

Hood College Department of Psychology & Counseling

# **M.S. Counseling Program Student Handbook**



**Fall 2021**

**STUDENT HANDBOOK, M.S. COUNSELING  
DEPARTMENT OF PSYCHOLOGY &  
COUNSELING**



**TABLE OF CONTENTS**

MISSION STATEMENT & PROGRAM OBJECTIVES .....	3
PROGRAM OBJECTIVES, <i>SCHOOL COUNSELING SPECIALTY</i> .....	4
PROGRAM OBJECTIVES, <i>CLINICAL MENTAL HEALTH COUNSELING SPECIALTY</i> .....	5
FACULTY .....	6
CORE COUNSELING PROGRAM FACULTY .....	6
DESCRIPTION OF DEGREE SPECIALTIES .....	9
MASTER OF SCIENCE IN COUNSELING, <i>CLINICAL MENTAL HEALTH COUNSELING SPECIALTY</i> .....	9
MASTER OF SCIENCE IN COUNSELING, <i>SCHOOL COUNSELING SPECIALTY</i> .....	15
MATRICULATION REQUIREMENTS .....	22
APPLICATION PROCEDURES .....	22
PROGRAM REQUIREMENTS .....	22
EXPECTATIONS OF STUDENTS .....	24
ETHICAL STANDARDS .....	24
KNOWLEDGE, SKILLS, AND DISPOSITIONS .....	25
STUDENT RETENTION, REMEDIATION, APPEAL, AND DISMISSAL PROCEDURES .....	27
VIOLATIONS OF ACADEMIC CONDUCT AND APPEAL POLICY .....	27
GRADE EXPECTATIONS AND APPEAL POLICY .....	27
KNOWLEDGE, SKILLS, AND DISPOSITION BENCHMARKS .....	28
KNOWLEDGE, SKILLS, AND DISPOSITIONS REMEDIATION .....	28
PRACTICUM AND INTERNSHIP .....	30
RECOMMENDATION/ENDORSEMENT POLICY .....	32
STUDENT STATEMENT OF INFORMED CONSENT .....	33
MARYLAND LICENSURE REQUIREMENTS .....	35
MARYLAND SCHOOL COUNSELOR CERTIFICATION REQUIREMENTS .....	37
PROFESSIONAL DEVELOPMENT AND ACTIVITIES .....	38
NATIONAL ORGANIZATIONS .....	38
LOCAL/REGIONAL ORGANIZATIONS .....	39
ADDITIONAL OPPORTUNITIES FOR STUDENTS .....	40
STUDENT ORGANIZATIONS .....	40
RESEARCH OPPORTUNITIES .....	40
FREDERICK AREA COUNSELING SERVICES .....	41

## WELCOME

On behalf of the Department of Psychology and Counseling, welcome to your study of counseling at Hood College. We believe that you have selected a program that is comprehensive and methodical to prepare you for the significant work of being a professional counselor, and we are committed to your education. We hope that you find your academic and professional experiences in the department constructive and satisfying as you pursue your career in counseling and begin either the Clinical Mental Health Counseling (CMHC) specialty or the School Counseling (SC) specialty.

This Student Handbook is designed to assist you in your graduate studies and provides you with a plethora of information, including: program mission and program objectives; faculty information; plan of study for CMHC and School Counseling; matriculation requirements; program and university policies (including expectations of students and policies related to endorsement, academic appeals, retention, and remediation); information about licensure and certification; professional counseling organizations; and opportunities for professional involvement. However, this handbook does not contain the complete and exact text of all rules, regulations, policies, and procedures that relate to graduate students at Hood College. The Hood College Catalog also contains policies, procedures, and information about services for graduate students and should be used in conjunction with this program-specific handbook. Please note, this handbook is updated on a regular basis and student can always find the most recent version of it, as well as the most updated Practicum & Internship Manual, on the Hood College Counseling Program website for their specialty area.

We look forward to working with you and to seeing you in classes and around the department as we get to know you better. Should you need further information, please contact any of us.

Sincerely,

Counseling Faculty

## MISSION STATEMENT & PROGRAM OBJECTIVES

The mission of the Master of Science in Counseling program at Hood College is to prepare motivated students for professional careers as counseling practitioners in the specialty areas of clinical mental health counseling and school counseling. We accomplish this by providing rigorous academic coursework and exemplary field training according to the exceptional standards set forth by the Council for the Accreditation of Counseling and Related Education Programs (CACREP). Our program also provides students with the unique opportunity to cultivate additional expertise in the disciplines of thanatology or gerontology. We especially wish to inspire and prepare our students to use scholarly and research literature to inform their practice of counseling.

### **Program Objective #1: Articulate Knowledge: Professional and Ethical Practice**

**Articulate knowledge of the counseling profession and ethical practice.** This program objective evaluates student ability to understand the history and philosophy of the counseling profession, counselor roles and functions, professional counseling organizations and credentialing, and professional ethics. This includes student application of ethical and legal considerations, technology's impact on profession, the role of supervision, self-care, and personal and professional self-evaluation.

### **Program Objective #2: Integrate Social & Cultural Diversity**

**Integrate social and cultural diversity competencies into counseling practice.** This program objective assesses student capacity to integrate multicultural and pluralistic characteristics within and among diverse groups, theories and models of multicultural counseling (cultural identity development and social justice), demonstrate multicultural counseling competencies, and articulate the impact of bias, power and privilege, oppression and discrimination in a wide variety of counseling settings.

### **Program Objective #3: Apply Theories of Human Development**

**Apply theories of human development across the lifespan to counseling practice.** This program objective evaluates student ability to apply individual and family development theory (learning, personality development); biological, neurological, physiological, systemic, and environmental factors that affect human development; effects of crisis and trauma; and strategies for differentiated interventions in a counseling setting.

### **Program Objective #4: Demonstrate Knowledge: Career Development**

**Demonstrate knowledge of theories and strategies for addressing career development.** This program objective includes career theory; approaches for conceptualizing interrelationships of work, mental well-being, relationships, and other life roles and factors; processes for assessing and using career data in counseling for skill development and decision making; career development program planning and administration; career advocacy; and facilitating client skill development for career, educational, and life-work planning and management.

### **Program Objective #5: Apply Intervention Theory & Techniques**

**Apply knowledge of evidence-based prevention and treatment, theory, and techniques to assist clients achieve their mental health goals.** This program objective addresses student understanding of counseling theories and models of counseling and consultation; ability to establish and maintain effective counseling relationships; understand the impact of technology on the counseling process; and that students demonstrate essential interviewing, case conceptualization skills; effective treatment planning, and intervention strategies.

### **Program Objective #6: Demonstrate Knowledge: Group Counseling**

**Demonstrate knowledge and expertise in group counseling theory and practice.** This program objective requires students to demonstrate knowledge in the theoretical foundations of group counseling and group work, dynamics and therapeutic factors associated with group work, and strategies for effective group planning and leadership.

**Program Objective #7: Integrate: Test Theory & Practice of Assessment**

**Integrate knowledge of test theory with the practice of assessment in counseling.** This program objective requires students to demonstrate efficacy in preparing, selecting, and conducting a wide variety of developmentally relevant assessments and tests; assess risk, danger, trauma, and abuse; articulate basic and statistical concepts of group and individual assessments; and illustrate proficiency in the use of assessment and test results in counseling.

**Program Objective #8: Scholarly Research: Practice & Program Evaluation**

**Demonstrate the ability to apply scholarly and research literature to counseling practice and program evaluation.** This program objective evaluates student understanding of the importance of research in advancing the counseling profession. Students must also be able to illustrate how to: identify evidence-based counseling practices, evaluate ethical and culturally relevant counseling interventions and programs, and recognize different research and program evaluation methods. Student's must demonstrate a general understanding of statistical methods used in research and exhibit skill in using evidenced-based data in counseling.

**PROGRAM OBJECTIVES, SCHOOL COUNSELING SPECIALTY**

Upon completion of the Hood College Master of Science in Counseling program, *School Counseling specialty*, students will be able to:

**Program Objective #9: Foundational Knowledge: School Counseling, Models, & Collaboration**

**Articulate foundational knowledge of the school counseling specialty, including the history of school counseling, models of school counseling programs, and models of school-based collaboration and consultation.** This program objective evaluates student understanding of the history, theories, and models of school counseling, P-12 comprehensive career development, and school-based collaboration and consultation. Students are also evaluated on their ability to demonstrate efficacy in the use of assessments specific to P-12 education.

**Program Objective #10: Contextual Dimensions of School Counseling: Responsibilities, Advocacy, & Team Work**

**Articulate a grasp of the contextual dimensions of school counseling, emphasizing the responsibilities of school counselors as leaders, advocates, consultants, and multidisciplinary team members across a wide variety of practice situations.** This program objective requires students to demonstrate an understanding of the roles and responsibilities of school counselors as leaders, advocates, and systems change agents in P-12 schools; consultation with families, personnel, and agencies; college and career readiness; emergency management planning in schools; how to identify students at risk for mental health and behavioral disorders; psychopharmacology; substance use; professional organizations, standards, and credentials relevant to school counseling; and legal and ethical considerations specific to school counseling.

**Program Objective #11: P-12 Student Development, Strategies, Interventions, & Techniques**

**Apply school counseling strategies, interventions, and techniques to promote the academic, career, and personal/social development of all P-12 students.** This program objective evaluates student skill in developing, designing, and evaluating school counseling programs; understanding curricular and instructional design and management; promoting academic and career development; applying counseling skills and techniques relevant to school populations; articulating strategies for college and career readiness; and using data to inform decision making and advocate for programs and students.

**PROGRAM OBJECTIVES, *CLINICAL MENTAL HEALTH COUNSELING SPECIALTY***

Upon completion of the Hood College Master of Science in Counseling program, *Clinical Mental Health Counseling specialty*, students will be able to:

**Program Objective #12: Foundational Knowledge: CMHC Counseling, Models, & Collaboration**

**Articulate foundational knowledge of the clinical mental health counseling specialty, including the history of clinical mental health counseling, models of clinical mental health counseling, the medical basis for mental health issues, and assessment.** This program objective evaluates student understanding of the history, theories, and models of clinical mental health counseling, biopsychosocial case conceptualization and treatment planning; etiology of addiction and co-occurring disorders; tests and assessments specific to clinical mental health counseling.

**Program Objective #13: Contextual Dimensions of CMHC: Responsibilities, Advocacy, Team Work**

**Articulate a grasp of the contextual dimensions of clinical mental health counseling, emphasizing the responsibilities of professional clinical mental health counselors as leaders, advocates, consultants, and multidisciplinary team members to maintain client continuity of care across a wide variety of contexts (legal, community, managed care, hospital systems, etc.).** This program objective requires students to demonstrate an understanding of the roles and settings of clinical mental health counselors; etiology, nomenclature, treatment, referral, and prevention of mental and emotional disorders; mental health service delivery modalities; diagnostic processes, including differential and co-occurring diagnosis; the impact of crisis and trauma; the impact of biological and neurological mechanisms on mental health; psychopharmacology; legislation and government policy; cultural factors; professional organizations, preparation standards, and credentialing; legal and ethical considerations; and practicum management issues relevant to CMHC.

**Program Objective #14: CMHC Prevention, Intervention, & Techniques**

**Apply clinical mental health counseling practices including prevention, intervention, and specific techniques including intake interviews, mental status examination, basic counseling skills, systems-based case conceptualization, and assessment.** This program objective evaluates student skill in treatment planning and caseload management, techniques and interventions for prevention and treatment of a broad range of mental health issues, strategies for interfacing with the legal system and integrated behavioral health care professionals, and strategies for counselors to use when advocating for persons with mental health issues.

