assistance programs, career counseling, and in employment centers, therapeutic group homes, and rehabilitation centers. All Department graduate students are required to have knowledge and basic skills of Microsoft Office software.

Upon completion of a master’s degree in counseling each student shall fulfill the following objectives:

Professional Orientation & Identity
Upon completing the program each student will have knowledge and understanding of the professional role of a counselor and the diverse work environments. They will have knowledge of the organization and administration of counseling in schools and in community-based agencies and organizations. Students will have a familiarity with professional organizations, Ethical Standards of the American Counseling Association and to be able to contrast and compare the role of counselors to other helping professionals.

Social and Cultural Competence
Upon completing the program each student will have a familiarity with the multicultural paradigm and the diverse needs of a linguistically and ethnically diverse urban community such as the District of Columbia. Students will know how to engage systems to affect change that will embrace the authenticity of micro cultures in urban settings. Students will be familiar with counseling models and demonstrate counseling skills that are effective when working with culturally diverse clients.

Human Growth and Life Span Development
Upon completion of the program each student will have knowledge of theories of development across the life span and how to integrate that knowledge in the application of counseling in schools and in agencies. Students will be familiar with cultural relevant assessments of normalcy and pathology across domains.

Career Development & Career Counseling
Upon completion of the degree students will have knowledge of career theories and counseling models. Students will be familiar with assessment tools, the integration of technology and the career development resources. Students will have a knowledge of laws that support and protect individuals with disabilities in the workplace.

*Helping Relationships*

Upon completion of the degree students will have developed a personal style of counseling through self-assessments, personal reflections, professional and personal growth activities and application of theory into practice. Students will be able to demonstrate effective counseling skills, cross-cultural counseling competencies and the ability to work with diverse populations. Students will understand the importance of self-care, life-long learning in maintaining a knowledge of effective practices, continuous skill development and affiliation with professional associations. Each student shall provide direct services to clients in the specialized area of interest.

*Group Work*

Upon completion of the degree students will have knowledge of group work, types of groups, and theories of group counseling. Upon completion of the degree students will have experienced participating in a group and leading a group session.

*Assessment*

Upon completion of the degree students will be familiar with appraisal techniques for counseling and have an understanding of measurement principles and statistical concepts. Students will have knowledge of various standardized and non-standardized assessment methods. Students will be able to select, administer and interpret tests and write assessment reports.

*Research & Program Evaluation*

Upon completion of the program each student will be able to conceptualize a research project, conduct a research study and integrate technology into research practices. Students must complete the Course Research and Evaluation within the first year of their program. One of the learning objectives include demonstration of competency in the utilization of technology i.e., computer-based assessments, blackboard discussions, and on-line research of scholarly publications. Students will have a knowledge of ethical concerns in research and principles of program evaluations.

*Career Orientation*

Upon completion of the program each student will have identified a specialization area and have in-depth knowledge in a specialized area of interest and population. They will be familiar with professional organizations, ethical standards and membership benefits.

**THE SCHOOL COUNSELING PROGRAM AND OBJECTIVES**

The purpose of the School Counseling Program is a nationally accredited program. It prepares competent school counselors who will meet the certification requirements of the District of Columbia Public School System and adjacent states. Students entering the school counseling specialization are expected to complete field experience requirements for elementary and middle school or high school endorsement. Field placements for the school specialization are available during the Fall and Spring semesters only. Students must commit a minimum of 20 hours weekly on site. Upon completion of the Master’s of Science Degree in School Counseling, students will be able to
• Demonstrate history, philosophy, and current trends in school counseling and educational systems.
• Demonstrate knowledge principles and practices that foster the academic success of linguistically and culturally diverse student populations.
• Demonstrate a knowledge of leadership strategies that enhance the learning environment of schools.
• Demonstrate a knowledge local, state and federal policies and processes of collaboration, with teachers, parents and support personnel that facilitate successful student development and achievement.
• Promote individual and group guidance activities in school environments that enhance school climate.
• Demonstrate competencies in prevention and crisis intervention.
• Demonstrate knowledge and skills in recognizing students who may be affected by the exposure to or use of alcohol or drugs.
• Demonstrate methods of consulting with teachers, support staff, parents and administration.
• Design, implement and evaluate a supportive service program to enhance student academic, social, emotional, career and other developmental needs.
• Prepare counseling schedules that interface with academic activities.

THE MENTAL HEALTH COUNSELING AND THE REHABILITATION PROGRAMS AND OBJECTIVES

The mental health and the rehabilitation specializations are designed to prepare students for licensure as a professional counselor or certification as a rehabilitative counselor. Students who complete the specialization course work are competitive applicants for careers in community agencies or government entities. Students must complete field experiences related to the specialization. Students have the option of extending their field experience during the summer sessions with the approval of the clinical faculty. Students interested in professional licensure or clinical certification should obtain copies of the licensure and certification standards from the state office or the appropriate professional association. Upon completion of the degree in the mental health or the rehabilitative specialization students will be able to

• Demonstrate knowledge of the history and the philosophy of the counseling profession and the scope of practice in rehabilitative counseling.
• Demonstrate an understanding of working with culturally and linguistically diverse clients; the value of consumer empowerment, choice and personal responsibility.
• Demonstrate knowledge of the principles of diagnosis and treatment planning.
• Develop competencies in conducting clinical interviews, mental status evaluations, mental health histories, psychological and psychosexual assessments.
• Differentiate between psychosocial, medical and mental health aspects of maladaptive functioning.
• Demonstrate best practices in treatment strategies; disability systems; job analysis and placement for individuals with disabilities and other career related functions.
- Demonstrate a familiarity with ethical and legislative issues related to counseling including individuals with disabilities.
- Write treatment plans that reflect individual philosophies for those with disabilities.
- Demonstrate consultations and advocacy skills that promote the well being of clients.
- Demonstrate competencies in working with special populations.
- Demonstrate knowledge of case management principles and practices.
THE CURRICULUM

Graduate-level coursework in counseling includes theoretical and applied training in several course areas: philosophy and practice, life span development, career theories, and development, appraisal, social and cultural foundations, research and evaluation, counseling techniques and ethical/legal/professional issues. In addition, students are required to complete 9 hours of supervised clinical experience in counseling.

Graduates of the program are employed in schools, educational, judicial, mental health and drug treatment facilities, as well as in government and corporate settings throughout the Washington, D.C. metropolitan area. Many graduates have been licensed, certified and/or have entered advanced training programs. Many have completed doctoral programs.

The master’s degree in mental health counseling includes a curriculum of 54 semester hours with theoretical and applied training in several core areas: philosophy, life span development, career theories and development, appraisal, social and cultural foundations, research and evaluation, counseling techniques and ethical/legal/professional issues. This includes 12 hours of elective coursework (6 credit hours for individuals completing a thesis) and 9 credit hours of supervised clinical experience in counseling. The master’s degree in rehabilitation counseling is 48 credit hours. However, an increase in credit hours is anticipated.

