



# **COUNSELOR EDUCATION DEPARTMENT**

## **Program Handbook**

**2023-2024**

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## PURPOSE OF THE HANDBOOK

The Counselor Education Department ***Program Handbook*** is intended to serve as a basic reference and program guide to Counselor Education Department students throughout their program of study from the time of their application for admission to the program through their graduation from it. Each member of the Counselor Education Department faculty has a strong commitment to student advising; thus, students should use the ***Counselor Education Department Program Handbook*** as a supplement to the assistance available to them in the advising relationship.

The Counselor Education Department ***Program Handbook*** does not replace the ***Winona State University Graduate Catalog***. It is the student’s responsibility to become familiar with the general policies and procedures of the Winona State University Office of Graduate Studies as defined in the ***Winona State University Graduate Catalog***. Additional information on graduate study at Winona State University is available online at <http://www.winona.edu/graduatestudy>.

## **CHAPTER 1: DEPARTMENT MISSION, ACCREDITATION STATUS, GOALS, AND OBJECTIVES**

### **Mission**

The mission of the Counselor Education Department (CED) is to prepare competent school and clinical mental health counselors capable of (a) building professional helping relationships that empower individuals, groups, and families to accomplish mental health, educational, wellness, and career goals, and (b) providing socially conscious competent prevention, remediation, and growth-enhancing interventions to individuals, groups, and families within a multicultural and pluralistic society.

### **Accreditation Status**

The School Counseling program and the Clinical Mental Health Counseling program at Winona State University are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The accreditation is effective through March 31, 2025. As is typical, reaccreditation will be pursued in accordance with CACREP reaccreditation guidelines.

Winona State University is also fully accredited by the North Central Association of Colleges and Schools Commission on Institutions of Higher Education (a member of COPA).

The Counselor Education School Counseling program is also accredited by the Council for the Accreditation of Educator Preparation (CAEP) and is an approved licensure program by the Minnesota Department of Education (MDE) and the Wisconsin Department of Public Instruction (DPI).

### **Winona State University Counselor Education Department Program Goals and Objectives**

The CED engages in the quality preparation of school and clinical mental health counselors through core and track-specific curriculum to help counseling students meet the needs of individuals, groups, and families in agency, school, and community settings within a multicultural and pluralistic society.

In order to better assure a consistent and quality educational experience for all counseling students, the CED adopted program goals and objectives in accordance with the 2016 Council for Accreditation of Counseling and Related Educational Programs (CACREP) standards in the following eight common core curricular areas: 1. Professional Orientation and Ethical Practice, 2. Social and Cultural Diversity, 3. Human Growth and Development, 4. Career Development, 5. Helping Relationships, 6. Group Work, 7. Assessment, and 8. Research and Program Evaluation.

CED goal statements and program objectives for the eight core curricular areas and Clinical Mental Health and School Counseling Program tracks are detailed below.

## 1. Professional Orientation and Ethical Practice

*The Counselor Education Department will provide curriculum to develop students' understanding of all aspects of professional orientation and functioning including history, roles, self-care, organizational structures, ethics, standards, and credentialing.*

Upon completion of the program curriculum and requirements, students will gain professional counseling competencies (i.e., awareness, knowledge, & skill) including:

- a. understanding the history and philosophy of the counseling profession;
- b. understanding the professional roles, functions, and relationships with other human service providers, including strategies for interagency/inter-organization collaboration and communications;
- c. understanding counselors' roles and responsibilities as members of an interdisciplinary emergency management response team during a local, regional, or national crisis, disaster or other trauma-causing event;
- d. developing self-care strategies appropriate to the counselor role;
- e. learning counseling supervision models, practices, and processes;
- f. engaging in professional counseling organizations, including membership benefits, activities, services to members, and current issues;
- g. understanding professional credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues;
- h. understanding the role and process of the professional counselor advocating on behalf of the profession;
- i. understanding and applying the advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients; and
- j. learning and applying the ethical standards of professional organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling.

## 2. Social and Cultural Diversity

*The Counselor Education Department will provide curriculum in social and cultural foundations to develop students' understanding of the cultural context of relationships, issues, and trends in a multicultural society.*

Upon completion of the program curriculum and requirements, students will gain professional counseling competencies (i.e., awareness, knowledge, & skill) including:

- a. understanding multicultural and pluralistic trends, including characteristics and concerns within and among diverse groups nationally and internationally;
- b. obtaining attitudes, beliefs, understandings, and acculturative experiences, including specific experiential learning activities designed to foster students' understanding of self and culturally diverse clients;
- c. identifying and applying theories of multicultural counseling, identity development, and social justice;

- d. understanding and implementing individual, couple, family, group, and community strategies for working with and advocating for diverse populations, including multicultural competencies;
- e. understanding counselors' roles in developing cultural self-awareness, promoting cultural social justice, advocacy and conflict resolution, and other culturally supported behaviors that promote optimal wellness and growth of the human spirit, mind, or body; and
- f. understanding counselors' roles in eliminating biases, prejudices, and processes of intentional and unintentional oppression and discrimination.

### 3. Human Growth and Development

*The Counselor Education Department will provide curriculum to develop students' understanding of the nature and needs of individuals at all developmental levels and in multicultural contexts.*

Upon completion of the program curriculum and requirements, students will gain professional counseling competencies (i.e., awareness, knowledge, & skill) including:

- a. knowing and appropriately applying theories of individual and family development and transitions across the lifespan;
- b. knowing and appropriately applying theories of learning and personality development, including current understandings about neurobiological behavior;
- c. understanding the effects of crises, disasters, and other trauma-causing events on persons of all ages;
- d. knowing and appropriately applying theories and models of individual, cultural, couple, family, and community resilience;
- e. incorporating a general framework for understanding exceptional abilities and strategies for differentiated interventions;
- f. understanding human behavior, including developmental crises, disability, psychopathology, and situational and environmental factors that affect both normal and abnormal behavior;
- g. knowing and appropriately applying theories and etiology of addictions and addictive behaviors, including strategies for prevention, intervention, and treatment; and
- h. knowing and appropriately applying theories for facilitating optimal development and wellness over the life span.

### 4. Career Development

*The Counselor Education Department will provide curriculum to develop students' understanding of career development and related life factors across the lifespan.*

Upon completion of the program curriculum and requirements, students will gain professional counseling competencies (i.e., awareness, knowledge, & skill) including:

- a. knowing and appropriately applying career development theories and decision-making models;

- b. knowing and appropriately applying career, avocational, educational, occupational and labor market information resources, and career information systems;
- c. knowing and appropriately applying career development program planning, organization, implementation, administration, and evaluation;
- d. understanding interrelationships among and between work, family, and other life roles and factors, including the role of multicultural issues in career development;
- e. understanding career and educational planning, placement, follow-up, and evaluation;
- f. assessment instruments and techniques relevant to career planning and decision making; and
- g. knowing and appropriately applying career counseling processes, techniques, and resources, including those applicable to specific populations in a global economy.

## 5. Helping Relationships

*The Counselor Education Department will provide curriculum to develop students' understanding of counseling and consultation processes in a multicultural society.*

Upon completion of the program curriculum and requirements, students will gain professional counseling competencies (i.e., awareness, knowledge, & skill) including:

- a. developing an orientation to wellness and prevention as desired counseling goals;
- b. knowing and appropriately applying counselor characteristics and behaviors that influence helping processes;
- c. knowing and appropriately applying essential interviewing and counseling skills;
- d. knowing and appropriately applying counseling theories that provide the student with models to conceptualize client presentation and that help the student select appropriate counseling interventions. Students will be exposed to models of counseling that are consistent with current professional research and practice in the field, so that they begin to develop a personal model of counseling;
- e. incorporating a systems perspective that provides an understanding of family and other systems theories and major models of family and related interventions;
- f. incorporating a general framework for understanding and practicing consultation; and
- g. knowing and appropriately applying crisis intervention and suicide prevention models, including the use of psychological first aid strategies.

## 6. Group Work

*The Counselor Education Department will provide curriculum to develop students' understanding of both theoretical and experiential understandings of group purpose, development, dynamics, theories, methods, skills, and other group approaches in a multicultural society.*

Upon completion of the program curriculum and requirements, students will gain professional counseling competencies (i.e., awareness, knowledge, & skill) including:

- a. knowing and appropriately applying principles of group dynamics, including group process components, developmental stage theories, group members' roles and behaviors, and therapeutic factors of group work;



- b. knowing and appropriately applying group leadership or facilitation styles and approaches, including characteristics of various types of group leaders and leadership styles;
- c. knowing and appropriately applying theories of group counseling, including commonalities, distinguishing characteristics, and pertinent research and literature;
- d. knowing and appropriately applying group counseling methods, including group counselor orientations and behaviors, appropriate selection criteria and methods, and methods of evaluation of effectiveness; and
- e. obtaining direct experiences in which students participate as group members in a small group activity, approved by the program, for a minimum of 10 clock hours over the course of one academic term.

## 7. Assessment

*The Counselor Education Department will provide curriculum to develop students' understanding of individual and group approaches to assessment and evaluation in a multicultural society.*

Upon completion of the program curriculum and requirements, students will gain professional counseling competencies (i.e., awareness, knowledge, & skill) including:

- a. understanding historical perspectives concerning the nature and meaning of assessment;
- b. identifying basic concepts of standardized and non-standardized testing and other assessment techniques, including norm-referenced and criterion-referenced assessment, environmental assessment, performance assessment, individual and group test and inventory methods, psychological testing, and behavioral observations;
- c. understanding and applying statistical concepts, including scales of measurement, measures of central tendency, indices of variability, shapes and types of distributions, and correlations;
- d. understanding reliability (i.e., theory of measurement error, models of reliability, and the use of reliability information);
- e. understanding validity (i.e., evidence of validity, types of validity, and the relationship between reliability and validity);
- f. knowing social and cultural factors related to the assessment and evaluation of individuals, groups, and specific populations; and,
- g. demonstrating ethical strategies for selecting, administering, and interpreting assessment and evaluation instruments and techniques in counseling.

## 8. Research and Program Evaluation

*The Counselor Education Department will provide curriculum to develop students' understanding of research methods, statistical analysis, needs assessment, program evaluation, and ethical and legal considerations in research.*

Upon completion of the program curriculum and requirements, students will gain professional counseling competencies (i.e., awareness, knowledge, & skill) including:

- a. understanding the importance of research in advancing the counseling profession;
- b. knowing research methods such as qualitative, quantitative, single-case designs, action research, and outcome-based research;
- c. understanding statistical methods used in conducting research and program evaluation;
- d. knowing and appropriately applying principles, models, and applications of needs assessment, program evaluation, and the use of findings to effect program modifications;
- e. knowing and appropriately applying the use of research to inform evidence-based practice; and
- f. knowing and appropriately applying ethical and culturally relevant strategies for interpreting and reporting the results of research and/or program evaluation studies.

Additionally, the Winona State University Counselor Education department provides students with three other programs of study: the Human Services Professional Master's program, the Addictions Counseling Certificate program, and courses leading to a Play Therapy certification. The Human Services Professional Master's program emphasizes personal and professional growth and development through a curriculum designed to enhance student understanding of self and others while promoting more effective work in the individual's respective field. The Addictions Counseling Certificate program is intended to prepare graduates for credentialing as a Licensed Alcohol and Drug Counselor (LADC) in Minnesota. The Play Therapy certification program is intended to prepare graduates for specialized certification in Play Therapy.

### **Discrimination**

Winona State University and the Counselor Education Department do not discriminate in accordance with Federal law, and the following Minnesota State Policy 1B.1. "No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership in a local commission as defined by law is prohibited." The department practices Affirmative Action and Equal Employment Opportunity principles. Diversity is encouraged in recruitment practices. In addition, faculty and students are encouraged to integrate the Association of Multicultural Counseling and Development Multicultural Counseling Competencies into their professional interactions.

### **Ethical Conduct**

All Counselor Education Department faculty and students are expected to strictly comply with ethical standards set forth by the American Counseling Association (ACA). See the American Counseling Association web page ([www.counseling.org](http://www.counseling.org)) for the most current *ACA Code of Ethics* (<http://www.counseling.org/docs/ethics/2014-aca-code-of-ethics.pdf?sfvrsn=4>).

**Commitment to Inclusive Excellence**

WSU recognizes that our individual differences can deepen our understanding of one another and the world around us, rather than divide us. In this department, people of all ethnicities, genders and gender identities, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences. If you feel your differences may in some way isolate you from WSU's community or if you have a need for any specific accommodations, please speak with the instructor early in the semester about your concerns to determine what we can do together to help you become an active and engaged member of our class and community.

## CHAPTER 2: COUNSELOR EDUCATION DEPARTMENT PROGRAMS OF STUDY

### CLINICAL MENTAL HEALTH COUNSELING PROGRAM

The Clinical Mental Health Counseling program prepares program graduates for careers as professional counselors in public and private community counseling settings (e.g. community mental health agencies, social services agencies, residential care facilities, etc.). Successful completion of the program leads to eligibility for counselor licensure in many states including Minnesota, Wisconsin, and Iowa.

### CLINICAL MENTAL HEALTH COUNSELING PROGRAM REQUIREMENTS:

Please use the following as a checklist for completion of coursework.

#### Required Courses (59 S.H.)

- \_\_\_\_\_ CE 534 - Multiculturalism and Diversity^ (3 semester hours)
- \_\_\_\_\_ CE 601 - Foundations of Counseling (3 semester hours)
- \_\_\_\_\_ CE 611 - Development Over the Lifespan (3 semester hours)
- \_\_\_\_\_ CE 615 - Group Theory and Practice (3 semester hours)
- \_\_\_\_\_ CE 620 - Tests and Measurements (3 semester hours)
- \_\_\_\_\_ CE 621 - Research Design (3 semester hours)
- \_\_\_\_\_ CE 622 - Family Systems Counseling (3 semester hours)
- \_\_\_\_\_ CE 625 - Career Development and Appraisal (3 semester hours)
- \_\_\_\_\_ CE 633 - Ethical Practice and Social Change^^ (3 semester hours)
- \_\_\_\_\_ CE 640 - Orientation to Clinical Mental Health Counseling (3 semester hours)
- \_\_\_\_\_ CE 650 - Diagnosis and Psychopathology of Adults (3 semester hours)
- \_\_\_\_\_ CE 651 - Diagnosis and Psychopathology of Children and Adolescents (3 semester hours)
- \_\_\_\_\_ CE 652 - Treatment Planning (3 semester hours)
- \_\_\_\_\_ CE 653 - Sex, Drugs and Crisis: Counseling Theory, Practice & Treatment (4 sem. hours)
- \_\_\_\_\_ CE 658 - Microskills (3 semester hours)
- \_\_\_\_\_ CE 660 - Counseling Theory and Practice (3 semester hours)
- \_\_\_\_\_ CE 680 - Counseling Practicum (3 semester hours)
- \_\_\_\_\_ CE 690 - Counseling Internship (6 semester hours)
- \_\_\_\_\_ CE 695 - Capstone Project (1 semester hour) OR
- \_\_\_\_\_ CE 699 - Master's Thesis (1-3 semester hours)

#### Elective Courses (1 S.H.)

- \_\_\_\_\_ CE 595 - Group Experience; recommended to meet the experiential requirement of CE 615: Group Counseling

Total credits **required** in Clinical Mental Health Counseling Program is **60 semester hours**. Successful completion of the coursework including completion of a comprehensive exam leads to the Master's degree. *For additional requirements for professional licensure see Chapter 4 on Licensure.*

^CE 534 also meets the CE 575 requirement for the Licensed Alcohol and Drug Certificate.