## FACULTY

### CORE COUNSELING PROGRAM FACULTY

**Andrew Campbell, Ph.D., LCPC, LPC, NCC***Assistant Professor, Past Program Director*

Professor Andrew Campbell received his Ph.D. in Counseling from George Washington University. His research focuses on the use of mindfulness meditation and mindfulness-based therapies with young adults and adolescents, as well as how mindfulness factors into the training of new counselors. His counseling experience includes work in hospital in-patient and out-patient centers, college counseling centers, and schools. Prior to Hood, Dr. Campbell worked as a Senior Research Associate at George Washington University, conducting research on language development in early childhood. He previously served in Teach for America – Philadelphia, and the Peace Corps – Tonga. Dr. Campbell is a member of the American Counseling Association (ACA) Human Rights Committee. He is a Licensed Clinical Professional Counselor in Maryland.

**Erik Messinger, Ph.D., LCMHCA (NC), NCC***Assistant Professor, Counseling Program*

Dr. Messinger is a licensed clinical mental health counselor associate (LCMHCA) in North Carolina and a nationally certified counselor (NCC). He earned his BS in Health Science from Lock Haven University of Pennsylvania, his MA in Clinical Mental Health Counseling from Indiana University of Pennsylvania, and his Ph.D. in Counseling and Counselor Education from North Carolina State University. Dr. Messinger has extensive experience in counseling adults and adolescents in outpatient community and substance use treatment settings. He has presented at local, state, and national counseling conferences. Dr. Messinger's research is primarily focused on meeting the mental health needs of first responders along with supervision and instruction of counselors in training. He is a member of the American Counseling Association, the Association of Counselor Education and Supervision, and serves as Vice Chair for the Association of the Specialist in Group Work's membership committee and member of the special initiatives committee.

**Megan J. Doughty Shaine, Ph.D., LCPC, LPC, NCC***Assistant Professor, Program Director, Counseling Program*

Dr. Megan Shaine is a Licensed Clinical Professional Counselor in Maryland and Washington, D.C., and an Approved Clinical Supervisor in Maryland. She received her master's and doctoral degrees in Counseling from The George Washington University, where she served as a clinical supervisor for master's students in the Clinical Mental Health and School Counseling Programs, as well as a research methods instructor and tutor. Dr. Shaine's research examines experiences of trauma and loss, particularly in military and university populations. She currently operates a private practice specializing in trauma, loss, and life transitions, including the transition to parenthood. Prior to entering independent practice, Dr. Shaine worked with university students at various college counseling centers in D.C., as well as bereaved individuals and families at The Wendt Center for Loss and Healing. Dr. Shaine currently serves on ACA's Crisis and Trauma Counseling Competencies Task Force, as well as the Grief Counseling Competencies Task Force commissioned by the Association for Adult Aging and Development.

**Shannon Shoemaker, Ph.D., LCPC, LMHC, NCC***Assistant Professor, Practicum & Internship Coordinator, Clinical Mental Health Counseling Specialty*

Dr. Shoemaker is a licensed counselor in both Massachusetts (LMHC) and Maryland (LCPC), a Maryland Board Approved Supervisor, and a Nationally Certified Counselor (NCC). Dr. Shoemaker earned her BS in Psychology and M.Ed in Counselor Education from Bridgewater State College and her PhD in Counselor Education and Supervision from The Pennsylvania State University. She has over ten years of clinical experience in school

systems, community counseling services, and working with adults, adolescents, and families with severe mental health disorders. Dr. Shoemaker has presented at local, national, and international counseling conferences. She utilizes intersectionality, intercultural studies, and post-modern theories in her research, which focuses on multicultural issues and creativity in counseling. Dr. Shoemaker is a member of the American Counseling Association, the Association for Creativity in Counseling, and the Association for Counseling Sexology and Sexual Wellness.

**Atiya R. Smith, Ph.D., LCPC, NCC, CATP**

*Assistant Professor, Coordinator, School Counseling Specialty*

Professor Atiya R. Smith received her bachelor's degree in Psychology from Hood College, a master's degree in Applied Psychology: Counseling Track from the University of Baltimore, and a Ph.D. in Counseling & Counselor Education from the University of Rochester. Dr. Smith's research focuses on girls and women of color attending PWIs, first year college students, and students with disabilities. She also has an interest in racial trauma, the mind-body connection, professional identity development in counseling students, counseling supervision, higher education, school-based mental health services, and college student mental health. Currently, Dr. Smith is the Post-Secondary Vice President for the Maryland School Counselor Association (MSCA), the Western Regional Coordinator for the Maryland College Personnel Association (MCPA), and the Membership Chair for the Maryland Counseling Association (MCA). She is also the immediate past-president of the Maryland chapter of the Association for Multicultural Counseling and Development (MAMCD), is completing her second term on the Directorate for the Commission for Academic Support in Higher Education (CASHE) through the American College Personnel Association (ACPA), and was the liaison from ACPA's Commission for Counseling and Psychological Services (CCAPS) to the American College Counseling Association (ACCA). Dr. Smith's counseling experience includes work in K-12 settings (both public and independent schools), university counseling centers, a pediatric hospital, and outpatient clinics. Her professional experience includes providing executive functioning coaching, academic coaching, and additional support to children, teenagers, and college students with Autism Spectrum Disorder, ADHD, and Specific Learning Disabilities. Dr. Smith is a Licensed Clinical Professional Counselor in Maryland, a national certified counselor, and a certified child & adolescent trauma professional.

## **AFFILIATE PROGRAM FACULTY**

**Diane Graves, Ph.D.**

**Associate Professor, Psychology**

Professor Graves is a child clinical psychologist interested in the cognitive, social and emotional development of ethnic minority children. She is particularly interested in the dynamics of ethnic identity development in school-age children, and the integration of information technology (e.g. computers and the Internet) in African American family life. Professor Graves also studies school-age children's perceptions of religion and spirituality. Professor Graves works closely with colleagues from the Institute for Social Research at the University of Michigan's Program for Research on Black Americans.



**FACULTY/SUPERVISOR ROLES**

When you are new to the program, it can be difficult to know whom to approach with various questions and concerns. We hope this chart helps to clarify the various faculty roles. In general, we recommend that you start with your faculty adviser for any concern about your individual program plan or progress, and your course instructor for any specific course-related academic concern.

**Program Director**

- Oversees both specialties and faculty within Counseling M.S.
- Handles scheduling and other programmatic decisions

**Practicum & Internship  
Coordinator, CMHC**

- Guides field work process for CMHC students
- Initiates and maintains relationships with CMHC sites

**School Counseling  
Coordinator**

- Oversees SC program and curriculum
- Guides field work process for SC students, maintains SC sites

**Field Site Supervisor**

- Serves as clinical supervisor at the field site
- Individual/triadic clinical supervision and day-to-day guidance

**Faculty Adviser**

- Advises student course selection and program planning
- Communicates with student and other faculty about overall academic progress and dispositional issues

**Faculty Instructor**

- May be core, affiliate, or adjunct
- Teaches individual courses, both content courses and fieldwork

## DESCRIPTION OF DEGREE SPECIALTIES

### MASTER OF SCIENCE IN COUNSELING, *CLINICAL MENTAL HEALTH COUNSELING SPECIALTY*

The Master of Science degree in Counseling, Clinical Mental Health Counseling (CMHC) specialty, is a 60-credit program that is designed to prepare students to work in all settings where counselors are hired outside of pre-K-12 schools. Counselors who choose this specialization often work in community mental health programs, hospitals, substance abuse treatment programs, programs for youth, social services agencies, and private counseling practices. Preparation includes four courses unique to this specialty and a 700-hour practicum/internship appropriate to the specialization. The table below indicates the required and elective courses that make up the Clinical Mental Health Counseling program.

Additional considerations:

- Clinical Mental Health Counseling students have the opportunity to take 12 elective credits. This allows for completion of the 12-credit Thanatology graduate certificate program, or to combine electives of their choosing.
- Clinical Mental Health Counseling students interested in working with children and youth may choose to take any of the four School Counseling specialty courses as electives; however, students wishing to pursue school counselor certification should be in the School Counseling specialty and must complete their practicum and internship in school settings.
- COUN 599 – Special Topics in Counseling represents new electives that are not yet provided their own course number. Topics include “The Business of Private Practice,” “Psychopharmacology,” “Foundations of Eye Movement Desensitization Reprocessing,” “Mindfulness-Based Behavioral Approaches,” and many more. Students may take COUN 599 repeatedly for elective credits.

All coursework and degree requirements must be met within seven (7) years of enrolling in the first course at Hood College that applies towards the degree and/or certificate program. The average program length for a full-time student taking nine credits per semester is three years, including two summers. Though it is possible to complete the program on an accelerated timeline in less than three years, this requires: fall entry; enrolling in 12 credits per semester; as well as seat availability in pre-requisite courses, particularly the Fall section of COUN 504. It is your responsibility to know the requirements for your degree and to fulfill them. Course schedules and projections are subject to adjustment based on enrollment and faculty availability and may sometimes affect your program plan; it is important to understand that once your program plan is created with your adviser, it is not a guaranteed contract, and unforeseen circumstances in your life and the program, as well as academic and dispositional checkpoints can affect your timing. Students may transfer up to nine (9) credits from another institution *that were not already applied to another degree* if approved by their adviser and program director. You may request to “place out” of graduate courses you have already taken and applied to another degree, but you must substitute another course from our program to earn the full 60 credits. Failure to receive approval for course substitutions prior to enrollment may result in a delay in program completion.

Note: *Course offerings are based on a standardized projected schedule, however changes in timing MAY occur based on enrollment and faculty availability. Students who elect to take courses out of the recommended sequence or take extended breaks from coursework should expect to run into challenges in scheduling. While the Counseling Program makes every attempt to accommodate student scheduling needs, decisions which impact a student’s standard progression throughout the program (e.g., taking a summer off), may cause future scheduling challenges.*

CLINICAL MENTAL HEALTH COUNSELING			
REQUIREMENTS	CREDITS	PREREQUISITES	WHEN OFFERED
CORE COURSES			
COUN 500 – Human Development as a Lifelong Process	3	None	Summer/Fall
COUN 501 – Professional, Legal, and Ethical Responsibilities #	3	None	Fall/Spring
COUN 502 – Social and Cultural Foundations of Counseling	3	None	Spring/Summer
COUN 503 – Lifestyle and Career Development	3	COUN 506	Summer
COUN 504 – Counseling Techniques	3	None	Fall/Spring
COUN 505 – Group Dynamics, Processing, and Counseling	3	COUN 504, 511	All
COUN 506 – Research and Evaluation	3	None	Fall/Spring
COUN 511 – Theory and Principles of Counseling #	3	None	Fall/Spring
COUN 534 – Tests and Measurements	3	COUN 504, 506	Spring
<b>CORE TOTAL</b>	<b>27</b>		
SPECIALTY COURSES			
COUN 530 – Alcohol and Drug Counseling	3	COUN 504	Summer/Fall
COUN 531 – Diagnosis and Psychopathology	3	COUN 501	Spring
COUN 532 – Advanced Counseling Techniques	3	COUN 501, 504, 511	Spring
COUN 533 – Marriage and Family Counseling	3	COUN 501, 504, 511	Spring/Fall
<b>SPECIALTY TOTAL</b>	<b>12</b>		
ELECTIVES			
COUN 507 – Trauma and Crisis Intervention	3	COUN 501, 504, 511	Summer
COUN 521 – Grief, Mourning, and Bereavement†	3	None	Fall
COUN 523 – Principles of Thanatology†	3	None	Fall
COUN 528 – Developmental Perspectives in Thanatology†	3	None	Spring
COUN 529 – Historical and Multicultural Perspectives in Thanatology†	3	None	Spring
COUN 543 – Counseling Youth	3	None	Spring
COUN 560 – Affirmative Therapy with LGBTQIA+ Clients	1	None	Various
COUN 561 – Sexual Wellness in Counseling	3	COUN 501, 504, 511	Various
COUN 575 – Independent Study	1-3	None	All
COUN 590 – Teaching Assistantship	1-3	None	All
COUN 595 – Independent Research Project	3	None	All
COUN 599 – Special Topics in Counseling^	1-3	None	All
<b>ELECTIVES TOTAL</b>	<b>12</b>		
INTERNSHIP COURSES			
COUN 596 – Practicum <i>Includes 100 hours total; (40 hours direct) at site</i>	3	COUN 501, 502, 504, 505, 511, 531, 532	Spring/Summer
COUN 597 – Internship I <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 596	All
COUN 598 – Internship II <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 597	All
<b>PRACTICUM/INTERNSHIP TOTAL</b>	<b>9</b>		
<b>GRAND TOTAL</b>	<b>60</b>		

† Required for Thanatology Certificate

# Must be completed within the first two semesters of the program

^ Special Topic in Counseling courses have a range of subjects that change from semester to semester, and students may take the course multiple times.