COURSES

Upon completion of 21 credit hours, it is the responsibility of students to submit a request to advance to candidacy. Students who complete more than 21 credit hours prior to advancement to candidacy are not guaranteed that the additional credits will be accepted toward the degree and may be required to repeat the courses once candidacy status is confirmed. Evaluation of students’ readiness to advance to candidacy includes the completion of a comprehensive exam and cumulative grade point average. Students must register for the exam at least one semester prior to the last semester of course work. The exam is administered once annually. Students must request forms to register for the comprehensive written exam from the faculty advisor.

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**Core Requirements Rehabilitation Counseling: RHCN**

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<td>500</td>
<td>Foundations of Rehabilitation Counseling</td>
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<td>507</td>
<td>Career Counseling in Rehabilitation</td>
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<td>508</td>
<td>Rehabilitation Counseling Theories</td>
<td>3 credits</td>
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<td>505</td>
<td>Principles and Practices of Case management</td>
<td>3 credits</td>
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<tr>
<td>506</td>
<td>Psychosocial and Medical Aspects of Disabilities</td>
<td>6 credits</td>
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<tr>
<td>522</td>
<td>Application of Rehabilitation Counseling in a Field Based Setting</td>
<td>3 credits</td>
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<tr>
<td>509</td>
<td>Introduction to Rehabilitation Research</td>
<td>3 credits</td>
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<td>513</td>
<td>Job Development and Placement in Rehabilitation</td>
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**Practicum & Internship:**
**Practicum & Internship**

Students are required to complete 9 semester hours of practicum and internship experience. Students enrolled in the master of science degree program must first complete 1315 518 Supervised Practicum that requires 100 clock hours in the field and in related training activities (40 hours must be direct service with clients). Students pursuing the Master of Arts Degree in Rehabilitation Counseling must complete RH 510 Practicum in Rehabilitation Counseling. Students are also provided with weekly individual and group supervision. Upon completion of the supervised practicum and other prerequisite courses, students are eligible to enroll in their 600 hour field experience courses: Internship I and II requiring a cumulative of 600 clock hours of supervised experience in the field (240 hours must be direct service with clients).

The clinical experience facilitates the application of theory and classroom learning to professional settings. Students become familiar with various work settings, professional tasks and receive clinical supervision on site. Students will also have the opportunity to experience other professional activities related to the counseling field. Under supervision, students perform responsibilities expected of a professional counselor such as application of professional career materials, appraisal activities, working directly with client population, collaborating with other professionals in the field and functioning as a valuable member of the organization/professional environment. Involvement in other activities related to the profession such as national, regional and state conferences is strongly encouraged.

The guidelines for the Practicum in Rehabilitation Counseling (RC) are somewhat flexible, recognizing that each situation will vary, depending upon the unique nature of the student, field-site supervisor, caseload, and program where the Practicum experience is taking place. However, students must complete a 100-hour practicum experience where students assume the functions of beginning counselors in a human service program working with individuals with disabilities that may include, physical, mental, or academic which includes 40 hours of direct service to clients. The primary objective of the Practicum experience is to provide students with an opportunity to develop further their skills in clinical counseling, case recording, case management, job placement, and to experience the practical application of treatment policy, client services, and counseling philosophy in a human service program. The primary goal is to prepare a new clinical counselor, with a specialization in Rehabilitation Counseling, for the counseling profession. The RC Practicum is the last training segment in the RC curriculum and is a field-based experience in a community-based health, mental health, or substance abuse program providing counseling services for individuals with disabilities. The RC Practicum is designed to provide opportunities for students to focus on the integration and application of assessment, counseling theory and techniques, knowledge of disabilities, and all other course work in the curriculum.
The RC Practicum includes 100-hours of clinical field experience (15-week semester of 8-hours a week work experience) in a field-site providing services to actual clients with rehabilitation and clinical mental health disorders. The intern expected to participate in all counseling services appropriate for a new beginning professional counselor.

**Roles and Responsibilities**

**Internship-600 hours**

**Student Role**

While completing hours with the on-site agency/institution, students are expected to follow the agency policies and regulations. This includes but is not limited to policies regarding professional behavior, dress, confidentiality, attendance, absences, and follow through with assigned duties. In this way, students are learning to adopt a professional colleague identity. Students are expected to participate and attend (1) all practicum supervision meetings (group and individual supervision), (2) all agency case conferences/staff meetings scheduled by the field site, (3) at least one professional development activity during the semester, such as a state or local meeting or conference, (4) and at least one consumer-oriented activity, such as a disability support group, AA meeting, disability advocacy activity, or any other activity that provides direct student contact with persons in the community who have disabilities. Being exposed to and encouraged to participate in these experiences will assist the student further solidify and define his/her role as a developing rehabilitation counselor.

Students are also required to maintain a log of his/her practicum activities, which by signature or initials, the site supervisor will verify. This log will document the following:

- [ ] cumulative number of hours spent in practicum activities
- [ ] cumulative number of hours spent supervision meetings, both group and individual
- [ ] cumulative number of direct consumer contact hours
- [ ] the total number of hours (not to exceed 10) in attendance at a professional meeting or conference
- [ ] a summary description daily of the actual field site activities performed, including observation and training activities.
- [ ] a summary of how student applied or might have applied the information covered in the assigned readings from text(s) for that week to their work as a rehabilitation counselor on their internship site or a similar site

Activity Logs are maintained up-to-date weekly. At the end of the practicum assignment, the practicum student will submit the practicum log and a critique of the practicum experience to the practicum professor.

Lastly, students are required to submit at least three (3) taped (audio or video) sessions with critique. Each critique must include the intent of the session, what took place during the session, self-assessment, and plans for the next session. Students are responsible for security and erasure
must have the consumer sign the informed consent form prior to recording counseling sessions. This form must remain in consumer file. To protect consumer's privacy, students are urged to use only first names in their taped sessions and to only use the day and time of appointment to identify tape.

Students are required to purchase personal professional liability insurance and provide a Certificate of Insurance to the faculty supervisor before practicum/internship experiences begin. Such insurance is required to be maintained and current during the Practicum and Internship I & II courses.

A. Practicum

The counseling practicum students in the counseling Counseling program spend 8 hours a week (one day or two half days) in the field (total of 100 hours for the semester), with site and university supervision while also attending a 3 s.h. seminar on campus. The Counseling Practicum Manual describes the details of this clinical field experience. See the “Student Resources” section of the department’s website for the Manual.

B. Internship (Capstone Requirement)

The 600-hour internship will occur in the last semester of the student's program and will reflect the comprehensive work experience of a professional addictions and/or clinical mental health counselor. The Internship Manual describes the details of this clinical field experience. See the “Student Resources” section of the Department’s website (www.udc.edu) for the Counseling Internship manual. All practicum hours must be completed prior to the start of Internship.