^^CE 633 also meets the CE 570 Requirement for the Licensed Alcohol and Drug Certificate.

## **SCHOOL COUNSELING PROGRAM**

The School Counseling program prepares program graduates for employment as k-12 school counselors. Successful completion of the program leads to recommendation for licensure as a school counselor in Minnesota or Wisconsin. If a student plans to become licensed in a state other than Minnesota or Wisconsin, they are advised to become familiar with the specific licensure requirements of the state in which they plan to practice. State requirements can be found here: <https://www.schoolcounselor.org/school-counselors-members/careers-roles/state-certification-requirements>.

### **School Counseling Program Requirements:**

Please use the following as a checklist for completion of coursework.

#### **Required Courses (57 S.H.)**

- \_\_\_\_\_ CE 534 - Multiculturalism and Diversity^ (3 semester hours)
- \_\_\_\_\_ CE 601 - Foundations of Counseling (3 semester hours)
- \_\_\_\_\_ CE 611 - Development Over the Lifespan (3 semester hours)
- \_\_\_\_\_ CE 615 - Group Theory and Practice (3 semester hours)
- \_\_\_\_\_ CE 616 - Group Counseling Experience (1 semester hour)
- \_\_\_\_\_ CE 620 - Tests and Measurements (3 semester hours)
- \_\_\_\_\_ CE 621 - Research Design (3 semester hours)
- \_\_\_\_\_ CE 622 - Family Systems Counseling (3 semester hours)
- \_\_\_\_\_ CE 625 - Career Development and Appraisal (3 semester hours)
- \_\_\_\_\_ CE 626 - College and Career Counseling Applications (1 semester hour)
- \_\_\_\_\_ CE 630 - Counseling Children and Adolescents (3 semester hours)
- \_\_\_\_\_ CE 633 - Ethical Practice and Social Change^^ (3 semester hours)
- \_\_\_\_\_ CE 635 - Orientation to School Counseling (3 semester hours)
- \_\_\_\_\_ CE 645 - School Counseling Practice (3 semester hours)
- \_\_\_\_\_ CE 646 - Introduction to Play Therapy (3 semester hours)
- \_\_\_\_\_ CE 658 - Microskills (3 semester hours)
- \_\_\_\_\_ CE 660 - Counseling Theory and Practice (3 semester hours)
- \_\_\_\_\_ CE 680 - Counseling Practicum (3 semester hours)
- \_\_\_\_\_ CE 690 - Counseling Internship (6 semester hours)
- \_\_\_\_\_ CE 695 - Capstone Project (1 semester hour) OR
- \_\_\_\_\_ CE 699 - Master's Thesis (1-3 semester hours)

#### **Electives**

- \_\_\_\_\_ CE 651 - Diagnosis and Psychopathology of Children and Adolescents
- \_\_\_\_\_ SPED 400/500 - Education of Exceptional Children/Youth# (3 semester hours)

Total credits **required** in School Counseling Program is **60 semester hours**. Successful completion of the required coursework including completion of a comprehensive exam leads to the Master's degree.

NOTE: The elective courses noted above may be required for licensure or course work completion. Work with your advisor to decide if the elective courses are needed in your circumstance.

#Required for licensure in Wisconsin and Iowa. Recommended for all students who have not previously taken a course in Special Education.

^CE 534 also meets the CE 575 requirement for the Licensed Alcohol and Drug Certificate.

^^CE 633 also meets the CE 570 Requirement for the Licensed Alcohol and Drug Certificate.

### **School Counseling Students Practicum and Internship Requirements**

In accordance with school counseling licensure statute in Minnesota, counselor education students must have experience in Elementary, Middle and High School counseling levels prior to graduation. These requirements need to be met during the practicum and internship experiences, which is a minimum of 100 hours and minimum of 600 hours respectively. The Counselor Education Department has set the following requirements for school counseling students in order to meet the guidelines for licensure:

- Students must complete a minimum of 100 hours at each level over the course of their practicum and internship experience.
- Of the 100 hours at each setting, 40 hours must be direct service hours (working directly with students in individual counseling, group counseling and/or classrooms lesson delivery).
- A student may meet the requirements by working at one site if the site includes more than one level (e.g., a 7-12 building). However, 200 hours will need to be completed at that site with 100 hours at each developmental level.

Students are encouraged to work with their advisor, the field placement coordinator or their practicum or internship instructor to assure they are meeting this school counseling requirement.

## **HUMAN SERVICES PROFESSIONAL MASTER DEGREE PROGRAM**

The Human Services Professional Master's (HSPM) degree provides practicing professionals who have previously acquired a Bachelor's degree with a non-counseling Master's degree. The program emphasizes personal and professional growth and development through a curriculum designed to enhance students' understanding of self and their interactions with others while promoting more effective work in the individual's respective human services field. Upon successful completion of the Human Services Professional degree, graduates may apply for admission to one of the counseling degree programs offered by the Winona State University Counselor Education Department. The Human Services Professional Master's program is not eligible for CACREP accreditation. Human Services Professional Master's students must acquire **34 semester hours** of study (see options below).

### **Human Services Professional Program Requirements:**

Please use the following as a checklist for completion of coursework.

#### **Required Courses (24 S.H.)**

- \_\_\_\_\_ CE 534 - Multiculturalism and Diversity (3 S.H.)
- \_\_\_\_\_ CE 601 - Foundations of Counseling (3 S.H.)
- \_\_\_\_\_ CE 611 - Development Over the Lifespan (3 S.H.)
- \_\_\_\_\_ CE 615 - Group Theory and Practice (3 S.H.)
- \_\_\_\_\_ CE 621 - Research Design (3 S.H.)
- \_\_\_\_\_ CE 625 - Career Development & Appraisal (3 S.H.)
- \_\_\_\_\_ CE 633 - Ethical Practice and Social Change (3 S.H.)
- \_\_\_\_\_ CE 658 - Microskills (3 S.H.)

--AND--

Electives Courses (10 S.H. or more), including a comprehensive evaluation requirement\*.

### **HSPM Comprehensive Evaluation Requirement**

At the beginning of a student's program, the student and the advisor will co-create, and contractually document, a plan for comprehensive evaluation. This is required for degree completion.

The evaluation can be **one** of the following, and must be approved by the Counselor Education Department:

- 1) CE 695 - Capstone Project (1 S.H.)
- 2) CE 698 - Project-Based Special Topic (1 S.H.)
- 3) Successful completion of the CPCE Exam; a total score of 65 in the following core areas:  
Orientation and Ethics, Human Growth and Development, Social and Cultural Diversity, Group Counseling, Career Development, and Research.

\*Meets requirement for track and the comprehensive evaluation component.

^CE 534 also meets the CE 575 requirement for the Licensed Alcohol and Drug Certificate.

^^CE 633 also meets the CE 570 Requirement for the Licensed Alcohol and Drug Certificate.

## Potential Track Options to meet Electives

### 1. *Professional by Design*

Select 10 S.H. of departmental-approved courses, including a comprehensive evaluation requirement.\*

### 2. *Addiction Counseling Certificate Program* (Minimum of 10 S.H.; with the option for completion of the Licensed Alcohol and Drug Certificate for an additional 8 S.H.)

CE 550 - Addiction Counseling: Introduction to the Field (3 S.H.)

CE 555 - Addiction Counseling: Psychopharmacology (2 S.H.)

CE 560 - Addiction Counseling: Assessment and Treatment of Addictions and Co-occurring Disorders (3 S.H.)

CE 565 - Addiction Counseling: Theory and Practice (4 S.H.)

CE 590 - Addiction Counseling: Practicum (3 S.H.) (2 semesters of practicum required: 6 S.H. total)

### 3. *Leadership Education* (Minimum of 10 S.H. of the following courses)

LDRS 612 - Systems Thinking (3 S.H.)

LDRS 614 - Change Leadership (3 S.H.)

LDRS 615 - Communication (3 S.H.)

LDRS 642 - Education Lean: Methods and Practicum (4 S.H.)

LDRS 644 - Managing Change, Innovation and Transition (3 S.H.)

LDRS 646 - Leadership and Technology (3 S.H.)

LDRS 648 - Project Management (1 S.H.)

LDRS 649 - Appreciative Coaching: Theory and Practice (1 S.H.)



## **ADDICTIONS COUNSELING CERTIFICATE PROGRAM**

The Addictions Counseling Certificate Program (ACCP) is available to 1) admitted Counselor Education students, and 2) non-admitted students with a Bachelor's degree who wish to pursue a career in addictions counseling. The program emphasizes personal and professional growth and development through a curriculum designed to enhance student understanding of self and others within an addiction counseling context, and to prepare students to apply for the Minnesota LADC credential. Upon successful completion of the ACCP coursework, students will be eligible to take the LADC exam and apply for the LADC certificate in the state of Minnesota. For more information about Minnesota licensure, please see the website for the Minnesota Board of Behavioral Health: [www.bbht.state.mn.us](http://www.bbht.state.mn.us).

### **ADDICTIONS COUNSELING CERTIFICATE PROGRAM TRACK REQUIREMENTS:**

Please use the following as a checklist for completion of coursework.

#### **Required Courses (24 S.H.)**

- \_\_\_\_\_ CE 550 - Addiction Counseling: Introduction to the Field (3 semester hours)
- \_\_\_\_\_ CE 555 - Addiction Counseling: Psychopharmacology (2 semester hours)
- \_\_\_\_\_ CE 560 - Addiction Counseling: Assessment and Treatment of Addictions and Co-occurring Disorders (3 semester hours)
- \_\_\_\_\_ CE 565 - Addiction Counseling: Theory and Practice (4 semester hours)
- \_\_\_\_\_ CE 570 - Addiction Counseling: Ethics and Advocacy (3 semester hours)^
- \_\_\_\_\_ CE 575 - Addiction Counseling: Multicultural Concerns (3 semester hours)^
- \_\_\_\_\_ CE 590 - Addictions Counseling: Practicum (6 semester hours and 880 clock hours)^

Total credits required in Addiction Counseling Certificate Program is **24 semester hours**.

^CE 534 also meets the CE 575 requirement for the Licensed Alcohol and Drug Certificate.

^^CE 633 also meets the CE 570 Requirement for the Licensed Alcohol and Drug Certificate.

^^^CE 590 is taken after all other courses have been completed, or during a student's final semester with approval of the ACCP coordinator.

**Students who are solely in the ACCP program must enroll as a graduate special student to take CE 534 and CE 633.**

## **COUNSELING PRACTICUM AND INTERNSHIP INFORMATION FOR CMHC AND SCHOOL COUNSELING STUDENTS**

All students enrolled in the Clinical Mental Health Counseling Program and School Counseling Program are required to complete a one hundred fifty (100) clock hour counseling practicum experience and a six hundred (600) clock hour field-based internship at a site approved by the Counselor Education Department in accordance with CACREP standards.

**Prior to enrollment in either the counseling practicum or internship, the student must purchase and provide proof of professional liability insurance.** Professional liability insurance can be acquired by becoming a student member of either the American Counseling Association (ACA) or the American School Counselor Association (ASCA). With this membership, comes free insurance for which you must complete paperwork. Additionally, students may find liability insurance through other professional organizations, and some employers and insurance companies.

**All practicum forms must be completed and submitted by the January 15<sup>th</sup> deadline that precedes the student's practicum semester.** The starting and ending dates for both the counseling practicum and internship courses parallel the starting and ending dates of the academic semester. *Only those hours logged during the academic semester in which the student has registered for either the counseling practicum or internship are eligible for course credit.* The term of the practicum is a full semester; therefore, students cannot begin counting hours toward their internship during their practicum semester.

The practicum/internship student will attend class and work at their site through the entire semester in which they are enrolled, even if they have completed their 100/600 hours at their site. An exception to this occurs when the student has been enrolled in internship for two semesters. Then, the student will attend all class meetings until 1) their hours have been fulfilled, and 2) their internship supervisor has determined they have adequately completed all internship course requirements. One requirement each semester is a site visit by university faculty. Faculty will conduct site visits every semester, even if the student plans to enroll in internship for more than one semester.

Students may not use their current employment to satisfy their internship requirement except when that employment is new and embarked on with the intention of using it to complete the internship requirement or the student is given a revised job description with new assignments aligned with CED programmatic requirements within their current place of employment. Specific internship guidelines are outlined in the Practicum Internship On-Site Supervisor Handbook, which can be found on the Counselor Education website under Student Resources, then Practicum and Internship tabs.

### **Endorsement Statement**

When considering 1) students for practicum and/or internship, and 2) program graduates for employment, licensure, and/or certification, the faculty of the Counselor Education Department will endorse candidates only for positions for which they qualify by education, training, and personal qualifications. Program and/or degree requirements as defined by the student's **Graduation Planner** will serve as a guide to faculty when recommending students and graduates for specific positions in either a clinical mental health counseling or school counseling setting. The Clinical Mental Health Counseling and School Counseling programs offered by the WSU

Counselor Education Department are accredited by the Council for Accreditation of Counseling and Related Educational Programs through 2025.

### **Supervision Requests for Practicum or Internship Students from Other Universities**

Every effort will be made by the Counselor Education Department faculty to work collaboratively with other universities requesting supervision of their practicum or internship students. All requests for practicum or internship supervision must come from the university. No requests from students will be considered.

**NOTE:** Students enrolled in counselor training programs other than the Winona State University Counselor Education Department may only enroll in CE 680: Counseling Practicum or CE 690: Internship with CED department permission when space in respective courses allows for additional students in compliance with CACREP requirements of 1:12 faculty to student ratio.

### **When CE Interns Become Paid Counselors-In-Training**

At times, practicum/internship students are asked by a site to also serve as a long-term substitute school counselor, a licensed school counselor, or a paid intern. Although this is a good opportunity for students and sites to find an employment match that may lead to long-term job status, sites and students must still meet the requirements set forth by the Counselor Education Department, CACREP, and Internship course requirements (CE 690).

Below are the minimal requirements for the Counselor Education Department to approve the position for practicum/internship credit and on a case-by-case basis (Note: additional case-by-case requirements may be added based on student development):

1. all requirements for CE 690 course internship must be attainable (weekly supervision, taped sessions for class, etc.);
2. there must be a licensed counselor available for supervision either on-site or near to student (e.g., in one of the other schools nearby) at all times during the work hours of the intern;
3. school counseling students must obtain a substitute license or Tier 2 license;
4. prior to beginning a substitute, temporary, or permanent position, a site evaluation or meeting with site administrators may need to be completed to ensure clear communication and expectations from all parties;
5. student agrees to consult with onsite staff at site prior to, during and after making decisions in crisis situations;
6. upon accepting the position, students must understand that CED faculty cannot advocate for them in certain situations that are part of employment (e.g., lunch, bus or playground duty, wages, hours assigned to work);
7. students must be paid a comparable wage to other candidates for the position as if they were not students in a counseling program.