## CLINICAL MENTAL HEALTH COUNSELING PLAN OF STUDY

Use this blank plan to schedule which classes you will take at which times. Make use of it in a way that works best for you – for example, complete the entire form at the beginning of the program, or fill in new semesters as you plan them. Fill in the coursework that you expect to take during each semester. If course was transferred from another institution, write “transfer” under “Term Elected.” Make note of the necessary prerequisites and when each course is offered on the “Description of Degree Specialties” before planning courses. Meet with your advisor to discuss your expected plan each semester before registering for any coursework.

REQUIREMENTS	CREDITS	TERM ELECTED
<b>CORE COURSES</b>		
COUN 500 – Human Development as a Lifelong Process	3	
COUN 501 – Professional, Legal, and Ethical Responsibilities #	3	
COUN 502 – Social and Cultural Foundations of Counseling	3	
COUN 503 – Lifestyle and Career Development	3	
COUN 504 – Counseling Techniques	3	
COUN 505 – Group Dynamics, Processing, and Counseling	3	
COUN 506 – Research and Evaluation	3	
COUN 511 – Theory and Principles of Counseling #	3	
COUN 534 – Tests and Measurements	3	
<b>SPECIALTY COURSES</b>		
COUN 530 – Alcohol and Drug Counseling	3	
COUN 531 – Diagnosis and Psychopathology	3	
COUN 532 – Advanced Counseling Techniques	3	
COUN 533 – Marriage and Family Counseling	3	
<b>ELECTIVES (MINIMUM 12 CREDIT HOURS)</b>		
COUN 507 – Trauma and Crisis Intervention	3	
COUN 520 – Intro to Thanatology†	3	
COUN 521 – Grief, Mourning, and Bereavement†	3	
COUN 523 – Principles of Thanatology†	3	
COUN 528 – Developmental Perspectives in Thanatology †	3	
COUN 529 – Historical and Multicultural Perspectives in Thanatology†	3	
COUN 543 – Counseling Youth	3	
COUN 560 – Affirmative Therapy for LGBTQIA+ Clients	1	
COUN 561 – Sexual Wellness in Counseling	3	
COUN 575 – Independent Study		
COUN 590 – Teaching Assistantship		
COUN 595 – Independent Research Project	3	
COUN 599 – Special Topics in Counseling – Topic #1		
COUN 599 – Special Topics in Counseling – Topic #2		
COUN 599 – Special Topics in Counseling – Topic #3		
<b>INTERNSHIP COURSES</b>		
COUN 596 – Practicum	3	
COUN 597 – Internship I	3	
COUN 598 – Internship II	3	
<b>FINAL PROGRAM TOTAL</b>	<b>60</b>	

# Must be completed within the first two semesters of the program

† Required for Thanatology Certificate

CLINICAL MENTAL HEALTH COUNSELING		
ACCELERATED TWO YEAR COURSE SEQUENCE*		
REQUIREMENTS	CREDITS	PREREQUISITES
<b>Fall – Year 1</b>		
COUN 501 – Professional, Legal, and Ethical Responsibilities	3	None
COUN 504 – Counseling Techniques	3	None
COUN 506 – Research and Evaluation	3	None
COUN 511 – Theory and Principles of Counseling	3	None
<b>Program-To-Date Totals</b>	<b>12</b>	
<b>Spring – Year 1</b>		
COUN 502 – Social and Cultural Foundations of Counseling	3	None
COUN 531 – Diagnosis and Psychopathology	3	COUN 501
COUN 532 – Advanced Counseling Techniques	3	COUN 501, 504, & 511
COUN 505 – Group Dynamics, Processing, and Counseling	3	COUN 504
<b>Program-To-Date Totals</b>	<b>24</b>	
<b>Summer – Year 1</b>		
COUN 503 – Lifestyle and Career Development	3	COUN 506
COUN 500 – Human Development as a Lifelong Process	3	None
Elective #1	3	COUN 504, 511
COUN 596 – Practicum <i>Includes 100 hours total; (40 hours direct) at site</i>	3	COUN 501, 502, 504, 505, 511, 531, 532
<b>Program-To-Date Totals</b>	<b>36</b>	
<b>Fall – Year 2</b>		
COUN 533 – Marriage & Family Counseling	3	COUN 501, 504, & 511
COUN 597 – Internship I <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 596
COUN 530 – Alcohol and Drug Counseling	3	COUN 504
Elective #2	3	None
<b>Program-To-Date Totals</b>	<b>48</b>	
<b>Spring – Year 2</b>		
COUN 598 – Internship II <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 597
COUN 534 – Tests and Measurements	3	COUN 504, 506
Elective #3	3	None
Elective #4	3	None
<b>Final Program Totals</b>	<b>60</b>	

\*Please note, students MUST enroll in the specific courses as outlined to complete in two years, and this is subject to availability of course seats and faculty. Also, the program involves several dispositional checkpoints that may delay or change a student's course plan.

SAMPLE THREE-YEAR COURSE SEQUENCE		
REQUIREMENTS	CREDITS	PREREQUISITES
<b>Fall – Year 1</b>		
COUN 501 – Professional, Legal, and Ethical Responsibilities	3	None
COUN 506 – Research and Evaluation	3	None
COUN 511 – Theory and Principles of Counseling	3	None
<b>Program-To-Date Totals</b>	<b>9</b>	
<b>Spring – Year 1</b>		
COUN 502 – Social and Cultural Foundations of Counseling	3	None
COUN 504 – Counseling Techniques	3	None
COUN 531 – Diagnosis and Psychopathology	3	COUN 501
<b>Program-To-Date Totals</b>	<b>18</b>	
<b>Summer – Year 1</b>		
COUN 503 – Lifestyle and Career Development	3	COUN 506
COUN 505 – Group Dynamics, Processing, and Counseling	3	COUN 504, 511
<b>Program-to-Date Totals</b>	<b>24</b>	
<b>Fall – Year 2</b>		
COUN 500 – Human Development as a Lifelong Process	3	None
COUN 533 – Marriage & Family Counseling	3	COUN 501, 504, 511
Elective #1	3	None
<b>Program-To-Date Totals</b>	<b>33</b>	
<b>Spring – Year 2</b>		
COUN 534 – Tests and Measurements	3	COUN 504, 506
COUN 532 – Advanced Counseling Techniques	3	COUN 501, 504, & 511
Elective #2	3	None
<b>Program-To-Date Totals</b>	<b>42</b>	
<b>Summer – Year 2</b>		
COUN 596 – Practicum <i>Includes 100 hours total; (40 hours direct) at site</i>	3	COUN 501, 502, 504, 505 511, 531, 532
COUN 530 – Alcohol and Drug Counseling	3	COUN 504
<b>Semester Totals</b>	<b>48</b>	
<b>Fall – Year 3</b>		
COUN 597 – Internship I <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 596
Elective #3	3	None
<b>Spring – Year 3</b>	<b>54</b>	
COUN 598 – Internship II <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 597
Elective #4	3	None
<b>Final Program Totals</b>	<b>60</b>	

SAMPLE FOUR+ YEAR COURSE SEQUENCE		
REQUIREMENTS	CREDITS	PREREQUISITES
<b>Fall – Year 1</b>		
COUN 501 – Professional, Legal, and Ethical Responsibilities	3	None
COUN 511 – Theory and Principles of Counseling	3	None
<b>Spring – Year 1</b>		
COUN 504 – Counseling Techniques	3	None
COUN 531 – Diagnosis & Psychopathology	3	None
<b>Summer – Year 1</b>		
COUN 502 – Social and Cultural Foundations of Counseling	3	None
<b>Program-To-Date Totals</b>	15	
<b>Fall – Year 2</b>		
COUN 506 – Research and Evaluation	3	None
COUN 500 – Human Development as a Lifelong Process	3	None
<b>Spring – Year 2</b>		
COUN 534 – Tests and Measurements	3	COUN 504, 506
Elective #1	3	
<b>Summer – Year 2</b>		
COUN 530 – Alcohol and Drug Counseling	3	COUN 504
<b>Program-To-Date Totals</b>	30	
<b>Fall – Year 3</b>		
COUN 505 – Group Dynamics, Processing, and Counseling	3	COUN 504, 511
COUN 533 – Marriage & Family Counseling	3	COUN 501, 504, & 511
<b>Spring – Year 3</b>		
COUN 532 – Advanced Counseling Techniques	3	COUN 501, COUN 504, & COUN 511
Elective #2	3	None
<b>Summer – Year 3</b>		
COUN 596 – Practicum <i>Includes 100 hours total; (40 hours direct) at site</i>	3	COUN 501, 502, 504, 505, 511, 531, 532
COUN 503 – Lifestyle and Career Development	3	COUN 506
<b>Program-To-Date Totals</b>	48	
<b>Fall – Year 4</b>		
COUN 597 – Internship I <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 596
Elective #3	3	None
<b>Spring – Year 4</b>		
COUN 598 – Internship II <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 597
Elective #4	3	None
<b>Final Program Totals</b>	60	

**MASTER OF SCIENCE IN COUNSELING, SCHOOL COUNSELING SPECIALTY**

The Master of Science degree in Counseling, School Counseling specialty, is a 60-credit program that prepares students to work in elementary, middle, and high schools. Students are also prepared to serve as school-based therapists. School counselors are members of the multidisciplinary team within schools, provide a range of counseling services to students, and help students focus on academic, career and social/emotional development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society. The preparation contains four courses that are distinctive to this specialty as well as a 700-hour practicum/internship appropriate to the School Counseling specialization. The table below indicates the required and elective courses that make up the School Counseling program.

Per Maryland State Department of Education regulations, all school counseling students must:

- 1) Complete at least one credit of coursework addressing depression, trauma, violence, youth suicide, and substance abuse in students, per COMAR HB 947. Students may complete *COUN 5990: Crisis Response, Suicide Prevention, & Lauryn's Law* as one of their electives to fulfill this requirement, but are not required to if they have completed this required course elsewhere.
- 2) Complete at least three credits of special education at an institute of higher education (either the graduate or undergraduate level). If students haven't already completed a special education course, students may complete this requirement via coursework offered by Hood College's Department of Education, which counts as three elective credits.

Additional considerations:

- School Counseling students may choose to complete all the required coursework to become certified as school counselors *and also* to complete the necessary coursework to become licensed professional counselors within their 60-credit program. Interested students would accomplish this by taking all the Clinical Mental Health Counseling (CMHC) specialty courses as 12 elective credits. No substitutions are allowed. Such students may only use the hours of their internship towards the licensure requirements if they have a site supervisor that meets the criteria of a licensed provider in the state of Maryland, which is *in no way guaranteed* by the counseling program and is dependent on the availability of sites and supervisors. Please note that there is no "dual degree" program option. Students who take the CMHC courses as electives still graduate with a specialty in School Counseling.
- School Counseling students who do not wish to pursue state licensure have the opportunity to complete the 12-credit Thanatology graduate certificate program within their 60-credit program, or to combine other electives of their choosing.
- School Counseling field site courses are not available over the summer. School Counseling students wishing to complete their practicum or internship over the summer must secure a site at a therapeutic or alternative school, or within a summer school program, and will be in a mixed section with Clinical Mental Health students.
- COUN 599 – Special Topics in Counseling represents new electives that are not yet provided their own course number. Topics include "Creativity in Counseling," "Psychopharmacology," "Foundations of Eye Movement Desensitization Reprocessing," "Mindfulness-Based Behavioral Approaches," and many more. Students may take COUN 599 repeatedly for elective credits.