As students prepare for their internship and practicum experiences, it is important to:

- **Set up the field site early.** Students should begin securing a practicum and internship site the semester before they are planning to start. Students must consult their advisor, Practicum Instructor, or Internship Coordinator prior to contacting a potential internship site. A pre-internship meeting is required of all interns prior to beginning this clinical field experience.

- **Obtain health insurance.** Students must maintain and provide proof of their own health insurance. East Carolina University is not responsible for health care or treatment of any disease/accident or disorder associated with educational, clinical or other contacts.

- **Obtain a criminal background check.** If a clinical setting requires a criminal background check or other requirements (e.g. CPR Training, drug testing) for placement, the student is responsible for the expense and securing of the required information.

- **Obtain professional liability insurance.** Students must be covered by professional liability insurance and provide proof of coverage prior to participating in their practicum and internship experiences.

**GUIDELINES FOR EVALUATING STUDENT PROGRESS AND SUITABILITY FOR THE PROGRAM**
Students may be terminated from the Program for academic failure, ethical violations, and/or personal unsuitability for the counseling profession.

Students will be evaluated annually by the entire faculty. The focus will be on clinical, professional, interpersonal and academic functioning. If there is a concern, the student will be informed orally and in writing. A signed copy of the evaluation will be placed in the student’s file. If the student receives a warning or is placed on probation, the student will be monitored and given an opportunity to respond to the concerns. The student will be advised of possible consequences of failure.

If the decision of the faculty is to terminate the student, the student will be notified in writing. The document will contain the basis for termination.

The student may choose to comply with the recommendation to exit the program or use the appeals process established by the University.

ACADEMIC ADVISING

Faculty advisors are available during registration periods and office hours to assist students with course selection. Advisors are also available to respond to concerns relative to personal and professional development. Office hours are posted on office doors and can be found on in the course syllabus. Students are encouraged to make appointments for comprehensive academic advising or counseling. Registration periods are extremely busy and generally used for course selection with limited time to discuss program requirements and academic problems.

Although the faculty is available to provide assistance, it is the student’s responsibility to become familiar with Program requirements, completing required courses and following academic policies and procedures. If evaluations indicate that the program is not appropriate for a student, the student will be advised to pursue another field. The faculty member is encouraged to assist the student with the transition from the Program. The faculty also reserves the right to make Program changes that reflect compliance with university policies and state credentialing requirements.
The master’s thesis provides an opportunity for engaging in formal research in a field of study. A thesis shall be judged as evidence of the student’s ability to do independent research and to prepare a manuscript which conforms to recognized standards of scholarly writing. A thesis committee, comprised of graduate faculty, shall be constituted for each thesis undertaken. Other professionals in the field may be invited to serve on the committee.

A written proposal shall be approved by the thesis committee and the Institution Review Board before the student begins work on the thesis. It is expected that the proposal will include the nature and scope of the problem, the significance of the proposed work, justification through survey of pertinent literature, and the planned approach to the problem. Two copies of the approved proposal shall be submitted to the committee chair. After approval, one copy shall be filed in the department office and one with the Office of the Dean.

For purposes of due recognition of the academic/professional research work (thesis) completed by an individual graduate student and to facilitate proper recordkeeping within the University as well as to enable future use of the data, the following actions shall be undertaken:

- Each student must submit to the Program Director three electronic copies of the master’s thesis.
- Each department will provide the academic college and the library at the University with lists of theses (with names of authors) completed in the department each semester.
- Each Dean shall prepare a consolidated listing of all graduate theses at the end of the academic year with titles and names of authors. The listing shall be forwarded to the Learning Resources Division, Office of the Dean, along with two bound copies of the thesis. One copy is to be placed in the University’s archives and the other copy in the circulating collection.
- The University shall publish the title and the name of the author of the thesis in the graduation program booklet.
- Procedures and application for copyright are to be obtained from the Copyright Office of the Library of Congress. Learn more at: http://www.copyright.gov

GUIDELINES FOR PREPARATION OF MASTER’S THESIS

Each student shall present a defense of the thesis before the full thesis committee, after which a grade will be assigned by the committee. A student is expected to register and pay fees for the thesis during every semester after the thesis is initiated until it is completed. Registration for summer terms is required if University personnel or facilities are being used. A grade of “X” will be assigned each academic term until the thesis is completed. Upon completion of the thesis, a change of grade is determined by the committee chair and submitted to the registrar for the cumulative six credits the last semester enrolled. A student may register for as many hours of thesis as needed, but a maximum of six hours of thesis credit may be applied to a Master’s degree.
Master’s Theses are to be typed on bond paper. A minimum of three bond copies must be furnished to the University, two for the library and one for the department. University-wide requirements for these include the following technical and administrative details:

- Margins must be at least 1 ½ inches at the left of the page, and 1 inch at the right, bottom, and top, except for the first page of a chapter, which has a 2 inch margin at the top. Tables and figures are centered with at least these minimum margins.
- Title Page: At least one copy of the title page must be a clean copy and have original signatures. The date should be the month and year the degree is awarded rather than the date of defense or submission of the manuscript.
- If a copyright is desired, the copyright notice should appear on the title pages of all copies of the manuscript or the copyright becomes invalid:
  
  Copyright 20__ __________________________ (student’s name)
  All rights reserved.

ORDER OF CONTENTS

The original and copies of the thesis must include the following items in the order listed:

1. Blank sheet of paper at the beginning of each copy submitted.
2. Title page including month and year of commencement.
3. Signature page.
4. Acknowledgment, preface or foreword (optional).
5. Abstract.
6. Table of contents.
7. Lists of tables, figures, graphs, etc.
8. Texts.
10. Appendix (if applicable).

PAGINATION

Pages should be numbered consecutively with Arabic numerals beginning with the first page of the text; preliminary pages are numbered with small Roman numerals. The title page and any page that is not entirely blank must be accounted for in the numbering, even if the number is not actually affixed on the page. Numbers should be at the top of the pages except for the preliminary pages and the first page of each chapter. Page numbers should be placed at least one inch from the edge of the page, centered, or to the right. Systems of double numbers such as 10a or 10b are not permitted. These instructions are subject to University policies and procedures or changes.
THE MASTER’S

PROJECT REPORT

The master’s project provides an opportunity for engaging in applied field research reflecting the individual and professional goals of a student. A project shall be judged upon evidence of the student’s ability to apply technical skills and knowledge to a practical problem in a field of study. A written report and other materials, when appropriate, will be prepared in a manner which conforms to recognized professional standards.

- The project supervisor shall be a graduate faculty member. The student may request that a specific faculty member supervises the project; however, the final decision rests with the department. The project supervisor may elect to invite one or more faculty members to assist with the supervision of the project.
- A written proposal shall be prepared by the student and forwarded to the supervisor of the master’s project before work is begun. The proposal is expected to contain the nature and scope of the work, the significance and background of the proposed work, and the planned approach to the project. Two copies of the proposal shall be filed in the department office, one of which will be included in the student’s file.