### **Contract with CED Regarding Taking a Substitute, Temporary or Permanent Position as an Intern**

I \_\_\_\_\_ (print name) agree to the above requirements and will communicate these requirements to school or agency administration.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WSU Internship Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Semester Designated as Sub or Permanent Position: \_\_\_\_\_

## CHAPTER 3: CAPSTONE PROJECT OR MASTER'S THESIS

### Capstone Project Guidelines

CE 695 – Capstone Project is often taken concurrent with CE 680 – Counseling Practicum or CE 690 – Internship. The focus of this course is to synthesize counseling knowledge, clinical skills, and professional awareness gained throughout the counselor preparation program. The Capstone Project has two parts: the *Capstone Paper* and the *Capstone Presentation*. With the support and guidance of an assigned Capstone faculty advisor, the student prepares a Capstone Paper (a 15-to-35-page paper), addressing a professional issue or problem in which the student has a particular interest. All projects must follow writing and reference style guidelines outlined in the most current edition of the *Publication Manual of the American Psychological Association*.

In addition to writing a Capstone Paper, the student will deliver the Capstone Presentation to Counselor Education Department faculty and students on the **first Wednesday of final's week each semester, from 5-8pm**. All students are invited to attend these presentations.

*The Capstone faculty advisor is selected by the Counselor Education Department to best meet student needs based on both student and faculty areas of interest, expertise, and availability. Students must inform the Counselor Education Administrative Assistant of intent to enroll in Capstone and area of interest the semester before the student's intent to enroll in Capstone so that advisor assignments can be made.*

**Note:** Students must meet Capstone project requirements specified by their faculty advisor. The faculty advisor forwards a final grade to the WSU Registrar's Office. The following page details general Capstone Project guidelines. The Capstone Project Manual can be accessed on the WSU Counselor Education webpage under Student Resources. It will also be sent to you via email when you enroll in the Capstone course.

### **Capstone Projects generally include the following:**

- Title page
- Capstone Project Approval Page (only necessary if required by advisor)
- Abstract
- Table of Contents
- Introduction (including purpose of project, rationale, and research questions)
- Review of Literature
- Discussion
- Conclusion
- References
- Bibliography (included only if the student wants to provide the reader with additional resources that may be of interest or value, but were not referenced in the paper)
- Author's Statement (optional; included if the student wants to make a personal statement about the project and/or process used in the preparation of the project, or if there are any disclaimers the student wishes to make about the project)

## **Master's Thesis Option**

Counselor Education Department students may elect to complete a *Master's Thesis Paper*, (CE 699 **Master's Thesis**) which is an extensive research project requiring the use of scientific methods and procedures. Students must enroll in one (1) semester hour per semester supervised for at least three (3) semester hours for this project; please discuss this option with your advisor and/or your thesis supervisor.

**NOTE:** Any research involving human subjects requires approval by the Winona State University Institutional Review Board (IRB) <http://www.winona.edu/faculty/1172.asp>. Contact your assigned thesis supervisor for information.

- Title page
- Capstone Project Approval Page (only necessary if required by advisor)
- Abstract
- Table of Contents
- Introduction (including purpose of project, rationale, and research questions)
- Review of Literature
- Methodology (process for addressing the issue or basic research design used for data collection)
- Results or Findings
- Discussion
- Conclusion
- References
- Bibliography (included only if the student wants to provide the reader with additional resources that may be of interest or value, but were not referenced in the paper)
- Author's Statement (optional; included if the student wants to make a personal statement about the project and/or process used in the preparation of the project, or if there are any disclaimers the student wishes to make about the project)

The candidate's thesis supervisor and an oral examination committee must approve the *Master's Thesis Paper*. The oral examination committee is made up of the thesis advisor and two other faculty of the candidate's choice. This is an opportunity for the student interested in pursuing a doctoral program, and for those students seeking to conduct independent research employing scientific methods and procedures in the student's field of concentration. Forms for thesis binding may be downloaded from <http://www.winona.edu/gradstudies/forms.asp?i=1>.

**NOTE: Students need to only complete a Capstone Project or a Master's Thesis. Both are not required nor recommended.**

## **CHAPTER 4: LICENSURE**

### **LICENSED PROFESSIONAL COUNSELOR LICENSURE**

The Counselor Education Department Clinical Mental Health Counseling program has been nationally accredited since 2016 by CACREP, the Council for Accreditation of Counseling and Related Educational Programs and was formerly accredited as a Community Counseling program from 2001 - 2016. This section of the handbook is an overview of the licensing process for Licensed Professional Counselor (LPC) in Wisconsin and Licensed Professional Clinical Counselor (LPCC) in Minnesota. While Minnesota has two levels of licensure, the Licensed Professional Counselor (LPC) and the Licensed Professional Clinical Counselor (LPCC), the LPC may not be reimbursable through insurance. Therefore, the WSU Counselor Education Department fully prepares students for practice at the LPCC level as outlined by the Board of Behavioral Health and Therapy (BBHT) of the state of Minnesota. All requirements, including application materials can be accessed at the BBHT website: [www.bbht.state.mn.us](http://www.bbht.state.mn.us).

The application for licensure is an individual process. After a student completes the graduate program, the individual applies to the Minnesota Board of Behavior Health and Therapy (BBHT) or to the Wisconsin Examining Board of Social Workers, Marriage and Family Therapists and Professional Counselors (EBSWMFT & PC) for licensure. It is the responsibility of the applicant to show the board that she/he has met all educational requirements. The BBHT or EBSWMFT & PC has to approve all applications. Having said that, students who have completed or are completing their graduate program in CACREP approved Clinical Mental Health Counseling program in the Counselor Education Department at Winona State University should meet those educational requirements for the LPC license specifically, but additional educational requirements are needed to apply for the LPCC license. General requirements for both levels of licensure are listed below.

#### **Minnesota Educational Requirements for LPCC:**

Current educational requirements for LPCC are completion of 60 semester hours and a supervised field experience (practicum; internship) in counseling that is not fewer than 700 hours. Specific academic course content and training must include coursework in each of the following subject areas:

1. Helping relationship, including counseling theory and practice;
2. Human growth and development;
3. Lifestyle and career development;
4. Group dynamics, processes, counseling, and consulting;
5. Assessment and appraisal;
6. Social and cultural foundations, including multicultural issues;
7. Principles of etiology, treatment planning, and prevention of mental and emotional disorders and dysfunctional behavior;
8. Family counseling and therapy;
9. Research and evaluation; and
10. Professional counseling orientation and ethics

Specific coursework must fulfill the following clinical content areas:

1. Six credits in diagnostic assessment for child or adult mental disorders; and psychopathology, including developmental psychopathology;

2. Three credits in clinical treatment planning, with measurable goals;
3. Six credits in clinical intervention methods informed by research evidence and community standards of practice;
4. Three credits in evaluation methodologies regarding the effectiveness of interventions;
5. Three credits in professional ethics applied to clinical practice; and
6. Three credits in cultural diversity.

Winona State University's Clinical Mental Health Counseling (CMHC) program meets all the aforementioned BBHT educational requirements for the LPCC. In addition to the educational requirements, the applicant must pass the National Clinical Mental Health Counseling Examination (NCMHCE), administered by the National Board for Certified Counselors, Inc. (NBCC) and ethical, oral, and situational examinations as prescribed by the board. The applicant must also complete 4,000 hours of supervised, post-master's degree professional practice in the delivery of clinical services in the diagnosis and treatment of child and adult mental illnesses and disorders.

Information about the NCMHCE can be found at <https://mn.gov/boards/behavioral-health/applicants/exam-information/lpcc-exam-information.jsp>

### **Wisconsin Educational Requirements for LPC:**

Current educational requirements for Licensed Professional Counselor in Wisconsin are:

- Complete a Graduate Degree in professional counseling or an equivalent degree approved by Professional Counselor Section (more information below).
- Completion of post-graduate supervised practice obtained under a Professional Counselor Training license.
  - Master's level - 3,000 hours of post-degree supervised professional counseling practice including at least 1,000 hours of face-to-face client contact.
  - Doctoral level - 1,000 hours of post-degree supervised professional counseling practice.
- Complete and submit Professional Counselor Application including required documentation and fees.
- An applicant for permanent licensure may apply for a temporary license at the same time.
  - The temporary license may be issued to an individual who pays the required fee and meets all the qualifications for the permanent license except for passing the required national examination.
  - The temporary license expires upon notification of successful completion of the national examination or expiration of the 9-month period, whichever is earlier.
  - The temporary license may be renewed one time for an additional 9-month period.
- Successful completion of required examinations (National Counseling Examination).

Information about licensure can be found at:

<https://dsps.wi.gov/Pages/Professions/LPC/Default.aspx>.

## **SCHOOL COUNSELOR LICENSURE**

The Counselor Education Department School Counseling program has been nationally accredited since 2001 by CACREP, the Council for Accreditation of Counseling and Related Educational Programs. In addition, it is an approved licensure program by the Minnesota Department of Education (MDE) and the Wisconsin Department of Public Instruction (DPI) and is also accredited by the Council for the Accreditation of Educator Preparation (CAEP) and has been approved by the Minnesota Board of Teaching.

### **Things to Consider:**

1. Upon admission to the Counselor Education Department, all CE students meet with their advisor to complete a Candidacy form and to make a general plan for their School Counseling program, including any courses required for state licensure that are not CE program requirements (see below).
2. The student should be intentional about building in-school k-12 experiences into their courses, thus also gathering information about potential practicum and internship placement sites.
3. The student must obtain and complete all required licensure application materials from the appropriate State Offices (see below). Completed applications must include an official copy of the student's final transcript.
4. School Counselor licensure in MN and WI is only for grades pre-k through 12, and program requirements reflect this standard (this has been in place in MN for several years, and was instituted in WI in July, 2004).

### **Minnesota State Requirements for School Counselor Licensure:**

In Minnesota, graduates of a CACREP-approved school counseling program need to upload the necessary licensure application and supporting documents to the MN Department of Education for licensure approval. **Due to the changing nature of licensing requirements students should review posted state information frequently.** For information on Tier 1, Tier 2, Tier 3, and Tier 4 level licensure requirements in Minnesota and applying for licensure, go to: <https://counselor-license.com/statelicensure/minnesota/school-counselor/> and <https://www.revisor.mn.gov/rules/8710.6400/>

**\*\*NOTE:** In addition to the completion of all WSU CED School Counseling program requirements, there are specific competency areas that must be addressed prior to licensure in Wisconsin.

- 1) SPED 400/500 Exceptional Children and Youth (or other equivalent coursework)***
- 2) North American Tribes research requirement, to be completed as part of CE 534 or CE 635 (for more details see Wisconsin licensure information on the next page).***

CE graduates previously certified as teachers may have taken an exceptional child course and would need to document this with the CE Department prior to submitting their licensure application. All other students are encouraged to complete SPED 400/500 and should discuss the pros and cons of registering for undergraduate vs. graduate credit with their advisor. *Minnesota Educator Licensing Application and Directions* - <https://mn.gov/pelsb/>

If you have questions about the application process, please contact:

**Professional Educator Licensing and Standards Board**

**Email:** [pelsb@state.mn.us](mailto:pelsb@state.mn.us); **Phone:** 651.539.4200



## **Wisconsin State Requirements for School Counselor Licensure:**

WI Department of Public Instruction  
125 S. Webster St.  
P.O. Box 7841  
Madison, WI 53703-7841  
800-441-4563 / 608-266-3390  
Web: [www.dpi.state.wi.us](http://www.dpi.state.wi.us)

It is recommended that students go to the following webpage for specific information pertaining to Wisconsin Licensure in their *first year* of the program: <https://dpi.wi.gov/tepd/elo/oos>.

If you have questions about the licensure application process, please contact: **Andréa Donegan, School Counseling Program Consultant**, at [andrea.donegan@dpi.wi.gov](mailto:andrea.donegan@dpi.wi.gov) or 608-224-6175.

**\*\*NOTE:** Besides the completion of all CE School Counseling program requirements, additional competency areas that **must be addressed prior to licensure** in Wisconsin are:

- 1) SPED 400/500 Exceptional Children and Youth (or other equivalent coursework)

*CE grads previously certified as teachers already may have taken an exceptional child course and would need to document this with the CE Department prior to their licensure application. All other students need to complete SPED 400/500 and should discuss with their advisor the pros and cons of registering for undergraduate vs. graduate credit. CE grads previously certified as teachers in Wisconsin also may have completed the indigenous Indian tribal requirement, and likewise would need to document this with the CE Department prior to their licensure application. All other students must complete the special assignment when they take CE 534.*

- 2) In addition, school counselors applying for licensure in Wisconsin must complete a special assignment in **CE 534 or CE 635**, entitled, ***North American Indian Tribes Indigenous to WI***. ***Please see your CE 534 Instructor for details\*\*.***

***\*\*If school counseling students do not choose to complete the North American Indian Tribes Indigenous to WI assignment while taking CE 534 or CE 635, they must complete this requirement on their own. Please see this website for available options:***  
<http://dpi.wi.gov/tepd/licensing/stipulations>.

To determine what you need to secure a school counseling license in Wisconsin, go to:  
<https://dpi.wi.gov/tepd/elo/oos/initial-pupil-services-tips>

## **ADDICTIONS COUNSELING CERTIFICATE PROGRAM**

### **Educational Requirements for Addictions Counseling Licensure in Minnesota**

This is an overview of the licensing process to become a Licensed Alcohol and Drug Counselor (LADC) in Minnesota. To become a LADC, individuals must earn at least a bachelor's degree and complete 270 classroom hours (21 semester credits) in alcohol and drug counselor education. Prior to licensure, individuals must also complete an 880-hour practicum specializing in alcohol and drug counseling. All educational requirements (degree, course work, and practicum) must be completed through an accredited school or educational program.

After completing educational requirements and practicum, individuals must pass both a written and an oral examination. In lieu of the oral examination, individuals can opt to complete 2000 hours of post degree supervised practice prior to applying for licensure. Upon graduating, students can obtain a temporary permit that allows one to practice alcohol and drug counseling under supervision while waiting to take the written and oral examinations or while working to complete 2000 hours of supervised practice. Temporary permits must be renewed annually and may only be renewed up to five times. Once licensed, individuals must complete 40 hours of continuing education every two years. For more details on licensure, you may visit the BBHT website at [www.bbht.state.mn.us](http://www.bbht.state.mn.us).

More information on the Addictions Counseling Certificate Program, including contact information for the Addictions Program Coordinator, see:  
<http://www.winona.edu/counseloreducation/addictionscounseling.asp>.

## CHAPTER 5: ADMISSIONS & ADVISING

### **Admission Criteria**

Persons seeking admission to graduate study in the Counselor Education Department at Winona State University must be admitted to graduate study by the Office of Graduate Studies at Winona State University. See the *Winona State University Graduate Catalog* for current graduate admission criteria: <http://www.winona.edu/gradcatalog/AdmissionPolicies.asp>.

They also must complete an application to the Counselor Education Program. The CED program uses an online application process. More information may be found on the CED Website: <https://www.winona.edu/counseloreducation/how-to-apply.asp>

Admission to the CED program includes the following:

1. The applicant must have earned a 2.5 Grade Point Average (GPA) or better on a 4.0 grading scale during their baccalaureate program. If the applicant does not meet this admission prerequisite, they must complete twelve (12) semester credits of graduate work as a graduate special student and earn a grade of “B” or better in each completed course before they will be considered for admission into the Counselor Education Department.
2. Applications are reviewed two times per year. Applicants must complete all Counselor Education Department application materials and have them on file in the department in accordance with the schedule in the table below. NOTE: *It is the applicant's responsibility to ensure that the department has received all application materials and letters of recommendation prior to consideration for admission.* Incomplete or late applications will not be considered for admission.

