WINONA STATE UNIVERSITY
COLLEGE OF EDUCATION
COUNSELOR EDUCATION DEPARTMENT

APPLICATION AND ADMISSION PROCESS

INTRODUCTION: Thank you for your interest in counselor preparation at Winona State University. The faculty and staff of the Counselor Education Department are committed to ensuring that prospective students are well informed about graduate study in counselor education and that all questions are answered in a timely manner. Thus, the following information is provided to facilitate the application process. Please read all information carefully before completing the application process. Questions regarding the Counselor Education Department or the application process may be directed to: 1-800-242-8978 x 5335.

ADMISSION TO GRADUATE STUDY: Before an applicant can be considered for admission into the Winona State University Counselor Education Department, they must first apply for admission to graduate studies. Admission to graduate study requires that the applicants complete and submit the Master of Science / Master of Arts Application for Admission form available at:

www.winona.edu/gradstudies

Additionally, the applicant must contact all colleges/universities previously attended and request one (1) official transcript. Official transcripts are to be mailed to:

Office of Graduate Studies
Winona State University
P.O. Box 5838
Winona, MN 55987
Phone: (507) 457-5038

For complete information on graduate education at Winona State University please consult the Winona State University Graduate Catalog available on-line at:

http://www.winona.edu/gradcatalog

COUNSELOR EDUCATION DEPARTMENT PROGRAM INFORMATION: Counselor Education Department program information is provided in the Winona State University Graduate Catalog (web address listed above) as well as in the Winona State University Counselor Education Department Student Handbook available on-line at:

Winona State Counselor Education Handbook

APPLICATION DEADLINE: All application materials, including completed reference forms, must be on file in the Counselor Education Department by December 1, 2012 for Fall 2013 admission. Completed application materials are to be mailed to:

Counselor Education Department
Winona State University
132 Gildeimeister Hall
P.O. Box 5838
Winona, MN 55987-5838
COUNSELOR EDUCATION DEPARTMENT APPLICATION AND ADMISSION: In order for an applicant to be considered for admission into the Counselor Education Department they must complete the following:

1. **Application Form:** Application for Admission to Counselor Education Department Form (included in this document).

2. **Current Resume:** A synopsis of the applicant’s education, work history, leadership experience, scholarships, honors and awards, volunteer service activities, and other pertinent information.

3. **Two (2) Reference Forms:** Two (2) Reference Forms are to be completed and returned to the Counselor Education Department by people who know the applicant professionally and/or personally, but are not part of the applicant’s family (reference forms are included in this document).

4. **Personal Statement:** All program applicants are required to write a personal statement explaining the basis for their decision to apply for admission into the Counselor Education Department at Winona State University. Additionally, applicants are to write about any tentative post-degree plans they have for their Community Counseling, School Counseling or Professional Development MS degree. The applicant’s name is to appear on the top right-hand side of each page of the Personal Statement document. The personal statement is to be no more than three (3) double-spaced, 12-font word-processed pages in length. The Personal Statement paper is to be submitted along with all other department application materials.

5. **Statement of Understanding Form:** To ensure that all program applicants are aware of their rights and responsibilities, a written Statement of Understanding Form is provided for the applicant’s careful review and signature. The Statement of Understanding Form is to be submitted along with all other department application materials (form included in this document).

6. **Individual/Group Interview Experience:** Counselor Education Department faculty has found that the best way to identify uniquely qualified candidates for admission into the department is through a process that engages applicants in a face-to-face interview experience. During the interview experience, program applicants will: 1) meet department faculty/staff, 2) meet other prospective students, 3) participate in an interview experience with faculty, 4) participate in a structured group interaction with other program applicants, 5) receive program information and 6) discuss questions about the Counselor Education Department. The interview experience will be held on January 18, 2013 for Fall 2013 admission and the last Friday in September for spring admission. Candidates will be notified in writing of the date, time and location of the interview experience.

GRADUATE SPECIAL STUDENTS: General Information regarding Graduate Special Student status at Winona State University may be found under the Academic Information section of the Winona State University Graduate Catalog. Persons interested in applying to the Counselor Education Department, but who do not meet the requirements for admission as a Graduate Regular Student may be admitted to the university as a Graduate Special Student. Graduate Special students may apply for provisional admission into the Counselor Education Department (see Counselor Education Department section of Winona State University Graduate Catalog for specific information regarding provisional admission to the department).

SPECIAL NOTE TO APPLICANT: It is the applicant’s responsibility to ensure that all required application materials, including completed reference forms, are on file in the Counselor Education Department by the scheduled application deadline. Incomplete or late applications will not be considered. Before submitting application materials to the Counselor Education Department, a photocopy or electronic file of all application materials should be made and kept in the applicant’s personal files.