All coursework and degree requirements must be met within seven (7) years of enrolling in the first course at Hood College that applies towards the degree and/or certificate program. The average program length for a full-time student taking nine credits per semester is three years, including two summers. Though it is possible to complete the program on an accelerated timeline in less than three years, this requires: fall entry; enrolling in 12 credits per semester; as well as seat availability in pre-requisite courses, particularly the Fall section of



COUN 504. It is your responsibility to know the requirements for your degree and to fulfill them. Course schedules and projections are subject to adjustment based on enrollment and faculty availability and may sometimes affect your program plan; it is important to understand that once your program plan is created with your adviser, it is not a guaranteed contract, and unforeseen circumstances in your life and the program, as well as academic and dispositional checkpoints can affect your timing. Students may transfer up to nine (9) credits from another institution *that were not already applied to another degree* if approved by their adviser and program director. You may request to “place out” of graduate courses you have already taken and applied to another degree, but you must substitute another course from our program to earn the full 60 credits. Failure to receive approval for course substitutions prior to enrollment may result in a delay in program completion.

Note: *Course offerings are based on a standardized projected schedule, however changes in timing MAY occur based on enrollment and faculty availability. Students who elect to take courses out of the recommended sequence or take extended breaks from coursework should expect to run into challenges in scheduling. While the Counseling Program makes every attempt to accommodate student scheduling needs, decisions which impact a student’s standard progression throughout the program (e.g., taking a summer off), may cause future scheduling challenges.*

SCHOOL COUNSELING			
REQUIREMENTS	CREDITS	PREREQUISITES	WHEN OFFERED
CORE COURSES			
COUN 500 – Human Development as a Lifelong Process #	3	None	Summer/Fall
COUN 501 – Professional, Legal, and Ethical Responsibilities	3	None	Fall/Spring
COUN 502 – Social and Cultural Foundations of Counseling	3	None	Spring/Summer
COUN 503 – Lifestyle and Career Development	3	COUN 506	Summer
COUN 504 – Counseling Techniques	3	None	Fall/Spring
COUN 505 – Group Dynamics, Processing, and Counseling	3	COUN 504, 511	All
COUN 506 – Research and Evaluation	3	None	Fall/Spring
COUN 511 – Theory and Principles of Counseling #	3	None	Fall/Spring
COUN 534 – Tests and Measurements	3	COUN 504, 506	Spring
<b>CORE TOTAL</b>	<b>27</b>		
SPECIALTY COURSES			
COUN 540 – Foundations in School Counseling	3	COUN 501	Fall
COUN 541 – Program Planning, Management, and Evaluation of School Counseling Programs	3	COUN 540	Summer
COUN 542 – Collaboration, Consultation, and Supervision	3	COUN 540	Fall
COUN 543 – Counseling Youth	3	None	Spring
<b>SPECIALTY TOTAL</b>	<b>12</b>		
ELECTIVES			
COUN 507 – Trauma and Crisis Intervention	3	COUN 501, 504, 511	Summer
COUN 521 – Grief, Mourning, and Bereavement†	3	None	Fall
COUN 523 – Principles of Thanatology†	3	None	Fall
COUN 528 – Developmental Perspectives in Thanatology†	3	None	Spring
COUN 529 – Historical and Multicultural Perspectives in Thanatology†	3	None	Spring
COUN 530 – Alcohol and Drug Counseling*	3	COUN 504	Summer/Fall
COUN 531 – Diagnosis and Psychopathology*	3	COUN 501	Fall/Spring
COUN 532 – Advanced Counseling Techniques*	3	COUN 501, 504, 511	Fall
COUN 533 – Marriage and Family Counseling*	3	COUN 501, 504, 511	Spring
COUN 560 – Affirmative Therapy with LGBTQIA+ Clients	1	None	Spring
COUN 575 – Independent Study	1-3	None	Any
COUN 590 – Teaching Assistantship	1-3	None	Any
COUN 595 – Independent Research Project	3	None	Any
COUN 599 – Special Topics in Counseling	1-3	None	Any
<b>ELECTIVES TOTAL</b>	<b>12</b>		
INTERNSHIP COURSES			
COUN 596 – Practicum (3 credits) <i>Includes 100 hours total (40 direct) at site.</i>	3	COUN 501, 502, 504, 505, 511, 540**	Spring & Summer^
COUN 597 – Internship I <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 596	Fall, Spring, & Summer ^
COUN 598 – Internship II <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 597	Fall, Spring, & Summer ^
<b>INTERNSHIP TOTAL</b>	<b>9</b>		
<b>FINAL PROGRAM TOTAL</b>	<b>60</b>		

\* Required for Maryland State licensure.

# Must be completed within the first two semesters of the program.

† Required for Thanatology Certificate

\*\*Students electing to complete the school counseling program in two years may have certain courses as co-requisites rather than pre-requisites, with Advisor approval

^ Only School Counseling students placed at year-round therapeutic schools may enroll in COUN 596, 597 or 598 over the summer.

SCHOOL COUNSELING PLAN OF STUDY		
Use this blank plan to schedule which classes you will take at which times. Make use of it in a way that works best for you – for example, complete the entire form at the beginning of the program, or fill in new semesters as you plan them. Fill in the coursework that you expect to take during each semester. If course was transferred from another institution, write “transfer” under “Term Elected.” Make note of the necessary prerequisites and when each course is offered on the “Description of Degree Specialties” before planning courses. Meet with your advisor to discuss your expected plan to register for any coursework.		
REQUIREMENTS	CREDITS	TERM ELECTED
<b>CORE COURSES</b>		
COUN 500 – Human Development as a Lifelong Process*	3	
COUN 501 – Professional, Legal, and Ethical Responsibilities*^	3	
COUN 502 – Social and Cultural Foundations of Counseling*	3	
COUN 503 – Lifestyle and Career Development*	3	
COUN 504 – Counseling Techniques*	3	
COUN 505 – Group Dynamics, Processing, and Counseling*	3	
COUN 506 – Research and Evaluation*	3	
COUN 511 – Theory and Principles of Counseling*^	3	
COUN 534 – Tests and Measurements*	3	
<b>SPECIALTY COURSES</b>		
COUN 540 – Foundations in School Counseling	3	
COUN 541 – Program Planning, Management, and Evaluation of School Counseling Programs	3	
COUN 542 – Collaboration, Consultation, and Supervision	3	
COUN 543 – Counseling Youth	3	
<b>ELECTIVES (MINIMUM 11 CREDIT HOURS)</b>		
COUN 507 – Trauma and Crisis Intervention	3	
COUN 521 – Grief, Mourning, and Bereavement†	3	
COUN 523 – Principles of Thanatology†	3	
COUN 528 – Developmental Perspectives in Thanatology†	3	
COUN 529 – Historical and Multicultural Perspectives in Thanatology†	3	
COUN 530 – Alcohol and Drug Counseling*	3	
COUN 531 – Diagnosis and Psychopathology*	3	
COUN 532 – Advanced Counseling Techniques*	3	
COUN 533 – Marriage and Family Counseling*	3	
COUN 560 – Affirmative Therapy with LGBTQIA+ Clients	1	
COUN 575 – Independent Study		
COUN 590 – Teaching Assistantship		
COUN 595 – Independent Research Project	3	
COUN 599 – Special Topics in Counseling – Topic #1		
COUN 599 – Special Topics in Counseling – Topic #2		
COUN 599 – Special Topics in Counseling – Topic #3		
Special Education Course (If Necessary) –	3	
<b>PRACTICUM/INTERNSHIP COURSES</b>		
COUN 596 – Practicum	3	
COUN 597 – Internship I	3	
COUN 598 – Internship II	3	
<b>FINAL PROGRAM TOTAL</b>	<b>60</b>	

SCHOOL COUNSELING		
ACCELERATED TWO-YEAR COURSE SEQUENCE*		
REQUIREMENTS	CREDITS	PREREQUISITES
<b>Fall – Year 1</b>		
COUN 501 – Professional, Legal, and Ethical Responsibilities	3	None
COUN 540 – Foundations in School Counseling	3	COUN 501
COUN 504 – Counseling Techniques	3	None
COUN 511 – Theory and Principles of Counseling	3	None
<b>Program-To-Date Totals</b>	<b>12</b>	
<b>Spring – Year 1</b>		
COUN 502 – Social and Cultural Foundations of Counseling	3	None
COUN 505 – Group Dynamics, Processing, and Counseling	3	COUN 504, 511
COUN 596 – Practicum <i>Includes 100 hours total; (40 hours direct) at site</i>	3	COUN 501, 502, 504, 505, 540
Elective #1	3	None
<b>Program-To-Date Totals</b>	<b>24</b>	
<b>Summer – Year 1</b>		
COUN 500 – Human Development as a Lifelong Process	3	None
COUN 541 – Program Planning, Management, and Evaluation of School Counseling Programs	3	COUN 540
Elective #2	3	None
Elective #3	3	None
<b>Program-To-Date Totals</b>	<b>36</b>	
<b>Fall – Year 2</b>		
COUN 506 – Research and Evaluation	3	None
COUN 542 – Collaboration, Consultation, and Supervision	3	COUN 540
Elective #4	3	None
COUN 597 – Internship I <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 596
<b>Program-To-Date Totals</b>	<b>48</b>	
<b>Spring – Year 2</b>		
COUN 503 – Lifestyle and Career Development	3	COUN 506
COUN 543 – Counseling Children & Youth	3	None
COUN 534 – Tests and Measurements	3	COUN 504, 506
COUN 598 – Internship II <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 597
<b>Final Program Totals</b>	<b>60</b>	

\*Please note, students MUST enroll in the specific courses as outlined to complete in two years, and this is subject to availability of course seats and faculty. Also, the program involves several academic dispositional checkpoints that may delay or change a student's course plan.

SAMPLE THREE-YEAR COURSE SEQUENCE		
REQUIREMENTS	CREDITS	PREREQUISITES
<b>Fall – Year 1</b>		
COUN 501 – Professional, Legal, and Ethical Responsibilities	3	None
COUN 506 – Research and Evaluation	3	None
COUN 511 – Theory and Principles of Counseling	3	None
<b>Program-To-Date Totals</b>	9	
<b>Spring – Year 1</b>		
COUN 502 – Social and Cultural Foundations of Counseling	3	None
COUN 543 – Counseling Children & Youth	3	None
Elective #1	3	None
<b>Program-To-Date Totals</b>	18	
<b>Summer – Year 1</b>		
COUN 500 – Human Development as a Lifelong Process	3	None
COUN 505 – Group Dynamics, Processing, and Counseling	3	COUN 504, 511
<b>Program-to-Date Totals</b>	24	
<b>Fall – Year 2</b>		
COUN 504 – Counseling Techniques	3	None
COUN 540 – Foundations in School Counseling	3	COUN 501
Elective #2	3	None
<b>Program-To-Date Totals</b>	33	
<b>Spring – Year 2</b>		
COUN 503 – Lifestyle and Career Development	3	COUN 506
COUN 534 – Tests and Measurements	3	COUN 504, 506
COUN 596 – Practicum <i>Includes 100 hours total; (40 hours direct) at site</i>	3	COUN 501, 502, 504, 505, 540
<b>Program-To-Date Totals</b>	39	
<b>Summer – Year 2</b>		
COUN 541 – Program Planning, Management, and Evaluation of School Counseling Programs	3	COUN 540
Elective #3	3	None
<b>Semester Totals</b>	48	
<b>Fall – Year 3</b>		
COUN 597 – Internship I <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 596
COUN 542 – Collaboration, Consultation, and Supervision	3	COUN 540
<b>Spring – Year 3</b>	54	
COUN 598 – Internship II <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 597
Elective #4	3	None
<b>Final Program Totals</b>	60	