Screening and Admittance	1st Screening	2nd Screening
School of Graduate Studies Application Due	November 15, 2022	March 1, 2023
Counselor Education Application Due	December 1, 2022	March 1, 2023
Formal Screening and Interview Experience	January 20, 2023	April 7, 2023

3. Counselor Education Department faculty reviews applications and invites applicants to Formal Screening and Interview if they meet CED requirements and/or documents potential in the counseling or human services fields.
4. In addition to written application materials, the applicant must complete a formal screening process including a group and individual interview with Counselor Education Department faculty and be selected as a highly qualified candidate for admission to the Department. Applicants will be notified by the Counselor Education Department if they have been selected for screening. At screening, candidates will be given a date to expect the CED's decision on admittance to the program.

*Note: Accommodations can be made for applicants applying from a considerable distance from Winona, Minnesota. Please contact the department chair for information.*

5. After attending the Formal Screening and Interview, students will be notified in 2-3 weeks of the determination of the decision. Those invited to attend will also be invited to a session for advising. It is essential for students to attend the session for advising; if they cannot attend, *students need to schedule a meeting with their assigned advisor at their earliest convenience to develop a Graduation Planner and register for courses.* Immediately after attending an advising session, students are urged to enroll in **CE 601: Foundations of Counseling** upon being admitted into the program and the other suggested courses to ensure adequate sections of courses will be offered for students who need them. Students are assigned to a reserved position in a section of CE 601 during the fall term of their first semester only.
6. All persons intending to pursue a degree from the Counselor Education Department ***must complete the following requirements before completing fifteen (15) semester credits of coursework:***
  - 1) Complete all application **and** screening requirements **and** be admitted to the department,
  - 2) Enroll in and successfully complete CE 601: Foundations of Counseling, and receive a grade of “B” or better, **and**
  - 3) Meet with their advisor to complete and file the ***Graduation Planner*** by *midterm of their first semester.*
  - 4) Attend **Capstone presentations** in the Fall semester of their first year.

### **Graduation Planner**

The Graduation Planner allows students and staff to create personalized Plans that identify the courses the student needs to take, each term, to complete their degree from the Counselor Education Department. Before or during CE 601: Foundations of Counseling, the student must complete the Graduation Planner in consultation with their faculty advisor. This serves as a program contract to help you meet your graduation goals and any student who deviates from their plan, without faculty advisor, approval, cannot be ensured a timely graduation.

**\*NOTE:** The Graduation Planner can be found in the Plans tab of the Student Planner. To log into the Student Planner for the DARS Report and Graduation Planner capabilities, please follow the following instructions:

[https://www.minnstate.edu/admissions/docs/StudentGuide\\_LoggingIntoStudentPlanner.pdf](https://www.minnstate.edu/admissions/docs/StudentGuide_LoggingIntoStudentPlanner.pdf)

No graduate student is permitted to enroll for more than twelve (12) credits per academic semester or six (6) credits during the summer session without approval from the appropriate area Dean or Dean for School of Graduate Studies by submitting a credit overload request. This regulation applies to any combination of courses, workshops, weekend seminars, institutes, and other special offerings. See the current ***Winona State University Graduate Catalog*** for additional information <http://www.winona.edu/gradcatalog/AdmissionPolicies.asp>.

### **Admission Requests by Persons Holding Master's Degrees From Other Universities**

Persons holding a MA or MS degree in counseling or a related profession from another accredited university may request admission to the Counselor Education Department. However, all course transfer and course waiver requirements outlined by the Winona State University Office of Graduate Studies and the Counselor Education Department will be strictly enforced.

### **Advising**

Once an applicant has successfully completed screening and been admitted to the Counselor Education Department, each applicant will be assigned a faculty advisor. The assigned faculty will serve as advisor throughout the student's program of study unless the student requests a change of advisor in writing.

Requests for a change of faculty advisors must be submitted to:

- 1) Administrative Assistant/Office Manager, Counselor Education Department, 309 Helble Hall, Phone: 507-457-5335; **or**
- 2) the currently assigned faculty advisor, and the faculty person the student wishes to have assigned as their new advisor.

Newly admitted students (following successful completion of Counselor Education Department faculty screening) are to contact their advisor upon receipt of their letter of acceptance from the Counselor Education Department. The faculty advisor will work with the student to complete a program of study (***Graduation Planner***) after they have been accepted to the program.

Decisions related to the student's program of study, sequencing of courses, scheduling, practicum, internship, and other pertinent information related to the Counselor Education Department should be made in consultation with their faculty advisor throughout the student's program of study.

### **Graduate Special Students**

The WSU Graduate School will accept students as Graduate Special Students (non-degree seeking graduate students) who are able to take courses in the Counselor Education Department before they apply, attend screening, and are accepted into the Counselor Education Department. A student who has completed a baccalaureate degree from an accredited university and who wishes to enroll in graduate courses, but **is not currently** pursuing a graduate degree at Winona State University, may register as a graduate special student (<http://www.winona.edu/gradcatalog/AcademicPolicies.asp>).

Prospective graduate special students must complete a ***Graduate Special Application Form*** (<http://www.winona.edu/gradstudies/specialapp.asp>) to be admitted to the university.

**NOTE:** Admission as a graduate special student to the university does not constitute admission to the Counselor Education Department. ***If taking courses as a graduate special student, the student must notify the Counselor Education Department of their intent to pursue a degree prior to or during their first semester of enrollment in department coursework.***

**Counselor Education Department applicants who do not meet the requirements for admission as a graduate regular student to Winona State University and the Counselor Education Department may be admitted as a graduate special student. All graduate regular**

admissions decisions by the Office of Graduate Studies and the Counselor Education Department will be delayed until the graduate special student has successfully completed twelve (6) semester credits of letter grade only graduate work with a grade of “B” or better in each completed course. Graduate special students may only register for enrollment in the following Counselor Education Department courses or other relevant graduate level coursework outside the department:

CE 534: Multiculturalism and Diversity

CE 611: Development Over the Lifespan

### **Regarding Students Completing Coursework Prior To Admission to the Counselor Education Department**

Students who complete coursework in the Counselor Education Department prior to screening and admission to the department are advised that the successful completion of coursework **does not guarantee their admission to a program in the Counselor Education department**. Only those individuals who have been admitted to a Counselor Education Department Program of Study and have an approved *Application for Admission to Candidacy From* on file in the Office of Graduate Studies will be considered eligible to pursue a graduate degree from the Counselor Education Department.

### **Admission as a Returning Student for a Second Focus Area Post-Degree**

Individuals requesting permission to return to the Winona State University (WSU) Counselor Education Department (CED) for a second focus area after completion of a MS Degree in Community Counseling, Clinical Mental Health Counseling, School Counseling, or Human Services Professional Master’s degree must first meet with the chair of the CED to work out a specific course plan. The student will then apply via letter to the department (letter may be sent to the department chair). The letter must include the following information:

Applicant's Name:

WSU ID #:

Address:

E-Mail Address:

Phone Number:

Prior Degree Focus Area from CED:

Date Degree was Awarded:

Overall GPA at Time of Graduation:

In addition, the applicant wanting to return for a second focus area should write: 1) a brief statement as to why a second focus area is being sought, 2) a brief statement of professional and/or work related activities since MS degree was awarded, 3) proposed additional focus area and start date, 4) a list of proposed courses to be completed for second focus area (Note: the CED faculty will make the final determination regarding required coursework), and 5) any additional information that the student believes would be helpful to support their request. Note: A copy of the applicant's most recent WSU transcript must accompany the letter.

The department chair will notify the applicant of the faculty decision regarding their request to return.

### **Readmission to the CED for a Second Focus Area**

Individuals who are found to be in good academic and professional standing by the WSU CED faculty will be approved for readmission to the department for the purposes of completion of a second focus area post-degree. Once approved for return to the CED, the student may register for courses approved by the CED faculty. It is important to note that enrollment in CE 680:

Counseling Practicum and CE 690: Internship is contingent on space availability. Priority will be given to currently enrolled students. Students returning for a second focus area post-degree will be required to complete only the coursework approved by the CED faculty. No additional Capstone Project or Comprehensive Examination will be required if the student successfully completed these requirements as part of their Counselor Education Department MS Degree from WSU.

### **CED Endorsement of Individuals Completing Second Focus Area Post-Degree**

Upon successful completion of all requirements for a second focus area post-degree the CED will provide endorsement letters to the student at the student's request. Endorsement letters may be required for testing for professional licensure and/or other professional credentials. Letters of endorsement may also be required for employment. It is the student's responsibility to determine the requirements for licensure or other professional credentials.

### **WSU Graduate Office Requirements for Return for a Second Focus Area Post-Degree**

Once approved by the Counselor Education Department to return for a second focus area post-degree the required paperwork for return to the university must be completed and filed in the Office for Graduate Studies. Required materials may be downloaded from the Graduate Studies link: <http://www.winona.edu/gradstudies/specialapp.asp>.

### **Forms Required Prior to Returning for Second Focus Area Post-Degree**

Statement of Intent to Return to Winona State University  
Application for Additional Major

### **Form Required Upon Completion of Second Focus Area Post-Degree**

Application for Program Completion - Additional Major

### **Admission as a Returning Student (Post Master's Unclassified Student) For Licensure**

Individuals requesting permission to be admitted to the Winona State University (WSU) Counselor Education Department (CED) for licensure courses after their completion of a counseling master's degree from WSU or other institutions must first meet with the chair of the CED and send a transcript of a master's degree and e-mail outlining their professional goals and the reason for choosing WSU CED to the department chair. They must arrange a visit with the chair in person to discuss the track and courses to take.

All applicants holding a Master's degree in counseling seeking licensure courses for a school counseling or LPC/LPCC license will follow these procedures:

1. Contact the CED Chair via letter and submit request to take licensure courses. The letter must include the following information:  
 Applicant's Name:  
 Address:  
 E-Mail Address:  
 Phone Number:  
 Prior Master's Degree from other institution:  
 Date Degree was Awarded:  
 Overall GPA at Time of Graduation:
2. In addition, the applicant wanting to return for licensure should write:
  - a) a brief statement as to why a license is being sought,
  - b) a brief statement of professional and/or work-related activities since Master's degree was awarded,
  - c) a proposed license and start date,
  - d) a list of proposed courses to be completed for licensure (Note: the CED faculty will make the final determination regarding required coursework), and
  - e) any additional information that you believe would be helpful to support your request.

**Note:** A copy of the applicant's transcript of the master's degree must accompany the letter. For individuals who have not graduated from a CACREP-accredited institution, syllabi from courses completed may be requested to determine appropriate course work needed. The department chair will notify the applicant of the faculty decision regarding their request to return.

3. Submit syllabi and transcripts from Master's degree obtained for review.
4. Meet with CED Chair to discuss courses needed to obtain relevant license.
5. Submit a request to the CED faculty to take licensure courses identified by CED Chair and timeline.
6. Communicate with the CED Chair about approval or denial. Upon approval, work with CED Chair as advisor to register for classes and proceed with coursework.

**Please note:** Applicants who have not graduated from a CACREP-accredited institution may be required to repeat or complete core courses that were not originally taken or do not meet current CACREP standards to ensure curriculum aligns with current licensure requirements.



## CHAPTER 6: PROGRAM PLANNING

### **Change In Candidacy and/or Course Plan**

If or when a student makes changes to the approved program of study on the ***Graduation Planner***, students must meet with their advisor to review and update their Graduation Planner. **This review should be completed before applying for graduation.**

Graduates of the Counselor Education Department seeking readmission to the Department to pursue a second area of specialization or certification should refer to the section entitled, *Readmission to the CED for a Second Focus Area*.

### **Course Loads, Schedules and Academic Planning**

In discussion with your assigned advisor, your academic course load for each semester should be determined after thoughtful consideration of your other obligations in addition to graduate school. Course plans exist for students who wish to take 2- 4 courses per semester, and other more flexible options can be arranged.

Even so, it is important to note:

**Six (6) credits per semester are required for full-time status for students receiving financial aid.**

**No graduate student is permitted to enroll in more than twelve (12) credits per academic semester or six (6) semester credits during the summer session without approval from the Counselor Education Department faculty.**

Individual course descriptions are available online <http://www.winona.edu/gradcatalog/>; be sure to choose Graduate Catalog in the pull-down menu designated as 'Select Desired Catalog'.

**See Appendix B for scheduling options for 3-year or 4-year program plans for completion of the Clinical Mental Health Counseling program, and Appendix C for 3-year or 4-year program plans for completion of the School Counseling program. The Human Services Professional Master's program completion varies based on the concentration and electives chosen by the student. Contact the CE Department Chair if you have questions before applying to the program. For all three programs of study, be sure to work closely with your advisor to develop a plan that works for you, and to make changes if your original plan needs modification at any point during your program.**

## **Counselor Education Department—Semester Planning**

*Before beginning, consider the following questions:*

- How many years do you want to take to complete your program?
- Realistically, how many credits can you take per semester successfully and still balance other obligations you have in addition to graduate school? (6-12 is considered full-time)

*Keep in mind the following:*

- Summer courses are NOT guaranteed, and are offered based on student need, budget allocation and faculty availability.
- Classes fill up quickly, so make sure to have a backup class just in case you do not get into courses you planned for.
- The CE core sequence of training courses must be taken in this order: 601, 658, 660, 680, 690. CE 601 and CE 658 can be taken concurrently. CE 653 is required for CMHC students and should be taken after CE 601, 658, 660 and either 650 or 651.
- The Clinical Mental Health Counseling Internship may be taken during summer; the School Counseling Internship may only be taken in the summer if interning at a year-around school.
- Capstone (CE 695) or Master's Thesis (CE 699) is taken concurrent with Practicum or Internship.
- The following courses can be taken concurrently with Practicum and Internship:
  - CE 534: Multiculturalism & Diversity
  - CE 611: Lifespan Development
  - CE 620: Tests & Measurements
  - CE 621: Research Design
  - CE 622: Family Systems
  - CE 625: Career Counseling & Appraisal
  - CE 626: College and Career Counseling Applications
  - CE 646: Introduction to Play Therapy
  - CE 647: Theoretical Applications in Play Therapy
  - CE 648: Special Topics in Play Therapy
  - CE 653: Sex, Drugs and Crisis: Counseling Theory, Practice and Treatment
  - CE 695: Capstone Project
  - CE 699: Master's Thesis
- It is highly recommended that you take your program at your own pace. It is OK to plan for two-to-four-year completion (depending on program) but be prepared to adjust your plan.
- Because the Counselor Education Department is delivered on both the Winona and Rochester campuses, you can expect to have to travel for some of your courses. STUDENTS ARE NOT ASSIGNED TO A CAMPUS BASED ON GEOGRAPHIC LOCATION.
- It is possible that you may not be able to enroll in courses exactly when you plan to. Plan to make adjustments in your course sequence and work with your advisor along the way as needed.
- Based on your progress through your program of study, faculty may require that you re-take certain training courses (i.e. CE 601; CE 658; CE 660; CE 680; CE 690) or engage in an alternate remediation plan until you are deemed ready to continue in your program of study.

## **COURSES REQUIRING PREREQUISITES:**

### **Course:**

CE 601 - Foundations of Counseling

(NOTE: A letter grade of B or better in CE 601 is **required** for continued study in the CE Department).

