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 online Application for Admission form by November 16, 2015. The form is available at:

http://www.winona.edu/gradstudies/how-to-apply.asp

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:
http://www.winona.edu/counseloreducation/

APPLICATION DEADLINE: All application materials, including completed reference forms, must be on file in the Counselor Education Department by December 1, 2015 for Fall 2016 admission. Completed application materials are to be mailed to:

Counselor Education Department
Winona State University
132 Gildemeister 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. **Current Resume**: A synopsis of the applicant’s education, work history, leadership experience, scholarships, honors and awards, volunteer service activities, and other pertinent information.

2. **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).

3. **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 Clinical Mental Health 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.

4. **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).

5. **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 22, 2016 for Fall 2016 admission. Candidates will be notified via email (we will use the email address that you provide on the Master of Science Application for Admission) 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 email (we will use the email address that you provide on the Master of Science Application for Admission) within six (6) weeks of the completed Interview Experience.
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) _____ Clinical Mental Health 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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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, 2015 for Fall 2016 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
Thinking / reasoning skills 1 2 3 4 dk
Comments / example:

Ethical standards / personal integrity 1 2 3 4 dk
Comments / example:

Ability to understand multiple points of view 1 2 3 4 dk
Comments / example:

Verbal communication and "people" skills 1 2 3 4 dk
Comments / example:

Writing skills 1 2 3 4 dk
Comments / example:

Leadership ability 1 2 3 4 dk
Comments / example:

Commitment to diversity and cultural pluralism 1 2 3 4 dk
Comments / example:

Commitment to eliminating racism and sexism 1 2 3 4 dk
Comments / example:

Commitment to advocating for social justice 1 2 3 4 dk
Comments / example:

Risk-taking ability 1 2 3 4 dk
Comments / example:

Self-motivation / ability to follow through 1 2 3 4 dk
Comments / example:

Organizational / time management skills 1 2 3 4 dk
Comments / example:

Personal balance / self-care skills 1 2 3 4 dk
Comments / example:

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.

____________________  __________________  __________________  ___________
Name of Applicant      Name of Reference  Signature of Reference  Date

Check here if you would like a follow-up communication from the CE Department.
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. Reference 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, 2015 for Fall 2016 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 2 of 2

Openess to ideas/intellectual curiosity
Comments / example:

Thinking / reasoning skills 1 2 3 4 dk
Comments / example:

Ethical standards / personal integrity 1 2 3 4 dk
Comments / example:

Ability to understand multiple points of view 1 2 3 4 dk
Comments / example:

Verbal communication and "people" skills 1 2 3 4 dk
Comments / example:

Writing skills 1 2 3 4 dk
Comments / example:

Leadership ability 1 2 3 4 dk
Comments / example:

Commitment to diversity and cultural pluralism 1 2 3 4 dk
Comments / example:

Commitment to eliminating racism and sexism 1 2 3 4 dk
Comments / example:

Commitment to advocating for social justice 1 2 3 4 dk
Comments / example:

Risk-taking ability 1 2 3 4 dk
Comments / example:

Self-motivation / ability to follow through 1 2 3 4 dk
Comments / example:

Organizational / time management skills 1 2 3 4 dk
Comments / example:

Personal balance / self-care skills 1 2 3 4 dk
Comments / example:

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.

____________________  __________________  __________________  _____________
Name of Applicant        Name of Reference  Signature of Reference  Date

Check here if you would like a follow-up communication from the CE Department.
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.schoolcounselor.org] form the foundation for the professionalism expected of all students and program graduates.
Counselor Education Department – Statement of Understanding 2 of 2

• 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 and Measurements, 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.

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

Student Name (print clearly) ______________________________ Signature ______________ Date ______________