SAMPLE FOUR+ YEAR PLAN		
REQUIREMENTS	CREDITS	PREREQUISITES
<b>Fall – Year 1</b>		
COUN 501 – Professional, Legal, and Ethical Responsibilities	3	None
COUN 511 – Theory and Principles of Counseling	3	None
<b>Spring – Year 1</b>		
COUN 504 – Counseling Techniques	3	None
Elective #1	3	None
<b>Summer – Year 1</b>		
COUN 502 – Social and Cultural Foundations of Counseling	3	None
COUN 506 – Research and Evaluation	3	None
<b>Program-To-Date Totals</b>	18	
<b>Fall – Year 2</b>		
COUN 500 – Human Development as a Lifelong Process	3	None
COUN 540 – Foundations in School Counseling	3	COUN 501
<b>Spring – Year 2</b>		
COUN 543 – Counseling Children & Youth	3	None
Elective #2	3	None
<b>Summer – Year 2</b>		
COUN 505 – Group Dynamics, Processing, and Counseling	3	COUN 504, 511
Elective #3	3	None
<b>Program-To-Date Totals</b>	36	
<b>Fall – Year 3</b>		
COUN 542 – Collaboration, Consultation, and Supervision	3	COUN 540
<b>Spring – Year 3</b>		
COUN 541 – Program Planning, Management, and Evaluation of School Counseling Programs	3	COUN 540
COUN 596 – Practicum <i>Includes 100 hours total; (40 hours direct) at site</i>	3	COUN 501, 502, 504, 505, 540
<b>Summer – Year 3</b>		
COUN 503 – Lifestyle and Career Development	3	COUN 540
<b>Program-To-Date Totals</b>	48	
<b>Fall – Year 4</b>		
COUN 597 – Internship I <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 596
<b>Spring – Year 4</b>		
COUN 534 – Tests and Measurements	3	COUN 504, 506
COUN 598 – Internship II <i>Includes 300 hours total; (120 hours direct) at site</i>	3	COUN 597
Elective #4	3	None
<b>Final Program Totals</b>	60	

## MATRICULATION REQUIREMENTS

### APPLICATION PROCEDURES

Individuals applying to the counseling graduate program are required to submit:

1. The online graduate school application
2. Official transcripts from all post-secondary schools attended
3. A personal statement describing factors that influenced the decision to apply to Graduate School and how this program will facilitate fulfillment of the applicant's professional goals, as well as a brief essay describing the applicant's experience with and reflections on working with diverse populations (by email to [gofurther@hood.edu](mailto:gofurther@hood.edu))
4. A résumé or curriculum vitae (by email to [gofurther@hood.edu](mailto:gofurther@hood.edu))
5. A minimum of two (three preferred) academic and/or professional letters of recommendation (by email to [gofurther@hood.edu](mailto:gofurther@hood.edu))

Selected applicants may be contacted to schedule an interview, with online or video interviews used for applicants who live more than two hours from campus. In accordance with the 2016 Standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP), the admissions committee for the Counseling programs will consider the applicant's "(1) relevance of career goals, (2) aptitude for graduate level study, (3) potential success in forming effective counseling relationships, and (4) respect for cultural differences" (CACREP, 2016, Standard 1.L; <http://www.cacrep.org/section-1-the-learning-environment/>).

Note: Admission to the counseling graduate program requires a minimum undergraduate GPA of 3.0. If the GPA is below 3.0, the applicant may submit GRE scores for possible consideration. Undergraduate coursework in psychology or a related field is strongly recommended.

### APPLICATION DEADLINES

<i>Start date</i>	<i>Priority deadline</i>	<i>Priority interview</i>	<i>Regular deadline</i>	<i>Regular interview</i>
<b>Fall (August)</b>	Mar. 15	Late Mar./Early Apr.	May 15	Late May/Early Jun.
<b>Spring (January)</b>	n/a	n/a	Nov. 1	Mid-Nov.

### PROGRAM REQUIREMENTS

#### NEW STUDENT ORIENTATION

During the first semester of enrollment, all students are *required* to attend the Hood College Graduate School and Counseling Program New Student Orientation. During this orientation, students will meet core faculty and receive information and policies related to the Counseling Program and curricula, students' ethical and professional obligations, personal growth expectations as counselors-in-training, and eligibility for licensure/certification.

#### FACULTY ADVISEMENT

Students will have an assigned faculty advisor at all times during the program. During the first semester of enrollment, all students must meet with their faculty advisor and develop a planned program of study. Then, students must meet with their advisor at least once per semester to review their progress, development, and program plan. In addition to enrollment decisions, faculty advisors assist students in identifying opportunities for professional involvement, activities appropriate for students, expectations of students, policies and procedures

of both the College and Counseling Program and, other relevant questions. Faculty advisors review and approve student registration information for each semester. Students are strongly encouraged to work directly with their faculty advisor in regard to course enrollment.

### **ASSESSMENT & EVALUATION OF STUDENTS**

Each student's progress throughout the program is assessed by examining student learning in relation to a combination of knowledge, skills, and professional dispositions. This assessment process includes an evaluation of student learning in relation to eight core areas of counseling and three core areas related to each student's specialty area (i.e., CMHC or School Counseling). These areas directly correspond to the Hood College Counseling Program Objectives (see pages 3-5 of this Handbook). To measure student development towards these core areas, *Key performance indicators* (KPIs) are evaluated regularly (typically three times) as students' advance through the program curricula. KPIs are primarily assessed via *Key Assignment Performance Indicators* (KAPAs) which are included as course assignments. Professional dispositions expected of a professional counselor and counselor-in-training are also assessed at different points in the program via the *Comprehensive Evaluation of Student Progress* (CES-P) and the *Professional Dispositions Assessment Plan* (PDAP) which are completed by faculty, students, and/or site supervisors (as applicable). Further information about assessment is described in "Expectations of Students" and "Student Retention, Remediation, Appeal, and Dismissal Policies" in this Handbook. See Appendix A for a copy of the CES-P (student version).

### **PROGRAM EVALUATION**

Students have regular, systematic opportunities to formally evaluate program faculty and site supervisors. Course evaluations are administered through the Hood College Office of Institutional Research and Assessment (OIRA) at the end of each class. Students enrolled in COUN 596 Practicum, COUN 597 Internship I, and COUN 598 Internship II will complete a site supervisor and faculty supervisor evaluation. This information is used at both the course and programmatic level, along with student assessment data, to help program faculty reflect on aspects of the program that work well and those that need improvement. Completion of all assessment data (course evaluations, site supervisor evaluations, and the CES-P) is integral to informing programmatic and curricular decisions.

Note: Upon graduation from the program, graduates and employers of program graduates will be asked to complete a survey designed to evaluate the program's overall effectiveness as related to the Hood College Program Outcomes.



## EXPECTATIONS OF STUDENTS

Students are expected to uphold ethical standards, academic conduct and standards, and demonstrate success in the areas of counseling knowledge, skills, and appropriate professional disposition and interpersonal behavior. These areas must be mastered in order to successfully complete all program requirements. Please note, these expectations are also included as part of the "Counseling Student Informed Consent."

### ETHICAL STANDARDS

The Counseling Program at Hood College adheres to the 2016 ACA Code of Ethics, and students and faculty are expected to follow ethical standards in all their activities. The Code of Ethics can be found on the ACA website, at <http://www.counseling.org/resources/aca-code-of-ethics.pdf>. In addition, students in the School Counseling specialty are expected to behave in accordance with the ethical standards defined by the American School Counseling Association (ASCA). The standards can be found on their website, at <http://www.schoolcounselor.org/asca/media/asca/Resource%20Center/Legal%20and%20Ethical%20Issues/Sample%20Documents/EthicalStandards2010.pdf>.

### ACADEMIC CONDUCT

The Graduate School strives to maintain and enforce the highest standards of academic integrity. Accordingly, plagiarism and other forms of academic dishonesty are unacceptable and will result in disciplinary action. By accepting admission to the Graduate School, a student has also accepted to be governed by the stated regulations of academic conduct, and indicates a willingness to accept disciplinary action, if behavior is deemed to be in violation of those rules or in some way unacceptable or detrimental to Hood College. Professed ignorance of what constitutes academic dishonesty does not excuse violations of these regulations. Further information regarding the rules of academic conduct may be found at <http://hood.smartcatalogiq.com/en/2019-2020/Catalog/Graduate-Studies/Graduate-Academic-Policies/Academic-Standards/Academic-Conduct>

### GRADE EXPECTATIONS

Students must maintain a 3.0 grade point average (GPA) in order to be in good academic standing and eligible for grade completion. If a student's GPA falls below 3.0, that student must restore the GPA to a 3.0 within 9.0 credits completed from the term in which the GPA fell below a 3.0. The 3.0 average may be restored by repeating courses or by taking additional courses. A course may be repeated only once and no more than two courses can be repeated. When the course is repeated, the student receives the credits for the course (counted once). While both grades remain on the transcript for historical purposes, only the higher of the two grades will be calculated in the cumulative GPA. There are no limitations to the number of times a student can fall below and restore the GPA. However, no more than 9 credits beyond those required for the degree can be used to raise the GPA and all requirements for the program must be completed within the time limitation policy. Furthermore, students must earn a B- or better in all courses that are pre-requisites for entry into practicum (COUN 501, 504, 505, 511, 531, 532, 540). If grades are under B- students must meet with their advisor to establish a remediation plan (see below for more information) and/or retake the course. Students who do not pass COUN 504 with a B- or greater must retake it before registering for COUN 532.

## KNOWLEDGE, SKILLS, AND DISPOSITIONS

Per CACREP requirements, students are expected to gain a variety of key counseling knowledge, skills, and dispositions. Knowledge, skills, and dispositions are evaluated throughout the program with a range of evaluation tools, including the CES-P (Comprehensive Evaluation of Student Progress), the PDAP (Professional Dispositions Assessment Plan), and performance on Key Assignment Performance Assessments (KAPAs).

### KNOWLEDGE & SKILLS

Counseling knowledge and skills are assessed formally using KAPAs and the CES-P. KAPAs are in-course assignments that measure Key Performance Indicators (KPIs). The KAPAs are a range of assessment tools including papers, presentations, formal examinations, and reflection papers. Students are also expected to demonstrate proficiency in counseling contexts and with particular skills. At all times throughout the program, students will be expected to:

- Demonstrate effective listening skills.
- Demonstrate realistic expectations in regard to academic planning.
- Show developed sense of self-awareness regarding skills and talents.
- Demonstrate an ability to develop and sustain rapport with clients.
- Demonstrate an awareness of cultural, gender, and spiritual issues.
- Demonstrate appropriate boundaries: sexual, ethical, and professional.

KAPAs are graded by faculty in all core and specialty courses. During each semester, professors responsible for core and specialty courses will input the data from each KAPA into *Chalk & Wire*, the online assessment tool used for the assessment of all key counseling student knowledge and skills. At the conclusion of each semester core faculty will draw data to determine student performance on completed KAPAs to determine their progress. The CES-P directly assesses the KPIs and professional dispositions (described further below), and is completed by students, instructors, and site supervisors at intermittent times during core courses and throughout the field site process. The CES-P is slightly modified for Basic, Intermediate, and Advanced students so that items are only included if they are relevant for students (e.g., students at the basic level are not assessed on items that they have not yet learned). The CES-P is completed at the following instances:

Student Level	Evaluation Time
Basic	After completion of first two full semesters
Intermediate	At submission of Practicum Application Part I
Advanced	COUN 596: Practicum in Counseling COUN 597: Internship I in Counseling COUN 598: Internship II in Counseling

### APPROPRIATE PERSONAL BEHAVIORS AND PROFESSIONAL DISPOSITIONS

In addition to core knowledge and skills related to professional counseling, students are also assessed based on professional dispositions. Students are expected to consistently behave in a manner appropriate to an academic and professional context; if students have questions as to the specifics of this behavior, they should direct them to a faculty member. Counseling dispositions and professional behaviors are based on the CACREP Standards for entry-level counseling professionals (CACREP 2016, Section 2.F; Section 5.C; and Section 5.G) and the American Counseling Association (ACA) 2014 Code of Ethics (<https://www.counseling.org/resources/aca-code-of-ethics.pdf>).