CE 615 – Group Process and Practice

CE 620 – Tests and Measurements

CE 622 - Family Systems Counseling

CE 645 - School Counseling Practice

CE 646 - Intro to Play Therapy: History and Theory

CE 647 - Applied Theories in Play Therapy

CE 648 - Advanced Skill Applications in Play Therapy

CE 650 - Diagnosis & Psychopathology of Adults

CE 651 - Diagnosis & Psychopathology of  
Children and Adolescents

CE 652 - Treatment Planning

CE 653 - Sex, Drugs and Crisis: Counseling Theory,  
Practice and Treatment

CE 658 – Microskills

CE 660 - Counseling Theory and Practice

CE 680 - Counseling Practicum

### **Prerequisite for Admission to Course:**

Admission to the Counselor Education Dept.

CE 601, CE 658

Basic statistics course (undergraduate or graduate)

CE 601

CE 601, CE 635

CE 658, CE 660

CE 658, CE 660, CE 646

CE 658, CE 660, CE 646, CE 647

CE 640

CE 640

CE 601, CE 640, CE 650 or CE 651, and CE 660

CE 601, CE 640, CE 650 or CE 651, and CE 660

CE 601 (may be taken concurrently with CE 601)

CE 601, CE 658

**CMHC Counseling students:** CE 601, CE 615, CE 633, CE 640, CE 650 or 651, CE 652, CE 658, CE 660 and 45 credits completed

**School Counseling students:** CE 601, CE 615, CE 633, CE 635, CE 645, CE 658, CE 660.

(NOTE: A letter grade of B or better in CE 660 is required for admittance to CE 680. Students may take other courses not listed as prerequisites concurrent with CE 680, with the exception of CE 690).

CE 690 - Internship

All prerequisites required for CE 680, and must earn a letter grade of B or better in CE 680 in order to be admitted to CE 690).

CE 695 - Capstone

May be taken concurrently with CE 680 – Counseling Practicum or CE 690 – Internship

CE 699 - Master's Thesis

May be taken concurrently with CE 680 – Counseling Practicum or CE 690 – Internship

### **Courses Offered for Pass/No Credit Grade Option**

In addition to required coursework in the Counselor Education Department that is offered for the Pass/No Credit (P/NC) grade option only, students may complete an additional nine (9) semester credits of P/NC that may be applied to their program of study. See *Winona State University Graduate Catalog* <http://www.winona.edu/gradcatalog/AcademicPolicies.asp> for additional information.

Note: CE 658 (Microskills) is a course requirement for all students and is offered for the Pass/No Credit (P/NC) grade option only.

### **Transfer of Credit from Another Accredited Institution**

Ten (10) semester graduate credits of A, B, or Pass grade may be transferred if received from regionally accredited graduate institutions and recorded as a graduate course on the student's official transcript. Up to sixteen (16) semester hours of graduate credits may be transferred from other Minnesota State Universities (Bemidji, Mankato, Metropolitan, Moorhead, St. Cloud, and Southwest) and the University of Minnesota. Refer to *Winona State University Graduate Catalog* <http://www.winona.edu/gradcatalog/AcademicPolicies.asp> for additional information regarding transfer credit. Transfer credits will **NOT** be accepted for the following Counselor Education Department Program requirements:

- CE 601 - Foundations of Counseling
- CE 615 - Group Process and Practice
- CE 658 - Microskills
- CE 660 - Counseling Theory and Practice
- CE 680 - Counseling Practicum
- CE 690 - Internship
- CE 695 - Capstone Project

To determine transfer credits, an advisor will work with a student to get copies of a course description and syllabus for requested course to be transferred. The advisor will review or forward the course description and syllabus to faculty members who teach requested courses to evaluate the similarities and fit of a transfer course. The advisor will then decide (with consultation of additional faculty members) which courses to transfer and follow protocol of completing forms in the Office of Graduate Studies.

### **Request For Course Waiver**

Students who wish to request a course waiver for required Counselor Education Department program curriculum must provide their faculty advisor with the following:

- 1) A letter to the Counselor Education Department faculty stating what course(s) the student wishes to have waived or one transferred in to meet a requirement.
- 2) A clear statement of how the required Counselor Education Department coursework has been met through coursework completed at an accredited graduate institution other than Winona State University.

- 3) A course syllabus for graduate coursework completed at an accredited graduate institution other than Winona State University that is to be considered by Counselor Education Department faculty when making course waiver decisions.

The following Counselor Education Department course requirements may not be waived:

CE 601 - Foundations of Counseling  
 CE 615 - Group Process and Practice  
 CE 658 - Microskills  
 CE 660 - Counseling Theory and Practice  
 CE 680 - Counseling Practicum  
 CE 690 - Internship  
 CE 695 - Capstone Project OR  
 CE 699 - Master's Thesis

### **Independent Study**

Counselor Education Department students may enhance their program of study by completing independent research (CE 600 – Independent Research in Counseling) in areas not covered by existing curriculum. In the case where a student wishes to do more in depth research beyond the scope of a course offering, the student must first complete the existing coursework. The student and the faculty with whom they wish to work will be responsible to arrange the independent study. Although no faculty vote is necessary, all Counselor Education Department faculty are to be notified of any independent study being offered by Counselor Education Department faculty. Before a student may register for CE 600 – Independent Research in Counseling, they must have received permission from the College of Education Dean's Office and the Director of Graduate Studies to enroll in the course. Application for independent study must be completed according to announced deadlines specified in the class schedules. A maximum of nine (9) credits of independent study (3 credits in one semester or summer session) may be counted toward the approved degree program. Any exceptions will be considered on an individual basis. Application forms for independent study, arranged classes and internships may be obtained from the CED faculty member, who will be the instructor in the course, Graduate Studies, or Registrar's Office. All *Winona State University Graduate Catalog* restrictions regarding independent studies apply (<http://www.winona.edu/gradcatalog/AcademicPolicies.asp> ).

### **Workshops**

Throughout the academic year and during the summer session, the WSU Counselor Education Department offers a series of graduate level workshops to students for credit. These workshops provide students with contemporary practice and research from the field of counseling and education as a supplement to curriculum offered in the department. Counselor Education Department workshops taken for Graduate credit may be applied to a student's program of study as elective coursework. Students should contact their advisor for the most current listing of available workshops.

## CHAPTER 7: COMPREHENSIVE EXAMINATIONS

### Comprehensive Examinations

All students enrolled in the Counselor Education Department are required to take and successfully pass a comprehensive examination prior to the completion of their program of study. To qualify for the comprehensive examination, the student must be enrolled in their next-to-the-last semester of study.

### Information about Counselor Preparation Comprehensive Exam (CPCE), National Counselor Exam (NCE), and the National Clinical Mental Health Counselor Exam (NCMHCE)

#### Counselor Preparation Comprehensive Exam

The **Counselor Preparation Comprehensive Exam (CPCE)** is the comprehensive exam used by the WSU Counselor Education Department for School Counseling (required), Clinical Mental Health Counseling (required) and the Human Services Professional Masters (HSPM) program as an elective optional that meets the graduation evaluation component. The CPCE is a national normed and scored exam administered by the National Board of Certified Counselors (NBCC) via Pearson Vue (PV) Testing sites around the country. It is comprised of one hundred sixty (160) multiple-choice questions. The CPCE tests for competence in the following areas:

- 1) human growth and development,
- 2) social and cultural foundations,
- 3) helping relationships,
- 4) group work,
- 5) career and lifestyle development,
- 6) appraisal,
- 7) research and program evaluation, and
- 8) professional orientation and ethics.

These competency areas are consistent with the core **CACREP** curriculum areas covered throughout the student's program of study in the Counselor Education Department at Winona State University. These competency areas are also included on the **National Counselor Examination (NCE)** that the student may take if they plan to become certified as a counselor at the national level. Additionally, many states require the **NCE** for LPC licensure.

Steps include the following for the CPCE-CBT (testing off campus at a PV site process) or OnVue (web-based exam site):

Winona State Counselor Education Department steps to be completed:

1. Agreements between the Center for Credentialing and Education (CCE) and WSU CED Chair are delivered and signed electronically at the beginning of each semester.
2. The CED will review requests for Practicum and Comprehensive exams the first department meeting of November and the first department meeting of April each year.
3. The CED chair will notify the CED Office Administrative Specialist (OAS) of approved students, who will send CCE the approved students in an Excel spreadsheet or Word table with the last name in one column and the first name in another column to CCE. They will keep a master spreadsheet of all approved students.
4. CCE will then send CED a PDF document that contains step-by-step registration instructions that the OAS will send to approved students.

- Scores and statistics will be delivered to each school on a monthly basis and the CED OAS will enter them into students' Graduation Planner for communication with the Graduate office to meet graduation requirements.

### **CED CPCE Testing Timeline Policy**

<b>Semester Taking the Exam</b>	<b>Request Must be Submitted</b>	<b>Date Exam Must be Completed Between</b>
Fall	March 30	August 15 - October 30
Spring	October 30	January 15 - March 30
Summer	March 30	May 15 - June 30

Winona State Counselor Education Students' steps to be completed to register for the CPCE-CBT:

- On the Permission to Take Practicum form, WSU students will request permission to take the CPCE by indicating the semester they intend to take the CPCE exam. When Practicums are approved, the CPCE will also be approved if the student is eligible (in good standing with the department and having taken most of the coursework).
- CCE will provide CED with CCE registration links that will be shared with students who are testing. The testing is set up to give students 6 months to take the exam once they are exported to Pearson.
- CED students will submit their CCE registration via the link provided to them:  
**Pearson Vue Center Testing Site (In-Person):**  
[https://www.cce-global.org/Registration/CPCE\\_CBT\\_Welcome](https://www.cce-global.org/Registration/CPCE_CBT_Welcome) (do not complete the CCE registration more than one time).  
**OnVue Testing Site (Online):**  
[https://www.cce-global.org/Registration/CPCE\\_OnVue\\_Welcome](https://www.cce-global.org/Registration/CPCE_OnVue_Welcome) (do not complete the CCE registration more than one time).
- The student will receive an email from Pearson VUE regarding their approved exam. Then, the student must then create an account with Pearson VUE.
- Students will be prompted to select a Pearson facility and schedule their exam for a time slot at the selected facility. If you are taking the exam through OnVue, the student will be prompted to select a date on the calendar and a list of available times will populate for testing.
- Students pay for the exam via a personal credit card.
- On the day of the exam, students will be required to present a government issued ID that must match the registration information submitted to CCE prior to being admitted to a Pearson facility.
- Upon completion of the exam, students' scores will print with no indication of pass/fail status.
- Students required to retake the exam (up to two attempts) will log into their Peron VUE account, pay for and schedule the exam. If a student fails the CPCE on the second attempt, they are required to pass a CED Written Comprehensive Exam to graduate, or may choose another form of evaluation to graduate with a Human Services Professional Master's degree.

**NOTE:** If a student has special exam accommodations, the school will still approve this. CCE will need to receive a letter on school letterhead from the Disabilities Office or Student Affairs (with representative signature/date) stating the student's name and what they are approved to receive. Students with exam accommodations should not pay for their exam until their accommodation letter has been received by CCE.

Also, students with exam accommodations will have to call the Pearson customer service number to register and pay for their exam – they cannot pay online. This is included in the instructions for the students. The application fee is currently \$150.00. Please note:

- CCE only accepts personal credit cards.
- Payments must be made in full when the application is submitted.
- The application fee is non-refundable.

### National Counselor Exam (NCE) and National Clinical Mental Health Counselor Exam (NCMHCE)

The NCE and NCMHCE are administered by the National Board of Certified Counselors.

The CED chair works as a campus coordinator and has the following responsibilities:

1. Instructs students on the difference between licensure and certification.
  - Instructs students that the application to become a Nationally Certified Counselor (NCC) is more than an examination.
  - The application fee is non-refundable.
  - Exam scores become inactive if their application closes.
  - An application remains open for two years after the exam.
2. Determine student eligibility.
3. Encourage students to complete their application process.
4. Promote and explain the NCC.

NCC applicants can choose either the NCE or the NCMHCE as the certification exam. Since this exam is also a licensure exam, students should determine which exam they need depending on the state in which they wish to practice. More information about state requirements can be found at this link: <https://www.nbcc.org/Search/StateBoardDirectory>

1. The campus coordinator/CED chair determines which students can be placed on the testing roster. To be placed on the roster,
  - the student must meet eligibility requirements to take the CPCE exam,
  - email the OAS with their intention to take the exam.
2. The campus OAS submits the roster to NBCC.
3. NBCC e-mails application information to students listed on the roster.
4. NBCC sends periodic reminders to students regarding the application deadline.
5. NBCC assists students with applications through [certification@nbcc.org](mailto:certification@nbcc.org)

### NCE and NCMHCE Deadlines

Semester Taking the Exam	Request Must be Submitted
Fall	February 25
Spring	August 30

***Preparing for the Comprehensive Examination*** - The best way for students to prepare for the CPCE is to review class notes, textbooks, and other assigned readings as required throughout their program of study in the Counselor Education Department. Students may also access *Counselor Education Department Comprehensive Exam Review Materials* from the Winona State University Darrell W. Krueger Library located on the Winona campus. These materials may be checked out for a two (2) hour period from the library reserve desk. Students may also visit the *Center for Credentialing & Education (CCE), Inc.* web site at: [www.cce-global.org](http://www.cce-global.org) for information regarding study materials available for purchase. The CPCE proctor will provide students with detailed instructions for completing the examination prior to the start of the examination.



***Verification of Identification for the Comprehensive Examination*** – Each student is required to provide proof of identity (picture identification required) to the examination proctor prior to beginning the comprehensive examination.

***Materials Required for the Comprehensive Examination*** - the examination proctor will provide all testing materials, including pencils and laptops.

***Requirements for Passing the Comprehensive Examination*** – The Winona State University Counselor Education Department requires that a total score of at least sixty-five percent (65%) on the **CPCE** be earned in order to pass the Counselor Education Department Comprehensive Examination. In the event a student does not satisfy this requirement, he or she will be required to retake the Comprehensive exam the next time the following semester, including re-registering and paying for the exam. If the student does not pass the Comprehensive CPCE exam the second time, the student will be required to sit for a written exam, administered by three CED faculty in the fall and spring semesters only. Written comprehensive examination questions are selected based on the SUBJECT AREAS not passed on the CPCE. Only when a student has successfully completed the CPCE exam or the written exam, if necessary, to the satisfaction of the CED faculty, and all coursework is completed, will a student be issued a degree. Remediation options may be provided to support the student in successful completion of the written exam.

***Reporting of Comprehensive Examination Results*** - Every effort will be made to provide the student with test results in a timely manner. Generally, it takes 3-4 weeks for the examination to be scored and results reported to students. The Counselor Education Department Comprehensive Examination Coordinator will provide students with written notification of their individual comprehensive examination results.

***Failure to Pass the Comprehensive Examination*** - In the event a student does not successfully pass the Counselor Education Department Comprehensive Examination (CPCE, or written exam, if needed), the student may be allowed to complete degree requirements for the Human Services Professional Master's degree or will not be permitted to graduate. Thus, students are encouraged to spend ample time preparing for the examination. Every effort will be made to accommodate students with disabilities.

### **National Counselor Examination (NCE)**

As a CACREP accredited program, the Winona State University Counselor Education Department is proud to be a participant in the National Board of Certified Counselors (NBCC) National Counselor Examination program. Privately administered, the National Counselor Examination (NCE) is offered to Winona State University Counselor Education Department students who are in their final year of study. Thus, students have the advantage of taking the NCE prior to graduation at a reduced testing fee. Qualified students who pass the NCE are eligible for the National Certified Counselor (NCC) credential as well as satisfy a mental health counselor licensure requirement established in many states, including Minnesota (LPC) and Wisconsin.