GUIDELINES FOR PREPARATIONS OF MASTER’S PROJECT REPORT

Margins should be at last 1 ½ inches at the left of the page, and 1 inch at the right, bottom and top, except for the first page of a major division, which has a 2 inch margin at the top. Tables, figures, and graphs are centered with at least these minimal margins.

TITLE PAGE

A sample title page is attached. The date should be the month and year the degree is awarded rather than the date of submission of the manuscript. A student wishing to copyright any part of a master’s project, should consult the Copyright Office of the Library of Congress. http://www.copyright.gov

ORDER OF CONTENTS AND PAGINATION

The order of contents and pagination for a master’s project is the same as that for a thesis when the elements are applicable (see pages 14-15). The project supervisor is the final authority for such decisions as well as determining the appropriate style guide to use.
THE MASTER’S INTERNSHIP REPORT

The master’s internship provides an opportunity for participating in the work of an approved agency or institution in order to gain practical training that will complement and enhance academic preparation. An internship shall be judged upon evidence of the student’s ability to apply structured graduate experience under supervised conditions.

- The internship supervisor shall be approved by the Program Director.
- A written proposal describing the objectives and the arrangements for the internship shall be approved by the internship supervisor before participation in the work of the agency begins. It is expected that the proposal will include the nature and scope of the work and an estimate of the time that will be devoted to the work. A “Statement of Agreement” between the University and any external agency or institution sponsoring the internship giving the details and scope of work must be filed as a part of the proposal. The assignment will be arranged by the faculty supervisor. Two copies of the approved proposal shall be submitted to the faculty supervisor. Once approved, one copy shall be filed with the student’s records.
- All requirements for the internship should be completed within the semester or summer of enrollment. If, in unusual circumstances, the internship cannot be completed in a single term a grade of ‘I’ may be assigned. A student may register for the number of hours of internship as determined by the program but the number of credit hours which may be applied to the master’s degree program may not exceed six.
- The final report of the internship must be submitted to the Program Director. In general, the report is expected to include the chief activities, benefits to the student, and any difficulties encountered, together with recommendations for improvement. The internship report may include research or evaluative reports, work logs, seminar reports, and field supervisor critiques or evaluations. Technical details of the report are the same as for the master’s thesis. The grade for the internship is submitted by the faculty supervisor after completion of the written report.

PROFESSIONAL ENDORSEMENTS

Upon completion of the graduate degree in counseling, students will receive a certificate of endorsement verifying the completion of all requirements for their specialization. The document can be used for employment purposes and pursuing further credentials. Students can pursue credentialing information from appropriate certification and licensing entities. Each state provides various options for credentialing.

District of Columbia
Office of the State Superintendent of Education
810 First St, NE 5th Floor
Washington, D.C. 20002
http://osse.dc.gov

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Graduates interested in national certifications can obtain information from the National Board for Certified Counselors: www.nbcc.org

**PROFESSIONAL IDENTITY AND PROFESSIONAL ORGANIZATIONS**

Students are encouraged to engage in professional activities through the American Counseling Association (ACA) and its affiliate organizations. Students are required to obtain malpractice insurance coverage prior to the internship experience. Coverage can be obtained through the student membership with ACA. Additionally, the Department offers student the opportunity to participate in the Graduate Student Counseling Club. The Club was formed by graduate students of the department and is open to all graduate counseling students.
American Counseling Association (ACA) is the world largest association for counselors with more than 40,000 members in the United States and 50 additional countries. The ACA gives members the opportunity to stay in touch with issues across the entire counseling spectrum. The ACA offers professional publications, on-line continuing education, and many other services and products. More information is on the website: www.counseling.org

Student members of the ACA get free liability insurance (must be obtained prior to the internship experience), automatic subscription to the Journal of Counseling Development (JCD), access to the full library of JCD, discounts on books published by the ACA, free online continuing education courses, free confidential ethical/professional standards consultation, reduced rates for the annual conference registration, and some other benefits.

Divisions of American Counseling Association

The nineteen divisions of the ACA provide professional counselors and students with a unique opportunity to focus on specific areas of interest. Students are encouraged to add division membership to their ACA membership as a way to connect with their specialty and as another opportunity for professional networking:

- American School Counselor Association (ASCA) advocates and expands the image and influence of professional school counselors. ASCA promotes leadership, collaboration, and systemic change in the field of school counseling. More information at www.schoolcounselor.org

- American Mental Health Counselors Association (AMHCA) represents clinical mental health counselors. The AMHCA mission is to use education, advocacy, listening, and professional development to improve the profession of mental health counseling. More information at www.amhca.org

- American Rehabilitation Counseling Association (ARCA) advocates for the counseling needs of individuals with disabilities. The ARCA mission is focused on promoting excellence in professional rehabilitation counseling, research, consultation, and professional development to enhance the development of individuals with disabilities throughout their life span. More information at www.arcaweb.org

For information about other divisions, visit http://www.counseling.org/AboutUs/DivisionsBranchesAndRegions/TP/Divisions/CT2.aspx

General University Policies

The following is general information related to frequently asked questions. Students will need to refer to the University Student Handbook for a comprehensive review of policies. The Student Handbook is available to students through the Division of Student Affairs (Bldg 39, Rm. 301-I) and it is distributed to new student during the orientation session.
DISABILITY RESOURCES POLICY

The University of the District of Columbia is committed to providing equal and integrated access for individuals with disabilities to all the academic, social, cultural, and recreational programs it offers. We work with students to ensure access to every opportunity for learning and personal growth so that you may participate as fully as possible in campus life.

Students are expected and encouraged to utilize the resources of the Disability Resource Center (DRC) to the degree they determine necessary. Although a significant degree of independence is expected of students, the Disability Resource Center is available to assist. To register with the Center, students must provide documentation of the disability of a history of a disabling condition that impairs a major life functioning. In collaboration with a counselor, students will be able to identify needed accommodations. The Center staff will maintain all confidential medical records on file and will assist students with obtaining reasonable accommodations for the student and provide support services to the faculty to ensure compliance with university policies and state and federal regulations. The Center is located in Building 44 Room A-39.

COURSE LOAD FOR FULL-TIME GRADUATE STUDENTS

The full-time course load for graduate students during the semester and summer term is nine (9) semester hours. To exceed this course load, degree seeking students must obtain the permission of the Division Head. Non-degree seeking graduate students must obtain the permission of the Dean responsible for the program in which they are enrolled.

STANDARDS FOR ASSESSING TRANSFER CREDIT

- Credit will not be accepted from colleges that are unrecognized by a regional accrediting association.

- Credit will be accepted from recognized programs of study, or college level instructional programs in the military and in government and private industry that have been identified and evaluated for credit by the Commission on Educational Credit of the American Council on Education.