Appropriate behaviors include:

- Respecting divergent points of view.
- Expressing thought/knowledge effectively.
- Using personal power and authority appropriately.
- Working collaboratively with others.
- Demonstrating the ability to receive, give, and integrate feedback, including clinical supervision regarding my work with clients.
- Demonstrating ability to articulate and regulate one's emotions (emotional awareness and stability).
- Exhibiting ability to take responsibility for one's actions.
- Interacting appropriately with authority.
- Contributing to a positive classroom environment.
- Exhibiting dependable behaviors with regards to assignments, group activities, and attendance.

Students' dispositions are assessed based on the Professional Dispositions Assessment Plan (PDAP). The PDAP will assess the development of students' professional dispositions, awareness, and behaviors at the conclusion of various courses at different key stages of the program to best capture student progress. The PDAP is included in the CES-P, so faculty may evaluate students with the PDAP at each instance that they use the CES-P, and also at other instances throughout the program, as deemed appropriate/necessary. Students are assessed in the following times:

Level	Evaluation Time
Basic	After completion of first two full semesters
Intermediate	At submission of Practicum Application Part I
Advanced	COUN 596: Practicum in Counseling COUN 597: Internship I in Counseling COUN 598: Internship II in Counseling
Other	If deemed appropriate/necessary by faculty

## STUDENT RETENTION, REMEDIATION, APPEAL, AND DISMISSAL PROCEDURES

Students who do not meet these expectations based on data from grades, KAPAs, CES-Ps, and PDAPs as described, or who are found to have violated ethical standards, academic conduct, will be called upon for remediation and, in cases of gross misconduct, dismissal from the program. Failure to successfully complete a remediation plan is also means for dismissal.

### VIOLATIONS OF ACADEMIC CONDUCT AND APPEAL POLICY

When an instructor has evidence that a graduate student is not in compliance with expectations of appropriate academic conduct, it is the obligation of the instructor to bring it to the attention of the student and to evaluate the specific work as a zero. That zero is to be calculated into the final course grade. Instructors also reserve the right to assign a final course grade of “F” to a student for cases of academic dishonesty. Students may appeal the action of the instructor by written petition to the Graduate Council through the Dean of the Graduate School. The Graduate Council will investigate the appeal and render a decision, though this decision may be appealed to the dean of the Graduate School.

In perceived cases of extreme academic dishonesty, an instructor or program director may request a review by the Graduate Council. The Graduate Council will hear statements from the instructor and/or program director, and then from the student under review. If, after hearing both sides of the case, the Graduate Council finds the student to be in extreme violation of the Academic Conduct code, they will recommend dismissal from the program. The final decision will rest with the Graduate Council, though the student may appeal the decision to the Dean of the Graduate School.

### GRADE EXPECTATIONS AND APPEAL POLICY

If a student receives a final grade in a course that she or he believes is incorrect or unfair, he or she may appeal that grade by following this procedure:

- Student must contact the faculty member involved, in writing, within 30 calendar days of the posting of the disputed grade. The grade appeal request must outline the specific grievances about the grading procedure, grounds for appeal and attach relevant documentation (syllabus, guidelines for papers or presentations, etc.).
- If, after hearing the instructor’s explanation, the student still wishes to appeal the grade, she or he must present the grade appeal to the program director within 30 days of notification from the instructor.
- If the student is still not satisfied, the student may make a final appeal to the Dean of the Graduate School. In such cases, the dean must be contacted prior to the end of the term immediately following the semester the grade was posted.

Failure to follow this timeline provides sufficient grounds for dismissing an appeal. In each stage of the appeal process, the student will receive a letter stating the reviewer’s recommendation within 30 days of initiation. All parties to the grade appeal (student, instructor, program director, dean) are to maintain strict confidentiality until the matter is resolved.

## KNOWLEDGE, SKILLS, AND DISPOSITION BENCHMARKS

### KNOWLEDGE AND SKILLS

Knowledge and skills are assessed by the KAPAs and the CES-P. KAPAs are completed in each core course, specialty course, and in Internship II, while the CES-P is completed at specific points in the program described in the previous section. Depending on their progress through the program, students mean scores on knowledge and skills, as measured by KPIs, will be assessed against specific benchmarks, based on their development, listed below:

Level	Program Semesters Completed	KPI Benchmark
Basic	First two semesters	2.5
Intermediate	Second two semesters	3
Advanced	Third two semesters+	3.5

### APPROPRIATE PERSONAL BEHAVIORS AND PROFESSIONAL DISPOSITIONS

Professional dispositions are assessed by the CES-P and the PDAP. Students will receive an average score for items for each PDAP completed. **Students must average at least a 3 as a benchmark on each PDAP.**

## KNOWLEDGE, SKILLS, AND DISPOSITIONS REMEDIATION

The counseling faculty will mark each student with a code that depends on how the students perform against the benchmarks of completed KAPAs, CES-Ps, and PDAPs. Depending on the code, responses may include a meeting with his/her/their advisor, professor, or the Dean of the Graduate School, a remediation plan, and/or dismissal. See the table below to determine codes, their associated KAPA performances, the instance of the performance violation, and faculty responses:

Performance	Instance	Code	Faculty Response
Exceeds benchmark on all items	N/A	Green	<ul style="list-style-type: none"> <li>No action taken</li> </ul>
Do not exceed benchmark on any item	1 <sup>st</sup>	Yellow	<ul style="list-style-type: none"> <li>Meeting with advisor and/or professor, and/or</li> <li>Academic alert, and/or</li> <li>Note in OneNote</li> </ul>
	2 <sup>nd</sup>	Amber	<ul style="list-style-type: none"> <li>Meeting with advisor and/or professor, and/or</li> <li>Academic alert, and/or</li> <li>Note in OneNote, and/or</li> <li>Formal remediation plan using the Professional Development Plan, and/or</li> <li>Delay to beginning of field work</li> </ul>
	3 <sup>rd</sup> +	Red	<ul style="list-style-type: none"> <li>Meeting with advisor and/or professor and Graduate Dean, and/or</li> <li>Academic alert, and/or</li> <li>Note in OneNote, and/or</li> <li>Adjustments to formal remediation plan using the Professional Development Plan and/or</li> <li>Delay to beginning of field work , and/or</li> <li>Dismissal</li> </ul>

If students receive 'Red,' for a third (or more) instance in which they did not exceed the KAPA benchmark, faculty will meet with the student and the Graduate Dean to discuss the appropriate next steps. This will include all steps taken for the less severe codes, and also a potential adjustment to the student's Professional Development Plan or a recommendation to dismiss. On rare occasions, students may receive 'Amber' or 'Red' codes for violations deemed extremely concerning.

## PRACTICUM AND INTERNSHIP

Students are required to complete three (3) credits of Practicum (COUN 596), which must include 100 hours of client service work at an off-campus field site. Of those 100 hours, 40 must be direct (face-to-face client interaction) and 60 must be indirect (supportive activities, e.g. record keeping and administrative duties). Students are then required to complete six (6) credits of Internship over a minimum of two semesters (COUN 597: Internship I and 598: Internship II), composed of 240 direct and 360 indirect hours, for a total of 600 hours. Students often accrue slightly more than 50% of their Internship hours in the second semester and may pass on to Internship II with a minimum of 240 hours (96 direct, 144 indirect) completed. Counseling activities on field work must include both individual and group formats. Appropriate field sites for Clinical Mental Health Counseling (CMHC) students include community mental health agencies, hospitals, group practices, and therapeutic schools. Appropriate field sites for School Counseling students include public, private, non-traditional, and therapeutic or alternative schools; School Counseling students must gain experience across K-12 levels during their field work, with at least one semester in elementary and at least one semester in middle or high school work. Students will receive extensive support from program faculty in identifying and securing a site, however, students are not simply “placed” and sites are not guaranteed. Students must independently complete all requirements for identifying, interviewing, and securing a site, and acceptance decisions are made at the discretion of the site/district. School Counseling students must coordinate with the School Counseling Coordinator to ensure they are meeting all deadlines and following procedures specific to their desired school district. See the “Description of Degree Specialties” for information related to the possibility of using school counseling field sites towards the hours requirements for licensure.

Throughout Practicum and Internship, students will receive weekly individual supervision from field site supervisors (one hour per week) and weekly group supervision from a Hood College faculty instructor in COUN 596 and 597/598 (2-2.5 hours per week). Prior to entering Practicum and Internship, students must have earned a B- or better in pre-requisites COUN 501, 502, 504, 505, 511, and 531/540, and have received adequate Basic and Intermediate CES-Ps (or completed a remediation plan).

Typically, students will enroll in Practicum and Internship in the final 3-4 semesters of the program. Some states, such as Virginia, require that Internship take place after a minimum of 30 graduate credits have been completed in order for those hours to count toward licensure. School Counseling students often enroll in Practicum in Spring, then take Summer off, and complete Internship I/II the following Fall/Spring. Clinical Mental Health students often enroll in Practicum in Summer and then continue directly on to Internship I/II in Fall/Spring. Students are encouraged to begin planning for Practicum and Internship early on with their academic adviser, so they know their approximate Practicum start date. Students will use an online program called Tevera to guide their Practicum & Internship Process and track their progress once placed.

**Practicum in the training clinic.** All students (CMHC and SC) are required to complete a portion of their Practicum hours in the community mental health training clinic housed in the Counseling M.S. program (to launch Fall 2021). Practicum students will have 1-2 clients in the clinic and will attend triadic supervision.

**Practicum Application Process.** The first step in the Practicum and Internship process is to attend a *mandatory* orientation approximately nine months prior to the projected Practicum start date (which is determined in consultation with the student’s advisor). At these meetings, students will review the Practicum and Internship Manual and detailed information about the process. Students then work toward completing Part I of the Practicum Application. Part I Applications are reviewed by the appropriate specialty coordinator in

consultation with other faculty, prior to the student securing a field site. Faculty assess readiness to start practicum through these applications, which include Intermediate CES-P assessments by the student (self) and counseling faculty. Please note that students are NOT guaranteed entrance into Practicum at their desired start date; faculty reserve the right to defer a student's application to a later semester – or in extreme cases, deny the application entirely – if readiness for Practicum is not supported by Application Part I and the Intermediate CES-Ps. Students whose applications are deferred or denied engage in a Remediation Plan as outlined in the "Expectations of Students" section. Further details about the Practicum & Internship Process are provided in the Practicum & Internship Manual.

The following timeline serves as a planning guide. Please note exact dates are subject to change with appropriate notice.

<i>Important Dates</i>	<b>Desired Practicum Semester</b>	
	<b>Summer</b>	<b>Spring</b>
<b>Mandatory orientation</b>	Early November	Early May
<b>Application deadline (Part I)</b>	February 15	September 15
<b>Site deadline (Part II)</b>	April 15	November 15
<b>Field experience starts</b>	Late May	Mid-January

The Specialty Practicum and Internship Coordinator serves as the point person for all questions related to Practicum and Internship and will provide significant support in the process of applying for and engaging in field site work. The Counseling Department maintains relationships with a range of community organizations and schools that are appropriate for field site work, and a list of those sites are maintained in frequently updated in an online software program called Tevera (also used for advising; students pay a fee for Tevera in the semester they take COUN 501). Students are expected, however, to actively research, seek out, and apply for Practicum and Internship opportunities as they would any other job opportunity. Sites are not guaranteed, and students will not be "assigned" a site (except in the case of some school counseling sites). The Coordinator and other faculty members are committed to helping students find sites that match their interests and professional goals, however faculty cannot guarantee site availability or accommodate specific scheduling needs. Many students wonder if they will be able to continue working full- or part-time while on Practicum and Internship; this can be quite challenging, depending on the specifics of the situation, and should be thoughtfully discussed with both the academic adviser and Practicum and Internship Coordinator.