***NCE Application Materials and Process*** - The NCE is offered by Winona State University twice each year (late October and late April). The examination is scheduled on the Winona campus in the fall and on the Rochester campus in the spring. Exact application deadline and examination dates are established by NBCC office and are strictly adhered to by Winona State University. Students may visit the NBCC web site at: [www.nbcc.org](http://www.nbcc.org) for specific information regarding the NCE. Requests for application packets may be directed to the Winona State University NCE Campus Coordinator, which is the department chair. See Appendix A for the contact information for the current Department Chair.

## CHAPTER 8: GRADUATION

### **Graduation**

As described in the *Academic Information Section* of the *Winona State University Graduate Catalog*, application for graduation (<https://www.winona.edu/counseloreducation/forms.asp>) must be submitted to the Winona State University Office of Graduate Studies (Somsen Hall, Room 114) at least two (2) calendar months prior to graduation. It is the sole responsibility of the student to ensure that all program requirements have been completed and that all In Progress (IP) grades have been removed from their record within ten (10) working days following the end of the semester of graduation. Late completion and submission of requirements will result in postponement of graduation to a later semester. Students completing program degree requirements during summer session may participate in the subsequent December commencement ceremony.

*See Appendix D for the Counselor Education Dept. Program Requirement Checklist.*

*Graduation Celebration, Hooding and Commencement* - Graduating students, their families, and friends are invited to the Counselor Education graduation celebration that is offered immediately before each Winona State University Commencement and Hooding ceremony. This is a time to celebrate all WSU CED students' accomplishments and to acknowledge those people who have supported the student throughout the student's graduate program. We hope you can attend. By the time you graduate, you will have earned it!

### **Pre/Post Graduation Job Search**

Counselor Education Department faculty are at times aware of job opportunities and/or contact people at the local, state, regional, and national level. When faculty receive information about openings, they forward this information on to students preparing to graduate and alumni of the program by way of the CED e-Newsletter page published weekly during the academic year, and the WSU Counselor Education Facebook page (@WSUCounselorEducation). As graduation approaches, faculty works with students in the development of a resume and interview skills. Also, upon request faculty write letters of recommendation.

In addition, students may seek career planning and placement services from the Winona State University Career Services Office. For more information regarding services provided by the Winona State University Career Services Office, visit <http://www.winona.edu/career/>.

## **CHAPTER 9: POLICIES & PROCEDURES**

### **Communication to Students from the CE Department**

Students are **required** to activate their Winona State University email account and to check their email regularly. During the academic year, a **Counselor Education Department e-Newsletter** is distributed at the end of each week. This is the primary form of communication between the department and its students, and students are responsible for knowing the material included in the e-Newsletter. Information in the e-Newsletter includes opportunities for practicum or internship work, job openings, professional training opportunities, departmental announcements, scholarship opportunities, important deadlines, etc. Other department information will be sent to students via this email service on an as-needed basis.

Throughout the year students may access registration information and other current department materials and information from the Counselor Education Department website (<http://www.winona.edu/counseloreducation/>). Students may also contact faculty by office telephone or email as needed.

### **Student Academic Misconduct**

Plagiarism or cheating may result in grade reduction and/or other serious penalties. Examples of plagiarizing and cheating include:

- Presenting someone else's written or spoken words or ideas as your own.
- Using direct quotes with no quotation marks, paraphrasing without crediting the source or in some other way suggesting someone else's work is yours.
- Copying all or part of someone else's examination, homework, etc.
- Knowingly allowing another student to copy your work or to submit your work as his or her own.
- Misrepresenting your contribution in a group project.
- Referring to notes, texts, etc. during a closed book examination.
- Collaborating with others on a take-home examination when directed not to do so.

The WSU Counselor Education department complies with the Winona State University Academic Integrity policy: <http://www.winona.edu/sld/academicintegrity.asp>.

### **Accommodations for Students with Disabilities**

Federal law requires that institutions make reasonable accommodations for students with disabilities. Students with disabilities are encouraged to contact both the Winona State University Access Services (<http://www.winona.edu/accessservices/>), and course faculty about their academic needs, and make recommendations for accommodations. Faculty will provide reasonable accommodations after qualifying paperwork has been presented to Access Services.

Students with disabilities must provide Access Services with professional documentation of their disability or disabilities. Once the student is approved by Access Services for academic

accommodations, the Counselor Education Department faculty will work with the student to provide academic accommodations. Some examples of accommodations include:

- Extended, but not unlimited, time for completion of examinations.
- Examinations written or typed in a quiet, low distraction environment.
- Using alternative methods for students to demonstrate course mastery (e.g., narrative tapes instead of journals).
- Use of assistive technology for dictation, alternative format texts, etc.
- Oral examinations, if eligible.

Information about obtaining support from Access Services is available on this webpage:

<https://www.winona.edu/accessservices/>.

### **Class Attendance**

While the Counselor Education Department does not have a uniform class attendance policy, attendance is an important aspect of professionalism. Attendance and active involvement in all class sessions is a typical expectation. Individual instructors will establish their own attendance expectations and guidelines. Students are responsible for all missed coursework and should contact the instructor to determine how to make up absences.

### **Course Cancellation**

Every effort will be made to avoid cancellation of any scheduled class. However, the department cannot guarantee a course will be offered, as the final decision rests with university administration. To ensure consistency in course offerings for students, the department will take the following steps before a course is cancelled:

1. Explore options to increase enrollments
2. Find alternatives for students
  - a. Other courses so that the student's progress will not be impeded
  - b. Alternative teaching methods
    - i. Supervision by a willing faculty
    - ii. Enrollment by arrangement
3. Advocate for students' needs.

### **Evaluation And Student Input In The Counselor Education Program**

Internal and external program evaluation of the Winona State University Counselor Education Department is an on-going process. Within the program, students have the opportunity to provide informal feedback concerning curriculum, grades, supervision, practicum/internship site assignments, and so forth. In addition, students are asked to provide formal feedback through course evaluations that are completed each academic semester. Currently enrolled students complete an online evaluation, *WSU CED Assessment Day Survey*, annually as part of WSU's Assessment Day in February. The *Follow-up Study of Counselor Education Department Master's Graduates Questionnaire* is completed by the Counselor Education Department every three (3) years. Employers, administrators, and supervisors from schools and agencies in the community are asked to complete the *Employer Survey* every three (3) years.

### **Faculty Office Hours**

Each academic semester, Counselor Education Department faculty will establish and maintain ten (10) regularly scheduled office hours per week for student advising. Students may contact individual faculty or the Counselor Education Department Administrative Assistants (507) 457-5335 (Winona) for individual faculty office hours.

### **Graduate School Academic Policy**

When a Counselor Education Department student's cumulative GPA falls below 3.0, the Department Chair will notify the student that they have been placed on Academic Probation and must schedule an appointment with the Department Chair to develop a Remediation Plan. The student will have one full academic semester following notification of their Academic Probation to meet the requirements of the Remediation Plan. In the event the student does not meet the requirements of the Remediation Plan, they will be suspended from the Counselor Education Department and will no longer be permitted to enroll in classes offered through the Department.

### **Immunization Records**

In accordance with Minnesota Statute 135A.14, all Winona State University students born after 1956 must provide proof of immunization against diphtheria, tetanus, measles, mumps, and rubella in order to remain enrolled. The law requires you to submit your immunization information to the Student Health Service within 45 days of the beginning of the term. For questions regarding this policy, contact the WSU Student Health Service, (507) 457-5160. If a student does not comply with the immunization requirements, they will not be permitted to register for classes. Forms are available at the Student Health Services, or online in the *Winona State University Graduate Catalog*, <http://www.winona.edu/graduatestudy/downloadsStu.html>. For a complete description of the health services provided to Winona State Students visit <http://www.winona.edu/healthservices/>.

### **Inactive Student Status Policy**

Any Counselor Education student who is inactive for two (2) calendar years following completion of their last previous course will be required to petition in writing to the department chair for permission to return to active status as a degree seeking student. The chair will bring the petition to the CE Department for their consideration and approval.

### **In Progress (IP) Grades**

A grade of In Progress (IP) will be permitted by the course instructor for special cases when circumstances prevent the student from completing course requirements by the end of the semester that the course is being offered. Completed coursework must be submitted at least two (2) weeks prior to the end of the semester in which the In Progress is to be removed to allow the course instructor adequate time to assess the materials and remove the In Progress grade from the student's permanent record. So as not to delay graduation, this two (2) week window is particularly important when a student is intending to graduate at the end of the semester. The timely completion of coursework is the responsibility of the student. No reminders will be sent to the student by the Counselor Education Department or the course instructor. All In Progress

student work and IP grades must be removed within one (1) calendar year from the end of the semester in which an In Progress is incurred or the course grade becomes an “F.” **All In Progress grades must be removed from a student’s permanent record before a graduate degree can be awarded.** If the one (1) year deadline is not met and an In Progress becomes an “F” the student will be required to repeat the course. Only in the case of instructor error will a grade be changed retroactively. This option should only be used in extenuating circumstances.

### **Counseling Competencies Scale-Revised: Assessment of Professional Skills, Dispositions & Behavior**

Program students will be assessed periodically throughout the program on their professional skill development, professional dispositions and professional behaviors required of professionals in the counseling field. Students will be required to complete a self-assessment using the Counseling Competencies Scale-Revised at each of these checkpoints: CE 658, CE 615, CE 680 and CE 690. Simultaneously, faculty instructors of those courses will be completing the same **Counseling Competencies Scale-Revised** as a summative evaluation of all students in those courses.

While we expect students to develop and grow throughout the program, it is important that students’ work to achieve or maintain minimum standards of competency at or above the target scores noted in the above table on the Counseling Competencies Scale-Revised.

Faculty will discuss areas of concern with students in CE 658 and CE 615 so that students can improve in areas scoring below a ‘6’ in each competency area (see table below). Students scoring well below target scores in several areas in any course, may receive a grade below a “B” or may be asked to repeat the course.

In CE 680 and CE 690, students scoring below the target scores on the Site Supervisor Evaluation and/or the University Supervisor Evaluation may be required to complete a retention plan.

Failure to complete the retention plan as outlined may lead to a recommendation to receive a Human Services Professional Master’s degree, or could lead to dismissal from the program (see sections on **Student Retention Procedure** and **Student Dismissal** below for specific details).

### **CCS-R Target Scores**

#### **Tevera Requirement**

<b>Counseling Competency Area</b>	<b>Points Possible</b>	<b>Target Score</b>	<b>Course Assessed</b>
<b>Counseling Skills &amp; Therapeutic Conditions</b>	60 points	48 points or better	CE 601, 615, 680, 690
<b>Counseling Dispositions &amp; Behaviors</b>	55 points	44 points or better	CE 680, 690
<b>Total Score</b>	115 points	92 points or better	CE 680, 690

The Winona State University Counselor Education program manages field placements of students and some student assessment processes through Tevera. **All students working towards a Master's degree will be required to purchase Tevera as part of the CE 658: Microskills course.** The one-time cost is currently \$210 and includes lifetime access to your student data. The system will be used in all programs of study to track students' assessments, to connect students with site supervisors for practicum and internship placement, and to log hours in the field to meet program and accreditation requirements. Students will have access to their hours after they graduate to complete licensure applications and may also be used in doctoral programs at other institutions who use the same platform.

### **Purchasing Tevera through your D2L course**

Purchasing your Tevera lifetime subscription will be completed by adhering to the following steps:

1. Once your D2L section of CE 658: Microskills opens, please select the content tab, and click on the Tevera link.
2. You will be prompted to pay for Tevera with credit card. You will not be purchasing a code from the bookstore; you will need to pay with a credit or debit card.
3. Once you pay you will be prompted to create a password and set up your account.
4. Once you have completed your account set up you can continue to log into Tevera through D2L or you can go to their website (<https://winona.tevera.app/#/logon>) to log in.

### **Student Retention Procedure**

The student retention procedures of the CE Department enable the faculty and students to share information about student progress. The Department's student retention policy is intended to create and maintain a vital relationship between teaching faculty and students and promote a program direction that focuses on student professional development across a variety of areas (e.g. academic performance, counseling skill acquisition, ethical behavior, counseling characteristics and dispositions).

The Counselor Education Department (CED) retention evaluation procedures serve two purposes:

- To provide students with information related to their progress to enable them to take advantage of strengths and also eliminate weaknesses.
- To provide the CE faculty with information about the progress of students, to promote discussion and decisions in the best interest of students and the profession they are preparing to enter.

If, in the professional judgment of the CED faculty, a student's behavior, academic performance, counseling skill development, and/or professional disposition and ethical behavior is deemed inappropriate for their level of experience and professionally unbecoming, the following steps are taken:



1. The faculty advisor meets with the student and offers suggestions for possible changes in the student's professional development in the program.
2. If deemed necessary, the faculty advisor writes a letter to the department chair, with a copy to the student, regarding their meeting.
3. If the department chair deems the student's problem to be serious enough in nature, the department faculty will convene to discuss and investigate the situation. The student is informed, in writing, of these proceedings and is interviewed by all or part of the department faculty, as one aspect of the investigation.
4. The department faculty in a closed meeting writes a report, including any decisions or recommendations.
5. The student's faculty advisor and the department chair meet with the student to convey the department's decisions and recommendations. Subsequently, the student's progress in carrying out the department's recommendations is also monitored. Failure to comply with the recommendation may lead to the student being required to withdraw from the program.
6. If the student does not accept the department's decision, the appeals procedures of the Graduate School of Winona State University is available to the student. Please refer to <http://www.winona.edu/gradcatalog/AcademicPolicies.asp>.

As a final condition of the Student Retention Procedure, the Counselor Education Department reserves the right to amend a student's Candidacy Form if the student is not making satisfactory progress toward meeting all degree requirements and departmental expectations for professional development. The Counselor Education Department will do this in consultation with the student and will provide a timely written notice of any required changes.

### **Student Dismissal**

Students can be dismissed from any Counselor Education program for the following issues:

1) failure to meet terms of academic probation, 2) failure to meet terms of an established retention plan, 3) failure to meet practicum or internship requirements (see Practicum/Internship handbook), or 4) other egregious ethical violations.

All determinations for dismissal will be made upon the recommendation of the Counselor Education Department.

### **Student Concerns/Complaints**

The Counselor Education Department and faculty value feedback from students regarding their experience in the program in general and in specific classes. Learning to provide feedback is a critical aspect of being a professional. Students are strongly encouraged to follow appropriate protocol (utilize course evaluations and direct dialogue with faculty) when expressing course and instruction-related concerns. Anonymous complaints or grievances, however, do not allow for concerns to be addressed in a positive manner with both sides being appropriately heard, and will not be addressed by the department. If a student has followed appropriate protocol and believes that his/her concerns have not been satisfactorily addressed, he/she may file a formal grievance. Grievance procedures are outlined below.

## **Academic Grievance Procedure**

A. **Grievance** - A written claim raised by a student, alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a university rule/regulation or a MnSCU board policy or procedure.