- Credit from colleges not regionally accredited but which are accredited by a recognized accrediting body which, in turn, is recognized by the Council on Post Secondary Accreditation (CHEA) of the American Council on Education (ACE), may be accepted if approved by the appropriate UDC department.

- Credit earned in non-collegiate programs such as the U.S. Department of Agriculture (USDA) or the USBS Graduate Schools is acceptable if earned as academic credit. The University will not accept credits earned as Continuing Education Units (CEUs).

- Credit earned as a result of the College Level Examination Program (CLEP) general examinations and College Board Advanced Standing Examination shall be recognized as UDC
credit when scores higher than the ACE recommended minimums are earned. Subject examinations of CLEP are referred to the appropriate departments for final approval.

- Credit earned by examination at a prior institution is accepted on the same basis as credit earned through class enrollment.

A request for Credit by Examination form may be secured from the Office of the Registrar. The form requires the signature of the department chairperson in which the course is offered and the approval of the dean of the school or college. Payment of the credit by examination fee and any additional tuition must be paid prior to the examination that will administered by the department offering the course in question.

**INDEPENDENT READING ACTIVITY**

Independent Reading is an activity in which a qualified student, by pre-arrangement with a faculty member, reads a body of material with a minimum of formal instruction and supervision. Specific requirements in independent reading activities must be agreed upon by the academic department and approved by the department chair prior to registration.

**INDEPENDENT STUDY RESEARCH PROJECT**

Independent Research is an activity in which a qualified student does research on a topic agreed upon by the student and the faculty member, or engages in a mode of education deemed worthy of a student’s efforts by the department and college responsible for the course. This may include a wide range of activities that require independent reading and research on the part of a student. This is a means of enabling the student to explore intellectually areas of interest related to the major and is subject to the approval of the faculty supervisor, the department chair, and the dean of the college.

**SELECTED TOPICS COURSE**

This course is any non-recurring course or project involving a group of students on an experimental basis. This includes all courses which do not form a regular part of the curriculum of a department, college or the University. It is a means by which faculty can offer courses on a first-time, or a one-time basis. It is distinguished from Independent Reading Activities and Independent Study Research Projects in that it is open to groups of students under the same conditions by which a student registers for any course.

**GRADUATE ACADEMIC PROBATION**

Graduate students are required to maintain a 3.0 cumulative grade point average (CGPA) each semester and meet all requirements of the degree program elected to remain in good academic

*Independent Study activities cannot duplicate official courses in the department’s curricular offerings.*
standing. When the CGPA falls below the required 3.0, a student will be placed on probation. A student on probation is limited to six (6) semester hours during the regular semester and three (3) semester hours during the summer term. The academic dean will send notices to all students on probation to inform them that: a) they are required to reduce their course load while on probation; and b) they will be suspended unless they achieve a 3.0 CGPA by the end of the first semester of probationary status.

GRADUATE ACADEMIC SUSPENSION

Graduate students on academic probation will be suspended for one semester if they fail to raise their cumulative grade point average (CGPA) to the acceptable 3.0 requirement at the end of the probationary period. The academic dean will notify all graduate students of their suspension after grades from the previous semester have been posted and grade point averages have been determined. If a student is subject to suspension and has registered for course work, the registration will be canceled.

CLASS ATTENDANCE POLICY

The University expects all students to attend classes on a regular basis. If a student finds it necessary to be absent from class because of illness or other personal reasons, the reason for the absence should be reported to the instructor. This is for the instructor’s information and in no way excuses the absence, nor does it relieve the student of the responsibility for assignments covered during the period of absence. Extenuating circumstances which may force a student to be absent should be reported to the departmental office and to the instructor. The instructor will determine the amount of assistance a student will need to complete the course requirements.

ACADEMIC INTEGRITY POLICY

Students enrolling at the University of the District of Columbia assume the obligation to maintain standards of academic integrity. Violation of academic obligations: include: unethical practices and acts of academic dishonesty, such as cheating, plagiarism, falsification, and the facilitation of such acts. Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of any unfair advantage on any form of academic work. Plagiarism is the use of another’s ideas or words, or both, as if they were one’s own. However, ideas or direct quotations from others are acceptable with appropriate citation of source. Students are subject to dismissal from a degree program for unethical practices and acts of academic dishonesty. It should also be noted that a plea of ignorance of the policy will not be accepted. The prescribed policies and procedures that pertain to violation of the academic integrity policy are contained in the University Student Handbook (available at www.udc.edu/docs/handbook_complete.pdf).

TIME LIMITATION ON GRADUATE STUDENTS
A candidate for a Master’s degree program has a maximum of five years to complete all degree requirements. If a student fails to complete the degree within the prescribed five-year period, the student may become subject to new requirements that have been established since first admitted into the program of study. Students who have completed all program will requirements will be recommended to the Dean for graduation and credentialing. Students may obtain copies of certification of program requirements from the department. Students are encouraged to develop an electronic portfolio on Blackboard for employment purposes and verification of credentialing. Assistance with portfolio development is available through advisors.

GRADE APPEAL PROCESS

Students seeking a grade appeal must follow the following guidelines:

• Discuss your concerns about your grade with your professor who taught the course within one semester from receiving the grade.
• The professor must inform the student of the procedure used in calculating the grade. This procedure must be consistent with the information provided in the course syllabus.
• In case the matter is not resolved at Step I within 15 working days from the date that it was first presented to the Professor, the student may choose to appeal in writing to the Division Chair. The appeal must identify the basis of the dispute and include all supporting documentation.
• Upon receipt of the written appeal, the Chair will hold within 15 working days, individual and or joint meetings with the faculty member and the student.
• If the Chair is unable to resolve the dispute, the Chair will create a departmental committee to investigate the appeal.
• After the investigating the appeal the department committee will forward its recommendation to the Chair within 15 working days. The Chair will inform both parties of the decision.
• If the Chair’s decision is not accepted by either party, the student or the course professor may choose to appeal in writing, within ten working days from receiving the decision, to the College Dean with a copy to the Division Chair.
• The Dean will submit the appeal to the college-wide academic appeals committee for consideration and recommendation. The Committee will submit its recommendation to the Dean within 15 working days from the date of receiving the case. The Dean will inform all parties involved of his or her decision.

FREQUENTLY ASKED QUESTIONS

HOW TO REGISTER FOR A COURSE?

• Student reports to the academic department.
• Student meets with an academic advisor to determine course selection.
• Student selects courses to be entered into the computer by a department representative.
• Student pays for selected course(s).
• Failure to pay for course(s) at the time of registration will forfeit courses selection.

**HOW TO ADD OR DROP COURSES?**
• Student reports to academic advisor during change of schedule period.
• Student’s academic advisor approves change of schedule and complete computer entry of course adjustment.
• Student pays a $5.00 fee or the current designated amount for each course transaction (Paid at the Cashier’s Office).