***Note:** Students considering full-time employment during their field experience must recognize the personal, academic, and occupational burden involved. Students must also understand that no relief from practicum/internship duties/responsibilities due to other professional or personal obligations will be granted. This includes class time, site hours, course assignments, evaluations, and or supervisory feedback.*

Students already working at appropriate field sites MAY complete their Practicum and/or Internship at their place of employment, but they must receive approval from the Practicum and Internship Coordinator and Program Director, and their Practicum and Internship responsibilities and supervisor must be clearly documented as different from their existing, paid responsibilities. Students may NOT receive payment for Practicum and Internship activities at any site without specific approval from the Practicum & Internship Coordinator. These issues are discussed in more detail in the Practicum and Internship Manual and Orientation.



## RECOMMENDATION/ENDORSEMENT POLICY

The faculty of the Department of Psychology and Counseling at Hood College support graduates in their efforts to become established, active professionals within the fields of School and Clinical Mental Health counseling. To that end, faculty familiar with students will provide endorsements to students after they have demonstrated proficiency in key areas, as judged by faculty's evaluations of students' performance in coursework, practicum, and internship. Such endorsements can be provided to the professional credentialing body, National Board of Certified Counselors, licensing bodies, workplaces, other academic institutions, etc., upon the student's completion of appropriate coursework, practicum, and internship requirements. Endorsements shall be provided in the form of a letter or other format, as agreed upon by faculty and student, and will not be provided until students have completed a substantial portion of the program, including at least a portion of practicum and internship.

### ACCESSIBILITY ISSUES

Hood College actively supports the rights of students with disabilities to have equal access to education. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Hood makes every reasonable effort to accommodate the needs of students with disabilities. Students who have a disability are asked to notify the director of Accessibility Services here at Hood College as soon as possible. Early notification prevents delay in initiation of services and ensures the student full access to educational activities. The director of Accessibility Services and/or a member of the College's Student Success Team, in consultation with the student, prepares a plan for services and forwards authorization for specified services (such as note taking and interpreting) to the appropriate offices on campus.

## STUDENT STATEMENT OF INFORMED CONSENT

I agree to abide by the rules and policies of Hood College, the Graduate School, the Department of Psychology and Counseling, as outlined in the Hood College Catalog, the Graduate Student Handbook, and the Counseling Student Handbook.

### Proficiency and Evaluation

To successfully complete the program, I will be expected to demonstrate academic knowledge, counseling skills, and appropriate personal behavior and professional dispositions for a counselor-in-training. This competence includes proficient counseling intakes and client sessions and professional, ethical behaviors and disposition within classrooms, at internships sites, and in all interpersonal interactions with peers, colleagues, and professors. I understand I will be formally evaluated by professors throughout the program and, depending on the results of the evaluation, may be required to complete a remediation plan.

### Academic Competence & Appropriate Personal Behavior

I understand that behavior appropriate to an academic context is expected for the successful completion of the program. I also recognize that in all my behaviors and interactions as a counseling student, I act as a representative of Hood College, and therefore must work consistently to act in a professional, mature manner. Therefore, I will work to:

- Respect divergent points of view.
- Express thought/knowledge effectively.
- Use personal power and authority appropriately.
- Work collaboratively with others.
- Demonstrate the ability to receive, give, and integrate feedback, including clinical supervision regarding my work with clients.
- Demonstrate ability to articulate and regulate one's emotions (emotional awareness and stability).
- Exhibit ability to take responsibility for one's actions.
- Interact appropriately with authority.
- Contribute to a positive classroom environment.
- Exhibit dependable behaviors with regards to assignments, group activities, and attendance.
- Demonstrate the ability to appropriately participate in group counseling as part of COUN 505, and in group supervision as part of COUN 596/7/8.

### Counseling Skills

In addition to appropriate behavior in academic and personal interactions, I will be expected to demonstrate proficiency in counseling contexts and with particular skills. Regular evaluations of my progress will be provided during Counseling Techniques, Practicum, and Internship. These evaluations will consider my progress, and ultimately, my proficiency in my ability to:

- Demonstrate effective listening skills.
- Demonstrate realistic expectations in regard to academic planning.
- Show developed sense of self-awareness regarding skills and talents.
- Demonstrate an ability to develop and sustain rapport with clients.
- Demonstrate an awareness of cultural, gender, and spiritual issues.
- Demonstrate appropriate boundaries: sexual, ethical, and professional.

I understand that my overall behavior and performance will be formally and informally assessed and evaluated throughout my time in the program by faculty, site supervisors, and outside faculty/staff at Hood College. I understand that faculty will meet once per semester (or more frequently if needed) in order to conduct a complete, confidential review of all students. I understand that faculty discuss my individual progress on a routine basis to help me grow and successfully progress throughout the program.

### Personal Growth, Self-Awareness, and Self-Care

I understand the faculty of the Department of Psychology and Counseling strongly encourages me to seek out opportunities for personal growth and self-awareness through a variety of means, including personal counseling, as a

complement to clinical training and as a means of caring for myself. Because I understand that the process of becoming a counselor places psychological demands on students and may cause me personal distress or challenge my personal adjustment, I may be encouraged or required to seek support or personal counseling to ensure that I am able to successfully complete my training.

### Self-Disclosures

I also understand that the program requires participation in experiential courses. Self-disclosures will not be used as a basis for grading these courses. However, if I disclose a severe impairment, condition, or circumstances that compromise my ability to perform in a professional and ethical manner, or which create the potential for harm to clients, I may be required to meet with my advisor and, in extremely rare circumstances, to repeat course work, to seek and show evidence of personal counseling at my own expense, to defer my start to practicum and/or internship, or be dismissed from the program.

### Prerequisites

I understand that the successful completion of specific courses is required before I am able to progress in the program. Please see the "Description of Degree Specialties" in the Student Handbook to review the specific prerequisites required for the program. I will be expected to successfully complete prerequisites for practicum and internship (COUN 501, 504, 505, 511, 540) with a "B-" or better in order to progress. If I do not meet this requirement after two attempts, I will be dismissed from the program.

### Practicum and Internship

I am aware that COUN 596 (Practicum) and COUN 597/598 (Internship I/II) entail the completion of a minimum of 700 off-campus clinical hours, which averages out to 8-10 hours/week for COUN 596 and 20-25 hours/week for both semesters of COUN 597/598. I understand that I am not automatically approved for Practicum or Internship I/II until I receive a successful Intermediate CES-P evaluation and approval from the counseling faculty. I also understand that though the Practicum and Internship Coordinator and other faculty will support me in securing Practicum and Internship sites, I am expected to actively research, seek out, and apply to sites of interest. I understand I will be expected to successfully complete three credits of COUN 596 and six credits of COUN 597/598 with a letter grade of "B-" or better to complete the program. If I do not meet this requirement, I will be dismissed. I understand that if I need to register for more credits of COUN 596 or 597/598, due to previously receiving a grade below a "B-" or not completing my hours, I will need permission from the faculty and will need to pay for an additional semester of that course. I understand that being dismissed from a site for issues of a professional nature is a serious offense and may result in failure of the course and dismissal from the program. I understand it is imperative that I make myself available for the hours required by all sites at the specific days and times required by those sites. I understand that the faculty cannot guarantee site availability or specific scheduling needs such as evenings or weekends. I also realize I am responsible for fulfilling all the procedures outlined in the Practicum and Internship Manual. I understand that I am responsible for documenting my own hours and supervision records in Tevera, and that I will pay a \$200 one-time fee for Tevera in the semester I take COUN 501, to facilitate its use for advising and for the Practicum & Internship process.

### Certification and Licensure

Finally, I understand that the completion of a degree in counseling does not guarantee certification or licensure. I understand that these credentials are conferred by different agencies and may have requirements different from those of the counseling program at Hood College. I understand that the requirements set forth in this document are not exhaustive or cumulative and that I may be dismissed from the program based on reasons other than those set forth herein or based on my failure to meet one or more of such requirements.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name (printed) \_\_\_\_\_

Faculty Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

## MARYLAND LICENSURE REQUIREMENTS

The Maryland State Board of Professional Counselors and Therapists operates under the Maryland Professional Counselors and Therapists Act, Health Occupations Article, Title 17, Annotated Code of Maryland and is the licensing authority of professional counselors and therapists in the State of Maryland. In Maryland, the requirements to become a licensed counselor (LCPC) at the master's level are:

(<http://dhmh.maryland.gov/bopc/SitePages/profcounselor.aspx>)

### Education Requirements:

- (1) A master's degree in a professional counseling or related field from an accredited educational institution approved by the Board with a minimum of 60 graduate semester credit hours or 90 graduate quarter credit hours.
- (2) A minimum of 3 graduate semester credit hours or 5 graduate quarter hours of instruction in each of the following areas:
  - Human Growth and Personality Development
  - Social and Cultural Foundations of Counseling
  - Counseling Theory
  - Counseling Techniques
  - Group Dynamics, Processing, and Counseling
  - Lifestyle and Career Development
  - Appraisal
  - Research and Evaluation
  - Professional, Legal, and Ethical Responsibilities
  - Marriage and Family Therapy
  - Alcohol and Drug Counseling
  - Supervised Field Experience (125 hours direct client contact)
  - Diagnosis and Psychopathology
  - Psychotherapy and Treatment of Mental and Emotional Disorders
  - Supervised Clinical Experience Requirement (minimum 120 direct hours)

Three years with a minimum of 3,000 hours of supervised clinical experience in professional counseling under an approved supervisor. Of the three years, two years shall be post-graduate clinical supervised hours. One year (up to 1,000 hours) may be acquired before the awarding of the master's degree. Upon successful completion of a master's program in Counseling, graduates may apply to become Licensed Graduate Professional Counselors (LGPCs) on their way to earning the additional hours to become LCPCs. In order to become an LGPC, you must have graduated with your master's degree and passed the National Counselors Examination (see below). <https://health.maryland.gov/bopc/Pages/gradprofessional.aspx>

### Examination Requirement

Achieve passing scores on the National Counselors Examination (NCE) of the National Board for Certified Counselors and the State Law Test. The NCE is computer based and is administered the first two weeks of each month. Students applying for their LGPC must be granted approval to sit for the NCE by the Maryland Board. For more information, please visit: <http://nbcc.org/Assets/StateForms/MD.pdf>.

The following is an overview of the process of applying for your LGPC (provisional graduate license) and then LCPC (full clinical license) in Maryland. This serves as a guide; as Licensure Board requirements sometimes change with little notice, they should *always* be confirmed directly with the Board. Note that students in the final semester of the program may now *apply* for their LGPC before formally graduating, though they will not receive their provisional license until they have completed all 60 credits..

The following assumes a student applying for the LGPC in the final semester:

1. Submit your application for LGPC (<http://dhmh.maryland.gov/bopc/pdfs/lgpcapplication.pdf> )
2. Sign-up for and complete the Maryland Law Test at home. This is now a no-fail test (retake until pass).
3. Wait for approval from the Maryland Board to take the NCE.
4. Once approved, register with the National Board of Certified Counselors (NBCC) to take the NCE.
5. Schedule a testing date through Pearson Vue (closest testing centers: Baltimore, Bethesda, Columbia).
6. Pass the exams, receive your scores, and send them to the Maryland Board.
7. Graduate with your master's degree in Clinical Mental Health or School Counseling.
8. Receive your LGPC.
9. Practice graduate professional counseling for at least two years (2,000 hours) under the supervision of a BOARD-APPROVED clinical supervisor, including 100 hours of face-to-face clinical supervision (50 hours must be from an LCPC; minimum of 50 hours must be individual). Total hours required for LCPC is 3,000 hours, up to 1,000 of which may be pre-master's (i.e., your Practicum and Internship), as long as those hours were under an approved supervisor (LCPC or other licensed mental health care provider).
10. Submit your application for LCPC (<https://health.maryland.gov/bopc/pdfs/lcpcapplication.pdf>)

For more information on Maryland's requirements for LCPC, see  
<https://health.maryland.gov/bopc/pdfs/SupervisedClinicalDocumentationForm.pdf>

## MARYLAND SCHOOL COUNSELOR CERTIFICATION REQUIREMENTS

As outlined by the Code of Maryland Regulations (COMAR), students seeking certification as a school counselor in the state of Maryland are required to meet a specific set of standards. These standards are outlined in section 13A.12.03.02 of the August 2020 version of COMAR. Please note that students enrolled in the School Counseling specialty here at Hood College meet the criteria outlined in Option III\*. Students should meet with the Coordinator of the School Counseling Specialty for further instruction on submitting the application for certification in the State of Maryland. Students seeking employment outside of the state of Maryland should review requirements for applicants in that state, such as the Professional School Counselor PRAXIS examination.