B. **Complaint** – An oral claim by a student alleging improper, unfair or arbitrary treatment.

C. **Appeal** – A request for reconsideration of a grievance application of a policy or procedure.

D. **Retaliation** – Retribution of any kind taken against a student for participating in a complaint or grievance.

E. **Student** – An individual student, a group of students, or the student government.

A. **Step I** – When a student has a complaint/grievance, they shall first meet on an informal basis with the faculty, staff member, or university administrator directly involved in the dispute in an attempt to resolve the complaint/grievance.

B. **Step II** – When a student has a complaint/grievance which remains unresolved after consultation with the faculty member, staff member, or university administrator directly involved in the dispute, they shall file a written account of their grievance with the appropriate academic dean in cases where the dispute involves teaching faculty, or the appropriate supervisor in cases where the dispute involves other university employees. This notification shall contain a statement indicating the intention of the party to proceed with the grievance, and the relief requested. The academic dean, appropriate supervisor, or designee, shall respond in writing to the student(s) within fourteen (14) days of receipt of the written, signed notice of grievance.

C. **Step III** - If the grievance is not resolved at the Step II meeting, the student(s) may appeal to the vice president for that area. The vice president shall consider the appeal and make a decision. The VP shall respond in writing to the student within Winona State University fourteen (14) days of receipt of the written, signed notice of appeal. The decision of the vice president is final and binding.

A student has the right to seek a remedy for a dispute or disagreement. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance.

*This WSU Regulation supersedes WSU Regulation 4-2 dated Aug. 18, 1988.*

## **Exceptions To Policies**

All exceptions to policies and procedures must be made by vote of the entire faculty of the Counselor Education Department. Any exception to departmental policy is put to a faculty vote. When a student requests an exception, the request must be in writing. After a vote has been taken, students are notified of the decision by letter, including a copy of the minutes of the meeting. A person may, in addition, be notified verbally by the faculty member presenting the request.

## **CHAPTER 10: FINANCIAL ASSISTANCE**

### **Financial Assistance**

Financial assistance for graduate students enrolled in the Counselor Education Department is available through graduate assistantships, federal and state grants, scholarships, loans, and campus employment. Students may contact the Winona State University Financial Aid Office (<http://www.winona.edu/financialaid/>) for specific financial assistance information.

### **Graduate Assistantships**

Graduate assistantships are awarded to provide graduate students with additional study and experience in their field through interaction with faculty and staff. Graduate assistants may be assigned to instructional, laboratory, research, and/or other professional duties. A graduate assistant works under the direct supervision of a graduate faculty member or full-time professional employee with a Master's degree or equivalent experience and expertise in the area of the assignment. The supervisor is responsible for the academic integrity and quality of the assistant's performance.

Graduate assistantships are available to highly qualified graduate students in several departments. WSU Regulation 3-10 governs the allocation, requirements, responsibilities and hiring procedures for graduate assistants. Graduate assistants receive a stipend and tuition assistance. Applicants should submit applications for assistantships to the appropriate department chairperson. Anyone who has been appointed to a graduate assistantship prior to the first day of classes shall be granted resident tuition status for the period of time of the appointment.

### **CED Professional Identity Development (PID) Grants for Students**

Grant origins: The Counselor Education Department at Winona State University is proud to have received one of three 2011 National Board for Certified Counselors (NBCC) Professional Identity Awards. This national recognition signifies the faculty's excellence in and commitment to promoting counselor professional identity.

Counselor Education (CE) program students who attend or present at local, regional, or national counseling conferences or workshops may apply for a Professional Identity Development (PID) Grant. The PID Grant functions to reimburse students for conference/workshop registration and related expenses. Levels of funding include:

<b>Local/Regional Conferences</b>	<b>National Conferences</b>
\$200 maximum for presenting/attending	\$350 maximum for presenting/attending
\$150 maximum for attending only	\$300 for attending only

Eligibility:

- Deadlines for submitting PID Grant application and all expense related documentation must be met to qualify for reimbursement of expenses (see Application Process)
- PID Grant applicants must be formally admitted to the CE Program and currently enrolled in CE courses on part-time or full-time basis (students enrolled in CE courses with *Graduate Special* status are not eligible)

- Conference or workshop attended must be sponsored by state or national counseling association, and/or be approved by the CE Department (see recommended conferences below)

#### Recommended Conferences Include

- American Counseling Association (ACA) Annual Conference
- American School Counselor Association (ASCA) Annual Conference
- Minnesota Counseling Association (MNCA) Annual Conference
- Minnesota School Counselors Association (MSCA) Annual Conference
- Wisconsin Counseling Association (WCA) Annual Conference
- Wisconsin School Counselors Association (WSCA)
- Other local, regional, and national counseling workshops/conferences approved by CE Department faculty

#### *PID Grant Application Process*

To qualify for the PID Grant, the following steps must be followed within the designated timeframes:

- 1) Students must submit all documentation AT LEAST 10 business days prior to travel and/or conference attendance. *For example, the conference is during October 7 and 8. You are traveling on October 6. You must submit all documentation by September 22.*
  - a. Submission includes:
    - i. Winona State University Counselor Education Professional Identity Development Grant Form. This form is located on the CED Website. Please submit this form to The CED Office Administrative Specialist (OAS). Please direct questions related to this form to your advisor.
    - ii. WSU Travel Request Form. Several original signatures from faculty members in the College of Education are required. Therefore, please submit the paper form (cannot be scanned, copied, or emailed) to The CED Office Administrative Specialist (OAS) in 352 Helble Hall. This form can be found on the WSU Business Office Website ([http://www.winona.edu/businessoffice/Media/WSU\\_TRAVEL\\_REQUEST\\_FORM.pdf](http://www.winona.edu/businessoffice/Media/WSU_TRAVEL_REQUEST_FORM.pdf)). Note: leave Cost Center field blank.
    - iii. W-9 Form is REQUIRED (social security number is required to be included on the form). This form must be submitted directly to the business office. This form allows the Business Office to reimburse you. You MUST complete this form to receive your reimbursement check. No exceptions as per state regulations! Link for W-9 form: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- 2) You will receive written notification of approval (and amount) or denial for the PID Grant Request.
- 3) **Within 5 days** after completion of travel and/or conference attendance, submit the following documents to the WSU Business Office (Somsen Hall 106):
  - i. WSU Student Reimbursement Form and original, itemized receipts: The Student Reimbursement form requires the student's original signature. This form can be found on the WSU Business Office website ([http://www.winona.edu/businessoffice/Media/Student%20Reimbursement%20Form%20\(live\).pdf](http://www.winona.edu/businessoffice/Media/Student%20Reimbursement%20Form%20(live).pdf)). Submit completed form (cannot be scanned,

copied, or emailed) with an original signature and original receipts to the CED Office Administrative Specialist (OAS) in 352 Helble Hall. Receipts include (but may not be limited to):

- Conference registration payment ORIGINAL receipt(s)
  - Food and lodging ORIGINAL and ITEMIZED receipt(s) (no exceptions!)
  - Transportation/airfare receipt(s) (note: if using Uber, business card of driver must also be submitted)
- ii. Professional Identity Grant Reflection Paper: describe the following: professional goals met by attending activity, description of conference or workshop, benefits of attending, and plans for future activities. Please submit the following to the CED Office Administrative Specialist (OAS) in 352 Helble Hall via email or in-person.

Reimbursement Guidelines (from WSU Business Office Website)

Note: This is only a guide and some policies differ from faculty travel. Please refer to website for specific details: <http://www.winona.edu/businessoffice/travel.asp>

*Meals* - Students are reimbursed for the actual cost of a meal not to exceed the maximum established in the applicable collective bargaining agreement or compensation plan ([Bargaining Agreement/Compensation Plan](#)).

Eligible meal reimbursement:

- Breakfast - in travel status overnight or when the trip begins before 6:00am (not to exceed \$9)
- Lunch - in travel status and more than 35 miles from workstation through the normal lunch period (not to exceed \$11)
- Dinner - in travel status overnight or when the trip ends after 7pm (not to exceed \$16)

*Mileage* - Students are reimbursed for actual miles driven at the rates specified by the applicable collective bargaining agreement, compensation plan, or state statute. There are several rates used when reimbursing mileage for travel. The IRS sets a standard mileage rate and updates it periodically.

- Mileage will be reimbursed for the shortest direct route from your home “work” location to your destination or your “residence”, whichever is shorter.
- Requested but no State Vehicle was available – check current rate on the WSU Business Office website
- Choose to drive your own vehicle – check current rate on the WSU Business Office website
- Long distance driving reimbursement is limited to the lowest round trip airfare. Contact the Business Office for more details.

*Lodging* - Lodging facilities MUST be licensed. For one example, the use of airB&B, vrbo, and similar properties, are not reimbursable, as the license status is unable to be determined.

- Your name must be on the original receipt for lodging. If splitting the room rate, please make sure you have a receipt with your name on the split lodging cost.
- Students must submit the itemized receipts for lodging showing the details and dates of charges.

- Students must NOT accept any lodging benefits/rewards for their lodging. If rewards are connected or used for the lodging, WSU will not reimburse you. Review your receipt carefully to ensure no rewards are connected to the lodging receipt.

*Other Expenses* - Itemized receipts are required for all expenses. For example, parking, taxi, baggage, etc.

Expenses that do not qualify for reimbursement include:

- Alcoholic beverages
- Annual fees and interest for personal credit cards
- Late payment fees or interest on state-issued corporate credit cards
- Expenses of traveling companions or family members
- Expenses related to vacation or personal days while traveling
- Loss or theft of personal cash or property
- Entertainment or amusement costs, movies, optional travel or baggage insurance, parking or traffic tickets, commuting mileage or costs, health/fitness club fees, towing/repairs of personal vehicles
- Incomplete or incorrect reimbursement form

### **Additional Scholarship Resources**

Annual scholarships for students pursuing graduate degrees in Counselor Education are typically offered by the Winona State Counselor Education Department

(<http://www.winona.edu/counseloreducation/studentresources.asp>), the Wisconsin School Counselor Association (<http://www.wscaweb.org/>), the Minnesota School Counselor Association ([http://www.mnschoolcounselors.org/Awards/2016/MSCA\\_Potential\\_School\\_Counselors\\_Scholarship\\_Application.pdf](http://www.mnschoolcounselors.org/Awards/2016/MSCA_Potential_School_Counselors_Scholarship_Application.pdf)), and Minnesota Women in Psychology (<http://mnwomeninpsychology.org>).

The WSU Counselor Education scholarship application will be posted to the e-newsletter each spring semester for scholarships distributed the following academic year. Newly admitted students are welcome to apply.

Students are encouraged to check the Internet for additional scholarship and grant resources as well consult your advisor for additional suggestions.

### **Student Food Pantry**

Food insecurity can lead to lower grades and poor physical and mental health. There are support services available on campus in and the Winona community for any student who needs help.

For questions, please contact the Warrior Cupboard at [warriorcupboard@winona.edu](mailto:warriorcupboard@winona.edu) or visit the university webpage <https://www.winona.edu/wellness/warrior-cupboard.asp>

## **CHAPTER 11: MISCELLANEOUS INFORMATION**

### **Chi Sigma Iota**

Chi Sigma Iota is the international honor society for counseling students, professional counselors, and counselor educators established at Ohio University in 1985. Its 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. Internationally, there are currently 286 chapters, and over 90,000 initiated members since 1985. For more information on the national organization visit <http://www.csi-net.org/>.

The Winona State University Chapter, Rho Sigma Upsilon, was re-established in 2002 and we currently have over 80 members. Students who have 12 graduate credits with an overall GPA of 3.5 are eligible for membership. Dues are \$40.00 nationally and \$5.00 locally. Monies raised assist CSI students in traveling to conferences. Students who attend conferences throughout the year share information and resources at our annual summer induction meeting. For application information, contact Dr. Mary Fawcett ([mfawcett@winona.edu](mailto:mfawcett@winona.edu)).

### **Desire2learn (D2L) On-Line Access for Registered Course Information**

Winona State University utilizes an electronic classroom tool, currently Desire2Learn (D2L) Brightspace (<https://winona.learn.minnstate.edu/>). Each enrolled student is given access to appropriate course documents through D2L. To access D2L from the Winona State University Home page, click on the tab for current students. Located on the left is a list with D2L at the top. Click on D2L. A new page will open and the student will be asked to log in. Login information is the student's current Winona State University STAR ID and password. For support in using D2L, go to the Tech Support webpage (<https://www.winona.edu/technology/tech-support.asp>).

### **Library Resources**

All students at WSU are issued a photo ID card that is used as their library card and general identification card on campus. The WSU library barcode located on the back of the ID card allows students to access the library research databases and online resources via the internet. Only registered students will be issued a card. Students are required to notify the library if their ID card is lost or stolen, or they may be liable for books checked out under their card. Questions concerning ID cards can be directed to: Technical Support Center: Somsen 207, Phone: 507-457-5240, email: [mediaprojects@winona.edu](mailto:mediaprojects@winona.edu).

Two libraries serve faculty and students in the Counselor Education Department. The Krueger Library is located on the Winona Campus. Access to the Winona State University Krueger Library is available online <http://www.winona.edu/library/>. The Goddard Library & Technical Center is located in the University Center Rochester (<http://www.roch.edu/>), and can be accessed online at <http://www.roch.edu/library>. Students accessing the "Library" on the Winona State University-Rochester (<http://www.winona.edu/rochester>) are given the option for both Krueger Library and Goddard Library. Both Libraries are part of the MnPALS Consortium, which provides information services and resources to the Minnesota State Colleges and University system and other library systems in the state of Minnesota (<http://www.mnpals.org>).



### **Publication Manual of the American Psychological Association**

All scholarly papers prepared for submission in classes offered by the Counselor Education Department require that students follow writing and referencing guidelines presented in the current edition of the *Publication Manual of the American Psychological Association*. Students are required to purchase the most recent edition of the *Publication Manual of the American Psychological Association* prior to enrollment in CE 601 – Foundations of Counseling. Answers to common questions and an abbreviated reference guide to APA formatting can be found at APA Style: <https://apastyle.apa.org/>

### **Personal Counseling for Students**

The Counselor Education Department faculty believes that student participation as a client in individual counseling can be both a personal and professional growth experience. Counseling services are available through the Winona State University Counseling Center or through individuals and/or organizations providing confidential counseling services in the Winona, Lacrosse, and Rochester areas.

**NOTE:** Personal counseling with a qualified professional counselor may at times be required by department faculty before a student may continue their program of study. Commencement of counseling or recommendations for additional counseling may be a stipulation or condition for final admission to the Counselor Education Department. If department faculty believe (at any time during a student's program of study) that significant life issues are impeding a student's progress, the student may be required to seek professional counseling services from a qualified professional counselor outside of the Counselor Education Department. Continuation in the Counselor Education Department may be contingent on a student's satisfactory resolution of personal life issues.

### **Grad Prep Night**

Grad Prep Night is an event sponsored by the CED Chi Sigma Iota chapter to help current students prepare for graduation. It is offered in February of each year and includes the following content by practicing professionals in the school counseling and clinical mental health counseling fields: (a) applying for jobs, (b) the licensure process, (c) professional development opportunities, (d) counselor environment and culture issues and (e) challenges and rewards of the counseling profession.

### **Student Reorientation**

Reorientation is an event planned by CED faculty to provide current students in their second semester for significant events during their program of study. It's offered in the spring term of each year, all first-year cohort students for all programs are invited. The content presented includes: (a) setting up practicum/internship placements, (b) applying for graduation, and (c) obtaining licensure, (d) Capstone and (e) comprehensive exam procedure.