**HOW TO AUDIT A COURSE**
• Student must receive approval from instructor or department chairperson.
• Student registers and pays for audit courses.
• Student receives a symbol of AU on his/her grade report.
• Audited courses cannot be used for receipt of financial aid funds.

**HOW TO WITHDRAW FROM A COURSE?**
• Student obtains a Course Withdrawal/ Leave of Absence form.
• Student completes the form and reports to Cashier’s Office and pays a $2.00 per course withdrawal fee or the current designated amount.
• Student returns to Registrar’s Office with course payment receipt and form.
• Student receives a withdrawal (W) on student academic record.
• Penalty for failure to properly withdraw from class will result in student receiving a grade of (F) in the course.

**HOW TO WITHDRAW FROM THE UNIVERSITY?**
• Student may withdraw from all classes up to and including the last day of class.
• Student obtains approval to withdraw from classes from the Dean of the student’s respective college or school.
• Student follows the procedures for course withdrawal as stated above.

**HOW TO REQUEST CREDIT BY EXAMINATION?**
• Student obtains Credit by Examination form.
• Student must be currently enrolled in a degree program and in good academic standing.
• Student receives prior permission from the chairperson of the department offering the course.
• Student pays a 5.00 per credit hour fee or the current designated amount and any additional tuition costs prior to examination.
• Credit for course must be approved by the department chairperson and the dean.
• Credit earned will appear as ACR on student’s transcripts and not include in the grade point average (GPA).

**HOW TO ENROLL IN THE CONSORTIUM?**
The University of the District of Columbia is an affiliate of the consortium of Universities of the Washington Metropolitan Area. Other affiliates are The American University, The Catholic University of America, Gallaudet College, The George Washington University, Howard University, University of Maryland (College Park Campus), George Mason University, and Marymount University of Virginia. The associate members are Mount Vernon College, Trinity College, and Southeastern University. More information at www.consortium.org

Graduate Students are limited to six credit hours through the Consortium. Registration forms and instructions are available in the Office of the Registrar. In order to take courses at any of the member institutions in the Consortium of Universities of the Washington Metropolitan area, a student must:

- Be currently enrolled in a degree-granting program at UDC.
- Receive approval from the major department and the Dean.
- Be in good standing with the University.
- The course is not offered at UDC during the semester the student intends to enroll in the affiliate institution.

HOW TO CHANGE PERSONAL INFORMATION?

- Student completes the Personal Information form.
- Student submits certified documents to support change of name, social security number, and date of birth.
- Data is recorded on the student’s file in the computer.

HOW TO REQUEST A TRANSCRIPT OF GRADES?

- Student obtains a Transcript Request form.
- Student submits form to Cashier’s Office. First request for official transcript is free. Additional copies cost $5.00 per copy.
- Unofficial copies are sent to the student upon request.

HOW TO REQUEST VERIFICATION OF ENROLLMENT?

- Student obtains Verification of Enrollment form.
- Student completes the request form.
- Student returns written request to Registrar’s Office.
- Official copies are forwarded directly to the requesting agency, individual or institution.

HOW TO REQUEST AN APPLICATION FOR GRADUATION?

- Student obtains the Application for Graduation on or before the stated date in the academic calendar.
- Student completes the form and reports to the Cashier’s Office.
- Student pays a graduation application fee of the current designated amount.
- Student returns form to Registrar’s Office and presents proof of fee payment.

HOW TO REQUEST VETERAN’S BENEFITS?

- Student completes the application for Veteran’s Education Benefits.
- Student submits certified document according to chapter 1-6 guidelines.
- Eligibility of each veteran is determined according to chapter code guidelines established by the Armed Services Department of Veteran’s Affairs.
- Residency proof is validated according to active duty, selective service or National Guard status.

HOW LONG WILL IT TAKE TO COMPLETE THE PROGRAM?

Full-time students can complete the 54 semester-hour program in 3 years and the 48 semester-hour program in two years.

WHAT SUPPORT CAREER PLANNING AND PLACEMENT SERVICES ARE AVAILABLE TO GRADUATES?

The University does not have a Career Planning and Placement Office. Graduates in School Counseling pursuing career opportunities with the District of Columbia Public Schools will need to contact the Office of the Superintendent to apply for certification. Graduates interested in teaching in other localities must contact certification boards of the state in which they hope to teach.

PROFESSIONAL LICENSURE

Students pursuing licensure to practice as a licensed professional counselor (LPC) will need 60 semester hours of coursework and documentation of supervised work experience post-graduate degree (2000 to 3500 hours, depending on the licensing state).

The National Board of Certified Counselors (NBCC) web site, www.nbcc.org, provides information on state licensure and national certification. Students are encouraged to pursue national certification. The examination is given by the NBCC. It is the national certification board responsible for credentialing counselors.

Students completing the degree in Rehabilitation Counseling can prepare for the Certified Rehabilitation Counseling credential. Information is found on the CORE website www.core-rehab.org.
RECRUITMENT & APPLICATION DEADLINES

Faculty continuously engages in the recruitment of qualified students into its program by accessibility to students who visit the campus and by their expedient responses to telephone and e-mail inquiries. Faculty review and admit students once annually. A panel of faculty reviews all applications for admittance into the graduate programs in counseling. Students may be invited on campus for interviews or interviewed by telephone. Faculty are required to evaluate students suitability for the Program by using an assessment rubric reflecting academic preparation, familiarity with the profession, interpersonal relations and writing proficiency. Students interested in the graduate program in counseling must submit their applications by June 30th of each academic year.

CONTACT INFORMATION

Dr. Philicia Jefferson,
Graduate Counseling Program Director
Department of Psychology and Counseling
Bldg. 44, Room 200-35
4200 Connecticut Avenue, N.W.
Washington, DC 20008
Telephone: 202.274.5439
UDC-Graduate Counseling Program Advising Form

( ) Initial Program of Study
( ) Revised Program of Study

Student Name: ___________________________ Home Telephone Number: ________________

Student I.D.: ___________________________ Work Telephone Number: __________________

Address: _______________________________________________________________________
________________________________________________________________________________

ADMISSION INFORMATION

Student Acceptance Information

GRE Results: V: _______; Q: _______; ESSAY: _______

( ) Conditional ( ) Regular

Semester Writing Proficiency Course Completed: ________________

Date of Acceptance: ________________ Degree Track: ______________________

IF CONDITIONAL, ACCEPTANCE LIST COURSES STUDENT MUST TAKE AND OTHER CONDITIONS:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER</th>
<th>YEAR</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PROGRAM OF STUDY

The program of study requires the completion of ______ semester hours that include a ______ semester hours covering professional orientation, theoretical knowledge, research and evaluation; nine (9) hours of clinical experience, ______ hours of basic program requirements that includes the graduate thesis or project as applicable and a minimum of ______ hours of course electives. Electives are chosen from concentration areas of preference and in consultation with faculty advisor.