The requirements for certification as a school counselor are provided below:

### OPTION I

- A master's degree in school counseling or guidance and counseling from an institute of higher education;
- A National Board of Certified Counselors (NBCC) certificate; and
- Two years of satisfactory performance as a teacher or counselor in a school setting.

### OPTION II

- A master's degree in school counseling or guidance and counseling in a program approved using State-approved standards under COMAR 13A.07.06.01; and
- Two years of satisfactory performance as a teacher or school counselor, or 500 clock hours in a supervised practicum in school counseling.

### OPTION III\*

- A master's degree in school counseling or school guidance and counseling from a program approved by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

### OPTION IV

- A master's degree in school counseling or guidance and counseling from an approved program under the Interstate Contract agreement for support services; and
- Two years of satisfactory performance as a teacher or school counselor, or 500 clock hours in a supervised practicum in school counseling.

### OPTION V

- A master's degree from an institute of higher education; and
- Present a valid, professional certificate from another state and verification of at least 27 months of satisfactory performance as a school counselor during the past 7 years on the basis of which application is being made for a comparable Maryland certificate.

## PROFESSIONAL DEVELOPMENT AND ACTIVITIES

There is a range of professional counseling organizations that can support you, both during your years of training and then after during your career. Becoming involved with professional organizations can help you meet colleagues, engage with your interests further, and provide you with potential career or professional development opportunities. Organizations tend to either be national or local/regional. There are numerous organizations, many of which offer specific support for different specialties; a full list can be found at <http://www.counselor-license.com/resources/counseling-organizations.html>. The following represent the most relevant organizations:

### NATIONAL ORGANIZATIONS

- a) American Counseling Association (ACA)
  - a. The world's largest counseling association, representing over 56,000 members. The organization offers a range of resources, including webinars, online and paper publications, advocacy/legislative action opportunities, journals, and other chances to gain continuing education hours. The annual ACA conference is the largest counseling conference and offers the chance for professional development, networking, and career advancement. The ACA also offers a range of divisions catering to particular interests and skills, including those working with children, the arts, the LGBTQ community, etc. Becoming a member brings with it professional liability insurance for counseling work.
  - b. Annual Membership Rate: \$96 (Student), \$96 (New Professional), \$168 (Professional)
  - c. Magazine: Counseling Today
  - d. Journal: Journal of Counseling & Development
  - e. Website: [www.counseling.org](http://www.counseling.org)
- b) American School Counselor Association (ASCA)
  - a. The American School Counselor Association (ASCA) supports school counselors' efforts to help students focus on academic, career and social/emotional development so they achieve success in school and are prepared to lead fulfilling lives as responsible members of society. ASCA provides professional development, publications and other resources, research and advocacy to professional school counselors around the globe. Membership includes liability insurance.
  - b. Annual Membership Rate: \$69 (Student), \$69 (1<sup>st</sup> Year Professional), \$129 (Professional)
  - c. Magazine: ASCA School Counselor
  - d. Journal: Professional School Counseling
  - e. Website: [www.schoolcounselor.org](http://www.schoolcounselor.org)
- c) American Mental Health Counseling Association (AMHCA)
  - a. The AMHCA focuses on clinical mental health counselors and educators. Membership offers access to the Annual Conference and other opportunities for continuing education, networking, professional development in-person or via webinars, and information about certification and licensure. Discounted liability insurance for counseling students is included.
  - b. Annual Membership Rate: \$82 (Student), \$82 (Recent Graduate), \$179 (Professional)
  - c. Magazine: *The Advocate* (digital)
  - d. Journal: Journal of Mental Health Counseling
  - e. Website: [www.amhca.org](http://www.amhca.org)

**LOCAL/REGIONAL ORGANIZATIONS**

- a) Maryland Counseling Association (MCA)
  - a. The local affiliate of ACA and part of its Southern Region. The MCA offers a range of tools, resources, and events, as well as an annual conference.
  - b. Website: [www.md counseling.org](http://www.md counseling.org)
- b) Maryland School Counselor Association (MSCA)
  - a. The local affiliate of ASCA. Membership offers a network of students, professionals, and counselor educators, access to the annual conference, graduate student seminars, advocacy/policy opportunities, and periodic seminars and workshops.
  - b. Website: [www.mscaonline.org](http://www.mscaonline.org)
- c) Licensed Clinical Professional Counselors of Maryland (LCPCM)
  - a. Local affiliate of AMHCA. Membership includes advocacy opportunities, access to the local conference, information about insurance, etc.
  - b. Website: [www.lcpcm.org](http://www.lcpcm.org)



## ADDITIONAL OPPORTUNITIES FOR STUDENTS

### STUDENT ORGANIZATIONS

#### CHI SIGMA IOTA HOOD COLLEGE CHAPTER – ETA CHI



Chi Sigma Iota (CSI) is the international honor society of professional counseling. CSI values both academic and professional excellence in counseling and is open to professional counselors, counselor educators, and counseling students. CSI's mission is to promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling (Chi Sigma Iota, 2018). To be eligible for membership in CSI, and as outlined on the CSI website, "students must have completed at least one semester of full-time graduate coursework in a counselor education degree program, have earned a grade point average of 3.5 or better on a 4.0 system, and be recommended for membership by the chapter, including promise for a capacity to represent the best about professional counseling through appropriate professional behavior, ethical judgment, emotional maturity, and attitudes conducive to working to advocate for wellness and human dignity for all. Faculty and alumni of the program shall have met the overall G.P.A. requirement as graduates of a counselor education program and be recommended to CSI by the chapter. The primary identity of these persons shall be as professional counselors, including evidence of a state or national credential as a professional counselor." More information about CSI can be found on the main website: [www.csi-net.org](http://www.csi-net.org). Please reach out to the primary chapter faculty advisor, Dr. Smith, for more information about joining the Eta Chi chapter here at Hood. You can also email the current Eta Chi President at [etachicsi@hood.edu](mailto:etachicsi@hood.edu).

#### COUNSELORS FOR SOCIAL JUSTICE – HOOD COLLEGE CHAPTER

Mission: Counselors for Social Justice-Hood College Chapter (CSJ-Hood) is a community of clinical mental health and school counseling graduate students and counseling educators who promote social justice and seek to end the oppression and unjust treatment that affects clients, counselors, students, educators and other members of the community at large. CSJ-Hood works to do this through advocacy, education, and self-improvement to work towards diversity. CSJ-Hood has an obligation to serve with integrity for the betterment of the community.

Becoming a member:

1. Must be a current student in either CMH or School Counseling program at Hood
2. Must be paying member of CSJ national organization (\$30 for student membership)
  - a. Do not have to be ACA member to join CSJ
  - b. Visit [counseling-csj.org/membership](http://counseling-csj.org/membership) OR call 1-800-298-2276
3. Email the current president your receipt/proof of membership to join our chapter
4. There are no dues for our chapter

### RESEARCH OPPORTUNITIES

Students have the opportunity to work on research with professors with whom they share interests, although at the current time these opportunities are unpaid. That said, these experiences can be a great way for students to learn about research, to evaluate if they would like to pursue doctoral studies, and to improve their competitiveness in future academic and professional endeavors. Interested students should contact professors directly to determine if opportunities for research exist.

## FREDERICK AREA COUNSELING SERVICES

Your advisors also have a frequently updated list of private practitioners, many of whom have indicated their interest in supporting new counselors by offering them treatment on a sliding scale. Students should be aware that some of the individuals below own or provide supervision at our partner field sites. Once you engage with one of these providers as your personal counselor, you will not be able to consider their field site when you reach practicum/internship.

In addition to the listings below, a comprehensive list of providers in the Frederick area serving students can be found at: [hood.thrivingcampus.com](http://hood.thrivingcampus.com).

### **Nicole K. Albertson, Psy.D., LLC**

(301) 663-3350

[www.nkallc.com](http://www.nkallc.com)

[drnkalbertson@gmail.com](mailto:drnkalbertson@gmail.com)

124 N. Court St.

Frederick, MD 21701

I work with adults and adolescents. I see clients with a wide array of issues such as depression, anxiety, and relational struggles, and I specialize in eating disorders and trauma. I am in-network with BCBS PPO plans, and I can bill directly to insurance companies for out-of-network benefits.

### **Jess Albright, LCPC**

(240) 457-9015

[counselingwithjess@gmail.com](mailto:counselingwithjess@gmail.com)

[www.counselingwithjess.com](http://www.counselingwithjess.com)

120 W. Church St., Suite 2B

Frederick, MD 21701

I am a mental health therapist for tweens through young adults. My areas of expertise include: anxiety, depression, self injury/harm, non-life threatening eating disorders, conceptualization of self/self esteem, stress management, and life/family changes. I am also fluent in American Sign Language (ASL), which enables me to work with the Deaf Community. I am out of network for all insurance companies.

### **Associated Family Counseling**

(301) 228-2303

308 W. Patrick St.

Frederick, MD 21701

[www.associatedfamilycounseling.com](http://www.associatedfamilycounseling.com)

### **Tracy Blood, Ph.D., LLC**

(301) 828-1848

[tlb-phd@comcast.net](mailto:tlb-phd@comcast.net)

124 N. Court St.

Frederick, MD 21701

I work with adults (from late teen to senior) and couples as a generalist, providing help with issues including

adjustment and transition, depression, anxiety, and trauma. I am in-network with Blue Cross PPO Plans and Optum (United Behavioral Health) and can bill directly for out-of-network benefits.

**Frederick Psychology Center**

(301) 695-6455

97 Thomas Johnson Dr. #202

Frederick, MD 21702

[www.frederickpsychologycenter.com](http://www.frederickpsychologycenter.com)

**Paul Hadfield, LCPC**

(301) 639-6125

120 W. Church St., Suite 1A

Practices from a psychodynamic perspective. Insurance(s) Taken: Cigna

**Trauma Specialists of Maryland**

(301) 304-7108

[info@traumaspecialistsofmd.com](mailto:info@traumaspecialistsofmd.com)

124 N. Court St.

Frederick, MD 21701

**Scott Hollenberg, LCPC**

(301) 684-6628

10 N. Jefferson St.

Frederick, MD 21701

**Hood College Counseling Services**

(301) 696-3789

Offers free short-term counseling for Hood students.

<http://www.hood.edu/campus-life/counseling-center/counseling-center.html>

**Tami Koepp, LCPC**

(301) 514-4745

Practices from a psychodynamic perspective.

**Linda Macek, LCSW-C**

(301) 691-3923

Life Changes Counseling

Ijamsville, MD 21754

Insurance(s) Taken: BCBS, Ceridian, Cigna, Magellan

**Maryland Center for Gender & Intimacy – Kate MacShane, LCSW-C**

(301) 547-1375

I provide compassionate, LGBTQIA-affirmative psychotherapy to children (ages 3+), families, and individual adults. I support clients in strengthening relationships and connecting with their authentic selves as they explore and navigate transitions to new expressions of gender and sexuality that are right for them. Social justice is an important part of my treatment perspective: I consider the ways that race, ethnicity, ability

status, language, culture, and socioeconomic status interact and impact my clients' experiences. As a former special educator, I can help families ensure that schools are safe and supportive places for their children.

**Mental Health Association of Frederick County**

(301) 662-2255

[www.fcmha.org/counselingservices](http://www.fcmha.org/counselingservices)

**Psychotherapy Services Associates**

301-662-6226

[www.frederickpsychotherapy.com](http://www.frederickpsychotherapy.com)

**Jane Sachs, LCPC**

(301) 288-1963

Practices from a psychodynamic perspective.