NOTIFICATION OF ADMISSION DECISION: After a review of all application files and results from the Interview Experience, Counselor Education Department faculty will select only the top qualified candidates for admission into the department. Notification of admission decisions will be sent to applicants via US Mail within two (2) weeks of the completed Interview Experience.

Revised 2/2010
WINONA STATE UNIVERSITY
COLLEGE OF EDUCATION
COUNSELOR EDUCATION DEPARTMENT

APPLICATION FOR ADMISSION TO COUNSELOR EDUCATION DEPARTMENT
Master of Science in Counselor Education

(Please type or clearly print)

Applicant’s Full Legal Name: ______________________________________________________
(last name)  (first name)  (middle name)  (previous name)

Social Security Number*: ________________________________

Current Address: ________________________________  Permanent Address: ________________________________

Phone Number: (_____)__________________________  Phone Number: (_____)__________________________

E-Mail: ________________________________  E-Mail: ________________________________

Undergraduate Degree:

University Name ________________________________  City ______  State ______

Major: ______  Degree: ______  Degree Awarded (Month/Year) ______  

Please indicate which program of study you are interested in enrolling in at this time:

Community Counseling  School Counseling  Professional Development

Registration Status: Do you plan to attend full or part time?  Full Time ______  Part Time ______

I plan to enroll in CE 601 – Foundations of Counseling:  Fall _____  Spring _____  Year ______

Relevant Occupational and/or Volunteer Experience:

Position: ________________________________  Location: ________________________________  Dates: ________________________________  Paid or Volunteer: ________________________________

Reference Contact Information: Please provide names and contact information for persons completing reference forms.

Reference Name: ________________________________  Address: ________________________________  Phone: ________________________________  E-Mail: ________________________________

Applicant Signature: ________________________________  Date: ________________________________

*Providing your Social Security number (SS #) is voluntary. If you do not list your SS #, your application will be processed. The SS # will be used for ID purposes on student records at WSU, and may also be used for program evaluation, alumni data, and the creation of summary data for state agencies.

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WINONA STATE UNIVERSITY
COLLEGE OF EDUCATION
COUNSELOR EDUCATION DEPARTMENT

REFERENCE FORM

To the Applicant: The Counselor Education Department requires all persons seeking admission into the department to provide two (2) completed reference forms for inclusion in their application file. References may be provided by people who know the applicant and their work either professionally or personally. Family members do not qualify as references. Please complete the top portion of this form before providing it to the reference for completion.

Name of Applicant ____________________________________________

Last First Middle

(Check One) _____Community Counseling   _____School Counseling  _____Professional Development

_____ I waive my right to see this reference; it should remain confidential and not available to me.

_____ I reserve the right to see this information.

Applicant’s signature _______________________________ Date __________

********************************************************************************

To the Reference: Your willingness to take the time to complete this reference form for the above named Counselor Education Department program applicant is greatly appreciated by department faculty. Your honest assessment of the applicant’s qualifications is an important component of the admissions process and your assistance is greatly appreciated. Thank you in advance for your help.

SPECIAL NOTE: Completed Reference Form must be on file in the Counselor Education Department by December 1, 2012 for Fall 2013 admission. Please mail completed reference form to:

Counselor Education Department
Winona State University
132 Gildemeister, Hall
Winona, MN 55987-5838.

Name of Reference __________________________________________

Address____________________________________________________

Daytime Telephone (_______)____________________________________

E-Mail Address: _____________________________________________

How long have you known the applicant? ________ In what capacity? ______________________

Please use the following rating scale to assess the candidate in the areas requested. Circle your responses and, where possible, provide additional comments or specific examples to support your rating.

4 high level, top 10% of persons you know
3 above average level, top 25% of persons you know
2 average level, top 50% of persons you know
1 low level, bottom 50% of persons you know
dk don’t know; no basis for judgment
Counselor Education Department – Reference Form

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<thead>
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Overall rating of candidate’s potential to have a positive, successful impact as a counselor:

1 2 3 4 dk

Please include any additional comments below you believe important for us to consider when evaluating the applicant for admission into the Counselor Education Department.