ADVANCEMENT TO CANDIDACY

Students must submit a request to advance to candidacy upon successfully completing 21 semester hours. Readiness for candidacy will be determined by the cumulative grade point average, an acceptable score on a comprehensive examination, successful completion of all core requirements and writing proficiency.
GRADUATION REQUIREMENTS

For the Master of Science Degree students must satisfy one of the following requirements to exit the Program:

1. 48 semester hours, thesis (6 additional semester hours) and the Counselor Preparation Comprehensive Exam.
   
   Or
   
   2. 42 semester hours of core and basic requirements, 12 semester hours of electives that include a special project and seminar paper and the Counselor Preparation Comprehensive Exam.

   The Counselor Preparation Comprehensive Exam is a standardized assessment provided by the National Board of Certified Counselors (NBCC). The exam fee is determined by NBCC.

For the Master of Arts Degree students must complete 48 semester hours of course work and complete a comprehensive exam.

GRADUATE WRITING PROFICIENCY EXAM

Writing proficiency must be demonstrated for continuance in the graduate program beyond the first semester. The student may satisfy the writing proficiency requirement by scoring above a cut-off score on the essay section of the GRE or by enrolling in the Writing Proficiency Course during the first semester in the program. Credit for this course will not be counted as part of the credit-hour requirements for completion of a graduate program.

All students must maintain a cumulative grade point average of 3.0 each semester. Students enrolled in a graduate program are expected to continue their studies on a regular basis without interruption. All work towards a graduate degree must be completed in a five year period.

FIVE YEAR PERIOD TO COMPLETE DEGREE REQUIREMENTS

Expires: Semester/Year:________________________________________

Request for Extension for Completion of Graduate Degree

Extension request approved by the Dean of the College of Arts and Sciences
Date:________________________________________

Student must complete all requirements by the close of the following semester and year:

________________________________________

Student Signature:________________________________________
UDC-GRADUATE COUNSELING PROGRAM ADVISING FORM

Date: ________________
Student Name: ______________________ Advisor Name: ______________________

Below is a sample course schedule of the 21 credits necessary for Advancement into Candidacy. Students are advised to take the pre-candidacy requirements before completing electives.

<table>
<thead>
<tr>
<th>COURSE TITLE &amp; COURSE NUMBER</th>
<th>CREDIT</th>
<th>GRADE</th>
<th>SEMESTER</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Philosophies</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theories of Counseling</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Research and Program Evaluation</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics, Legal &amp; Legislative Issues</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Theories and Development</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Counseling Philosophies and Theories</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appraisal Techniques in Counseling</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB-TOTAL:</td>
<td>21 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADVANCEMENT TO CANDIDACY:

At the completion of passing the 21 Credit Core Requirement Courses Graduate Students are then eligible to sit for an Exam that Advances the Graduate Student’s Candidacy to the final stage of completing their Degree in the Counseling Program. Students must request the advancement to candidacy exam in writing one semester in advance.

<table>
<thead>
<tr>
<th>Post Core Requirement Exam Status (Check the Appropriate)</th>
<th>Passage of Exam:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Failure to Pass Exam:</td>
</tr>
</tbody>
</table>
## MS Degree General Requirements:

<table>
<thead>
<tr>
<th>COURSE TITLE &amp; COURSE NUMBER</th>
<th>CREDIT</th>
<th>GRADE</th>
<th>SEMESTER</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Techniques of Counseling</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Counseling</td>
<td>3 credits</td>
<td></td>
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</tr>
<tr>
<td>Prerequisites: Counseling</td>
<td>3 credits</td>
<td></td>
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</tr>
<tr>
<td>Philosophies/Foundation of Rehabilitation Counseling and Theories</td>
<td>3 credits</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Practicum (100 field hours required)</td>
<td>3 credits</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Internship I (300 field hours required)</td>
<td>3 credits</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Internship II (300 field hours required)</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Techniques of Counseling</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addiction Disorders</td>
<td>3 credits</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Cultural Diversity Issues and Multicultural Counseling: Prerequisite: Counseling Philosophies and Theories</td>
<td>3 credits</td>
<td></td>
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</tbody>
</table>

## MA Degree General Requirements

<table>
<thead>
<tr>
<th>COURSE TITLE &amp; COURSE NUMBER</th>
<th>CREDIT</th>
<th>GRADE</th>
<th>SEMESTER</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of Rehabilitation Counseling</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psycho-social and Medial Aspects of Disability in Rehabilitation Counseling</td>
<td>6 credits</td>
<td></td>
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<tr>
<td>Career Counseling and Job Development and Placement in Rehabilitation</td>
<td>3 credits</td>
<td></td>
<td></td>
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<tr>
<td>Introduction to Assistive Technology</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles and Practices of Case Management in Rehabilitation</td>
<td>3 credits</td>
<td></td>
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</tbody>
</table>

### Elective Courses (Students also have the option of completing courses in the Rehabilitation)

<table>
<thead>
<tr>
<th>COURSE TITLE &amp; COURSE NUMBER</th>
<th>CREDIT</th>
<th>GRADE</th>
<th>SEMESTER</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grief Counseling</td>
<td>3 credits</td>
<td></td>
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<tr>
<td>COURSE TITLE &amp; COURSE NUMBER</td>
<td>CREDIT</td>
<td>GRADE</td>
<td>SEMESTER</td>
<td>YEAR</td>
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<tr>
<td>------------------------------</td>
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</tr>
<tr>
<td>Counseling the Elderly</td>
<td>3 credits</td>
<td></td>
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<tr>
<td>Human Sexuality and Sexual Dysfunctions</td>
<td>3 credits</td>
<td></td>
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<tr>
<td>Crisis Intervention</td>
<td>3 credits</td>
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<tr>
<td>Psychopharmacology</td>
<td>3 credits</td>
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<tr>
<td>Independent Research Study</td>
<td>3 credits</td>
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<tr>
<td>Special Topics in Counseling</td>
<td>3 credits</td>
<td></td>
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<tr>
<td>Advanced Personality Theory &amp; Learning Process</td>
<td>3 credits</td>
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<tr>
<td>Advanced Statistics &amp; Research Design,</td>
<td>3 credits</td>
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<tr>
<td>Tests in Counseling</td>
<td>3 credits</td>
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</tbody>
</table>

**COMMENTS:**

**SPECIALIZATION COURSES:**

**SCHOOL COUNSELING**

<table>
<thead>
<tr>
<th>COURSE TITLE &amp; COURSE NUMBER</th>
<th>CREDIT</th>
<th>GRADE</th>
<th>SEMESTER</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminar Course</td>
<td>3 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Children and Adolescents</td>
<td>3 credits</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Organization and Administration of Counseling</td>
<td>3 credits</td>
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</table>

**MENTAL HEALTH/AGENCY COUNSELING**

<table>
<thead>
<tr>
<th>COURSE TITLE &amp; COURSE NUMBER</th>
<th>CREDIT</th>
<th>GRADE</th>
<th>SEMESTER</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychopathology</td>
<td>3 credits</td>
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<td></td>
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</tr>
<tr>
<td>Family Counseling</td>
<td>3 credits</td>
<td></td>
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<tr>
<td>Mental Health Treatment Techniques (Advanced)</td>
<td>3 credits</td>
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</tr>
<tr>
<td>Seminar Course</td>
<td>3 credits</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Diagnosis and Treatment Planning</td>
<td>3 credits</td>
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</tbody>
</table>

**THESIS TITLE:**
### MASTERS PROJECT

<table>
<thead>
<tr>
<th>TITLE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TOTAL CREDITS COMPLETED from Core, General, Elective &amp; Specialization Categories:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Calculate GPA:</th>
</tr>
</thead>
</table>

### ADVANCEMENT TO GRADUATION

**FINAL COMPREHENSIVE EXAM**  Advances the graduate student to the final stage of completing their M.S. or MA Degree in the Counseling Program.