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Name of Reference</th>
<th>Signature of Reference</th>
<th>Date</th>
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</table>

____Check here if you would like a follow-up communication from the CE Department. Revised 2/2010
WINONA STATE UNIVERSITY
COLLEGE OF EDUCATION
COUNSELOR EDUCATION DEPARTMENT

REFERENCE FORM

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Name of Applicant__________________________________________

Last First Middle

(Check One) _____Community Counseling _____School Counseling _____Professional Development

_____ I waive my right to see this reference; it should remain confidential and not available to me.

_____ I reserve the right to see this information.

Applicant’s signature________________________________________ Date __________

******************************************************************************

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Winona State University
132 Gildemeister, Hall
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Name of Reference__________________________________________

Address____________________________________________________

Daytime Telephone (_______)____________________________________

E-Mail Address: ______________________________________________

How long have you known the applicant? _______ In what capacity? ______________________________

Please use the following rating scale to assess the candidate in the areas requested. Circle your responses and, where possible, provide additional comments or specific examples to support your rating.

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WINONA STATE UNIVERSITY
COLLEGE OF EDUCATION
COUNSELOR EDUCATION DEPARTMENT

STATEMENT OF UNDERSTANDING

COUNSELOR EDUCATION DEPARTMENT MISSION: The Mission of the Counselor Education Department is to prepare effective master's-level counselors, leaders, and agents of change in a variety of professional settings in Southeastern Minnesota and Western Wisconsin. The department is committed to multicultural education and to promoting students' development of a personal theory and practice of counseling and social advocacy skills to foster respectful, responsible work with clients reflecting the broad diversity of society. The department offers three concentrations leading to the Master of Science degree: Community Counseling, School Counseling, and Professional Development (a non-counseling option).

COUNSELOR EDUCATION DEPARTMENT GUIDING PRINCIPLES, PROCESSES, EXPECTATIONS:

- The Counselor Education Department’s developmental admissions process is designed to ensure that the top qualified candidates are identified, admitted, and retained. The department seeks goodness of fit between student and the program and the program and the student. The department is looking for individuals who are critical thinkers as well as active, self-reflective adult learners. Students enrolled in the department will receive extensive continuous feedback about their progress and performance (academically, professionally, and personally) throughout their program of study. Beginning with the admissions process, students are expected to be open to feedback and demonstrate commitment to their own ongoing personal and professional growth and development.

- Counselor Education Department students initially are admitted into the department in the Professional Development program. All students admitted into the Counselor Education Department are required to complete the Application for Admission to Candidacy Form. This form details each course the student will complete to meet the MS degree requirements in Community Counseling, School Counseling, or Professional Development. This form is available in the Counselor Education Department Student Handbook and is to be completed by the student in consultation with their faculty advisor during CE 601 - Foundations of Counseling. A student will not be recognized as a degree seeking student until the Application for Admission to Candidacy Form is on file in the Office of Graduate Studies.

- Students are expected to be actively and responsibly involved in their classes, class preparation, and overall progress throughout their program, including asking questions, seeking feedback, and expressing concerns as appropriate.

- Successful completion of the program is dependent not only on quality academic performance, but also on demonstrated interpersonal skills and humane values, professional demeanor, and ethical judgment and behavior. The ethical standards of the American Counseling Association [www.counseling.org ] and the American School Counselor Association [www. www.schoolcounselor.org ] form the foundation for the professionalism expected of all students and program graduates.
• A student’s academic and professional progress is monitored throughout their program of study by Counselor Education Department faculty. Prevention and early intervention is the goal of department faculty when matters of concern emerge. Thus, the student will be informed of matters of concern the faculty may have and, if necessary, an intervention plan will be developed and implemented to address student need areas.

• Students are expected to be committed to social justice and social action, and to develop the leadership, advocacy, and systems skills necessary to address the major societal issues (e.g., racism, sexism, and homophobia) that limit or prohibit people from achieving their full potential.

• Students are expected to enter the program with graduate level writing skills. They will be required to do extensive high-quality writing throughout their program of study, culminating in a major capstone writing project. In their work as counseling professionals, Counselor Education Department graduates are required to assume a variety of duties and responsibilities as practicing professionals (e.g. writing case notes, manuscripts, grants, and technical reports).

• Prior to enrolling in CE 620 – Tests, Measurements, and Research Design, all students are required to complete and provide documentation to the CE 620 course instructor of successful completion of a basic statistics course.

• Students are expected to have appropriate technology competencies, including word processing, email, and internet skills.

• Through regular review of the Winona State University Graduate Catalog and the Counselor Education Department web site and Student Handbook, students are expected to be up-to-date and well informed regarding Counselor Education Department program policies, procedures, and requirements.

I have carefully read the above statement and accept its terms as presented.

<table>
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<tr>
<th>Student Name (print clearly)</th>
<th>Signature</th>
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Revised 2/2010