<table>
<thead>
<tr>
<th>Final Comprehensive Exam Status (Check the Appropriate)</th>
<th>Passage of Exam:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Failure to Pass Exam:</td>
</tr>
</tbody>
</table>

### COMMENTS:

Signed off by Student: ___________________________  Date: _________________

Signed off by Advisor: ___________________________  Date: _________________
FORM FOR EVALUATING STUDENTS

Student: _______________________________________________________________

Faculty Member: ________________________________________________________

Capstone Assessments if Applicable: _______________________________________

Behavioral description of faculty concern: _________________________________

Expected changes in behavior: ___________________________________________

Time frame: _____________________________________________________________

Failure to remediate may result in termination from the program.

Signatures:

Student: ___________________________ Date ____________
INDEPENDENT & DIRECTED STUDY REQUEST FORM

Student name: ____________________________________________________________

I request permission to enroll in course # ________________________________

For _____ semester hours during the

  Summer session ______
  Fall session _________
  Spring session ______

The topic of my independent study is: _____________________________________

______________________________________________________________________

______________________________________________________________________

I will submit a detailed plan of study by ________________________________

Student Signature: ____________________________________________

Telephone: __________________________________________________________

Date: __________________________________________________________________

NOTE: If study is in lieu of a course, include the title and course number

______________________________________________________________________

Approved: __________________________________________________________________
Deadline for submitting course requirements ______________________
Director Signature: ___________________________ Date: ___________

Final grade: __________

PRACTICUM / INTERNSHIP PLACEMENT REQUEST FORM

From Student: ____________________________________________________________________________
Address: _______________________________________________________________________________
Home phone: __________________________ Work phone: ________________________________
E-mail: ____________________________________________

Faculty Advisor: __________________________________________________________________________

Application for: ___ Practicum ___ Internship I ___ Internship II
Specialization: School ___ Mental Health___ Rehabilitation___ Part Time: ___ Full Time: ___

Courses completed:
__ Philosophy of counseling  __ Research & Evaluation  __ Career Theories
__ Life Span Development  __ Appraisal Technique  __ Group Counseling
__ Practicum  __ Internship I  __ Theories  __ Case Management
__ Application of Assistive Technology  __ Job Development and Placement
__ Foundations of Rehabilitation  __ Psychosocial & Medical Aspects  __ Ethics
__ Counseling Children & Adolescents (for School)

Previous placements:

Identify goals and experiences desired in placement: __________________________________________
_____________________________________________________________________________________

If there is a site you are considering, please list it and the contact person:
_____________________________________________________________________________________

I understand that I must join my professional association and obtain liability insurance before starting
my practicum/internship.
Student signature: __________________________

**Office Use Only:**
Proof of insurance: ___________  Prerequisites completed: ___________
Advisor: ________________________________  Date: ___________________

**UNIVERSITY OF THE DISTRICT OF COLUMBIA**
**College of Arts and Sciences**
Department of Psychology and Counseling
4200 Connecticut Ave., N.W., Building 44 Rm. 200
Washington, D.C. 20008

**PLACEMENT DATA**

**PRACTICUM SITE INFORMATION**
(Print Information)

1. Check One:  Fall: _____  Spring: _____  Summer: _____  Year: _______

2. Name of Faculty Supervisor: ________________________________  Office No._______

3. Name of student: ___________________________________________

4. Check one:  (Internship I) ___________  (Internship II) ___________

5. Home address of student in Practicum: _______________________

_______________________________________________________________

Home Phone: __________________________  Office Phone: _______________________

E-mail: ___________________________________________________________________

Site Placement Name: _________________________________________________

_____________________________________________________________________

Site Supervisor: __________________________  Tel: ___________________________

41
ADVANCEMENT TO CANDIDACY REQUEST FORM

From Student: _________________________________________________________________

Address: ________________________________________________________________

Home phone: ___________________________ Work phone: _________________________

E-mail: ________________________________

Faculty Advisor: ____________________________________________________________

Specialization: School ___ Mental Health___ Rehabilitation ___ Part Time: ___ Full Time: ___

Courses completed:
___ Philosophy of counseling ___ Research & Evaluation ___ Career Theories
___ Life Span Development ___ Appraisal Technique ___ Group Counseling
___ Supervised Practicum ___ Theories ___ Foundations of Rehabilitation
___ Diversity Issues & Multicultural Counseling ___ Ethics
___ Counseling Children & Adolescents (for School)

Check One
☐ Thesis Candidate
☐ Graduate Project Candidate

Topic: ______________________________________________________________________

______________________________________________________________________________

Student signature: __________________________

Office Use Only:

Prerequisites completed: ____________ Writing Proficiency Status: ____________

Advisor: ____________________________ Date: ____________________________
REQUEST FOR GRADUATION CLEARANCE & EXIT EXAM

From Student: ________________________________________________________________

Address: ___________________________________________________________________

Home phone: __________________ Work phone: _________________________________

E-mail: _____________________________________________________________________

Projected Graduation Date ________________

Faculty Advisor: ____________________________________________________________

Specialization: School ___ Mental Health___ Rehabilitation____

Semester Hours Completed: __________________________________________________

Courses Presently Enrolled: __________________________________________________

Check One

☐ Thesis Candidate

☐ Graduate Project Candidate

Topic: _____________________________________________________________________

____________________________________________________________________________

________________________________________________________________________________

Student signature: __________________________

Office Use Only:

Credit hours completed: __________ Writing Proficiency Status: __________

Advisor: ____________________________ Date: ____________________________
STUDENT ACKNOWLEDGEMENT

This document is verification that I have received the Graduate Program in Counseling Student Handbook on ___ day of ________________, 20____.

I attended an orientation for new graduate students in the program on ___ day of ____________ 20____.

I am fully aware of my responsibilities as a graduate student including the requirement to meet the writing proficiency standards within one semester of my enrollment into program courses.

Student Signature____________________________________________

Advisor Signature____________________________________________