## **APPENDIX A**

### **Winona State University Counselor Education Department General Contact Information**

## WINONA STATE UNIVERSITY DIRECTORY

### **Counselor Education Department General Information:**

Counselor Education Department – Winona Campus  
 Winona State University  
 319 Helble Hall, 108 E. Sanborn St. Winona, MN 55987  
 Telephone Numbers: (507) 457-5335 or (800) 242-8978 ext. 5335  
 FAX Number: (507) 457-5882

Counselor Education Department – Rochester Campus  
 Winona State University-Downtown (Riverside Bldg.)  
 400 S. Broadway, Suite 300., Rochester, MN 55904  
 Telephone Numbers: (507) 535-2555

### **Counselor Education Department Faculty and Staff:**

Dawnette Cigrand, Ph.D. .... Professor and Chair  
 350 Helble Hall, Winona  
 (507) 457-5336  
 email: [dcigrand@winona.edu](mailto:dcigrand@winona.edu)

Anquinetta V. Calhoun, Ph.D. .... Assistant Professor  
 349 Helble Hall, Winona  
 (507) 457-5838  
 email: [anquinetta.calhoun@winona.edu](mailto:anquinetta.calhoun@winona.edu)

Karen Cathey, Ph.D. .... Assistant Professor  
 354 Helble Hall, Winona  
 (507)457-  
 Email: [karen.cathey-austin@winona.edu](mailto:karen.cathey-austin@winona.edu)

Mary Fawcett, Ph.D. .... Professor  
 351 Helble Hall, Winona  
 (507) 457 –5338  
 email: [mfawcett@winona.edu](mailto:mfawcett@winona.edu)

Rieko Miyakuni, Ed.D .... Assistant Professor  
 348 Helble Hall, Winona  
 (507) 457-5352  
 email: [rieko.miyakuni@winona.edu](mailto:rieko.miyakuni@winona.edu)

Mitchell Moore, Ph.D .... Assistant Professor  
 Suite 300, 400 S. Broadway, Rochester  
 (507) 535-2551  
 email: [mmoore@winona.edu](mailto:mmoore@winona.edu)

### **Counselor Education Department Administrative Support Staff:**

Casey Pronschinske ..... Office Administrative Staff (OAS)  
 352 Helble Hall, Winona  
 (507) 507-457-5335  
 e-mail: [casey.pronchinske@winona.edu](mailto:casey.pronchinske@winona.edu)

### **Counselor Education Department Web Pages:**

CE Home Page ..... <http://www.winona.edu/counseloreducation/>  
 CE Graduate Catalog .... <http://www.winona.edu/gradcatalog/CounselorEducation.asp>  
*Note: Use the pull down menu in the upper right corner to choose the Graduate Catalog.*

### **General Winona State University Numbers:**

Bookstore (Winona or online) .....507-457-5319  
 Financial Aid .....507-457-5090  
 Library (Winona) .....507-457-5140  
 Office of Graduate Studies (Winona) .....507-457-5038  
 Registrar (Winona) .....507-457-5030  
 Registration Information (Rochester) .....507-285-7100

### **Professional Organizations:**

American Counseling Association (ACA) ..... (800) 347-6647 / [www.counseling.org](http://www.counseling.org)  
 American School Counseling Association (ASCA) .. (800) 306-4722 / [www.schoolcounselor.org](http://www.schoolcounselor.org)  
 Minnesota Counseling Association (MCA) ..... <http://www.mncounseling.org/>  
 Minnesota School Counseling Association (MSCA)..... <http://www.mnschoolcounselors.org>  
 Wisconsin Counseling Association (WCA) ..... 608.356.3217 / <http://www.wicounseling.org/>  
 Wisconsin School Counseling Association (WSCA) .. 262.884.9107 / <http://www.wscaweb.com/>

# Appendix B

## CED Program

### Scheduling Options



# CED Course Schedules

for Fall 2023 - Summer 2024

Revised 10/31/2022

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#### **Key:**

**White** = Face to Face = meets weekly in class

**Purple** = Hybrid = meets on a variable face to face and online schedule  
(typically every other week)

**Grey** = Online = meets synchronously

## 2-Year Completion CMHC Cohort Schedule

Counselor Education

YEAR - TERM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Year 1 - Fall	601	658	640	
Year 1 - Spring	615	660	534 or 633	650
Year 1 - Summer ^		620 or 625*	611 or 622	
Year 2 - Fall	680	620 or 625*	534 or 633	651
Year 2 - Spring	621	652	690	653
Year 2 - Summer		690	611 or 622	

## 3-Year Completion CMHC Cohort Schedule

Counselor Education

YEAR - TERM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Year 1 - Fall	601	658	640	
Year 1 - Spring	615	660		650
Year 2 - Fall		620 or 625*	534 or 633	651
Year 2 - Spring	621*	652	534 or 633	
Year 3 - Fall ^	680	620 or 625*	611	
Year 3 - Spring	653	690 (3 or 6 SH)	622	

# 4-Year Completion CMHC Non-Cohort Schedule

Counselor Education

YEAR - TERM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Year 1 - Fall	601	658		
Year 1 - Spring	615	660	534 or 633	
Year 2 - Fall		620 or 625	640	
Year 2 - Spring			622*	650
Year 3 - Fall		620 or 625	534 or 633	651
Year 3 - Spring	621*	652		
Year 4 - Fall	680		611	
Year 4 - Spring	653	690 (3 or 6 SH)		

# CMHC Cohort Schedule

## Additional Notes

### Counselor Education

	TWO YEAR	THREE YEAR SUMMER OPTIONS	FOUR YEAR SUMMER OPTIONS
<b>Even Years</b>	*620 Required *622 Required *690 Required	*620 *622 *690	*620 *622 *690
<b>Odd Years</b>	*611 Required *625 Required *690 Required	*611 *625 *690	*611 *625 *690
<b>Other</b>	#Add 616 Spring Year 1 <u>Comps</u> - Fall Year 2 <u>Capstone</u> - Fall or Spring Year 2	#Add 616 Spring Year 1 <u>Comps</u> - Fall Year 3 <u>Capstone</u> - Fall or Spring Year 3	#Add 616 Spring Year 1 <u>Comps</u> - Fall Year 4 <u>Capstone</u> - Fall or Spring Year 4
<b>Electives</b> Only in 3 or 4 year options	<b>Addictions Courses:</b> 550, 555, 560, 565, 590; <b>Child/Adolescent focus:</b> 626 - College and Career Applications, 630 - Counseling Children and Adolescents, 646 - Intro to Play Therapy, 647 - Advanced Play Therapy, 648 - Special Topics in Play Therapy		



## 2-Year Completion CSCH Cohort Schedule

### Counselor Education

YEAR - TERM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Year 1 - Fall	601	658	534 or 633	635
Year 1 - Spring	615	660	534 or 633	645
Year 1 - Summer	630	620 or 625*	622 or 611	
Year 2 - Fall	680	620 or 625*		#651 or SPED 500
Year 2 - Spring	621*	690	646	626
Year 2 - Summer		620 or 625*	622 or 611	



# 3-Year Completion CSCH Cohort Schedule

## Counselor Education

YEAR - TERM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Year 1 - Fall	601	658	534 or 633	
Year 1 - Spring	615	660	534 or 633	
Year 2 - Fall		620 or 625*	611*	635
Year 2 - Spring			646	645
Year 3 - Fall	680	620 or 625*		#651 or SPED 500
Year 3 - Spring		690	622*	626

# 4-Year Completion CSCH Non-Cohort Schedule

## Counselor Education

YEAR - TERM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Year 1 - Fall	601	658		
Year 1 - Spring	615	660	534 or 633	
Year 2 - Fall			611*	635
Year 2 - Spring			622	645
Year 3 - Fall		620 or 625*	534 or 633	
Year 3 - Spring	621*		534 or 633	626
Year 4 - Fall	680	620 or 625*		#651 or SPED 500
Year 4 - Spring		690	646	

# CSCH Cohort Schedule

## Additional Notes

### Counselor Education

	TWO YEAR	THREE YEAR SUMMER OPTIONS	FOUR YEAR SUMMER OPTIONS
<b>Even Years</b>	*620 Required *622 Required *630 Required	*620 *622 *630	*620 *622 *630
<b>Odd Years</b>	*611 Required *625 Required *630 Required	*611 *621 *625 *630	*611 *621 *625 *630
<b>Other</b>	#Add 616 Spring Year 1 <u>Comps</u> - Fall Year 2 <u>Capstone</u> - Fall or Spring Year 2	#Add 616 Spring Year 1 <u>Comps</u> - Fall Year 3 <u>Capstone</u> - Fall or Spring Year 3	#Add 616 Spring Year 1 <u>Comps</u> - Fall Year 3 or 4 <u>Capstone</u> - Fall or Spring Year 3 or 4
<b>Electives</b> Only in 3 or 4 year options	<b>Addictions Courses:</b> 550, 555, 560, 565, 590; <b>Play Therapy Courses:</b> 647 - Advanced Play Therapy, 648 - Special Topics in Play Therapy		

# 2-Year Completion HSPM Cohort Schedule

Counselor Education

YEAR - TERM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Year 1 - Fall	601	658	611*	
Year 1 - Spring	615		534 or 633	
Year 2 - Fall ^	621 or 625^		534 or 633	
Year 2 - Spring **				

# HSPM Cohort Schedule

## Additional Notes

### Counselor Education

	FALL	SPRING	SUMMER
<b>Addictions</b>	<b>CE 534, CE 550, CE 590, CE 633</b>	<b>CE 534, CE 560, CE 633</b>	<b>CE 555, CE 565, CE 590</b>
<b>Leadership</b>	<b>LDRS 612, LDRS 614, LDRS 615, LDRS 618</b>	<b>LDRS 612, LDRS 614, LDRS 615, LDRS 618</b>	
<b>MECP</b>	<b>MECP 600, MECP 630</b>	<b>MECP 610</b>	<b>MECP 620</b>
<b>Professional by Design</b>	<b>Contact your advisor for course suggestions</b>	<b>Contact your advisor for course suggestions</b>	<b>Contact your advisor for course suggestions</b>
<b>Comps Requirements</b>	This evaluation can be <u>one</u> of the following, and must be approved by the CED. CE 695 - <b>Capstone Project</b> , CE 699 - <b>Master's Thesis</b> , MECP 630 - <b>Professional Presentation of Research</b> , or <b>CPCE</b> - Successful completion (score of 65 in 6 of the 8 core areas)		

### ACCP ACADEMIC SCHEDULE\*

COURSE	FALL	SPRING	SUMMER
<b>CE 550:</b> AC – Intro to the Field (3 SH)	<b>X</b>		
<b>CE 633:</b> Ethical Practice and Social Change (3 SH)	<b>X</b>	<b>X</b>	
<b>CE 555:</b> AC – Psychopharmacology (2 SH)			<b>X</b>
<b>CE 565:</b> AC – Theory and Practice (4 SH)			<b>X</b>
<b>CE 560:</b> AC – Diagnosis & Treatment Planning (3 SH)		<b>X</b>	
<b>CE 534:</b> Multiculturalism and Diversity (3 SH)	<b>X</b>	<b>X</b>	
<b>CE 590:</b> AC – Internship (3 SH/880 hrs.)	<b>X</b>		<b>X</b>

# **APPENDIX C**

## **Counselor Education Program Graduation Checklist**

### COUNSELOR EDUCATION DEPARTMENT PROGRAM CHECKLIST

Once a student has been admitted to the Counselor Education Department there are a number of important requirements that must be met prior to graduation. Please use the space provided below as a checklist for Counselor Education Department and Winona State University Office of Graduate Studies requirements that have been met.

- \_\_\_\_\_ 1. ***Graduation Planner*** has been completed and is on file in the Office of Graduate Studies (***The EPP*** is completed with the faculty advisor upon admission to the program).
- \_\_\_\_\_ 2. Transfer credit has been approved and has been recorded on the student's ***Graduation Planner***.
- \_\_\_\_\_ 3. An official transcript of approved transfer credit is on file in the Office of Graduate Studies.
- \_\_\_\_\_ 4. Professional liability insurance has been purchased and verification of coverage is on file in the student's practicum/internship folder (must be on file prior to enrollment in CE 680 – Counseling Practicum).
- \_\_\_\_\_ 5. All **practicum (100 clock hours)** requirements have been met and required paperwork has been submitted to the course instructor.
- \_\_\_\_\_ 6. Intent to take the ***Comprehensive Examination*** has been filed with the Office of Graduate Studies (must be filed by mid-term of the semester before the ***Comprehensive Examination*** is taken).
- \_\_\_\_\_ 7. The ***Comprehensive Examination*** has been passed and results are on file in the Office of Graduate Studies.
- \_\_\_\_\_ 8. All In Progress (IP) coursework has been removed from the student's permanent record (must be removed no later than ten (10) working days following the end of the semester of graduation).
- \_\_\_\_\_ 9. Any changes in the student's program of study have been reviewed, approved, and are recorded in their ***Graduation Planner***.
- \_\_\_\_\_ 10. Student has informed administrative assistant in Winona of intent to enroll in Capstone. Student has provided area of interest, contact information, and location preference.
- \_\_\_\_\_ 11. All ***Capstone Writing Project (Capstone or Thesis)*** requirements have been successfully completed (results must be on file in the Office of Graduate Studies).
- \_\_\_\_\_ 12. All **internship (600 clock hours)** requirements have been met and required paperwork has been submitted to the course instructor.
- \_\_\_\_\_ 13. All degree requirements as defined on the student's ***Application for Admission to Candidacy Form*** have been met.
- \_\_\_\_\_ 13. The student has maintained a GPA of 3.0 or better throughout their graduate program.
- \_\_\_\_\_ 14. An ***Application for Graduation*** has been completed and is on file in the Office of Graduate Studies (must be on file at least two (2) calendar months prior to graduation).
- \_\_\_\_\_ 15. The Office of Graduate Studies has been notified of the student's intent to attend Commencement



**APPENDIX D**

**A Quick Course in Time Management**

**and**

**The Ten Most Common “Bad Habits”  
of Ineffective Time Management**

**A QUICK COURSE IN TIME MANAGEMENT**

- ✓ Always work with a “TO DO” list.
- ✓ Assign and work according to PRIORITIES.
- ✓ PLAN EVERY DAY - Before you get into action.
- ✓ DELEGATE – Whenever possible.
- ✓ Try to work out “THE BLOCKS”.
- ✓ Avoid or CONTROL INTERRUPTIONS.
- ✓ Lean to say “NO” (I can’t).
- ✓ Manage to get a “QUIET TIME” EVERY DAY.
- ✓ Keep (and save) your DAILY RECORDS (Plans, to-do lists, etc.).
- ✓ DIVIDE “BIG” TASKS – Accomplish small segments.
- ✓ Become aware of and FIGHT PERFECTIONISM.
- ✓ Always look for the “EASY WAY”.
- ✓ ASK FOR HELP.
- ✓ Increase TIME AWARENESS.
  - A. Time increment thinking.
  - B. Your time horizon.
  - C. “Backward thinking” then/now.
- ✓ AVOID CLUTTER.
- ✓ Set up REMINDER SYSTEMS.
- ✓ Have a PAPERWORK SYSTEM.
- ✓ For PROCRASTINATION:
  - A. “Charting”.
  - B. Don’t wait for “right mood” or “inspiration”.
  - C. Set up self-imposed deadlines.
  - D. Look for hidden “fear of failure”.
- ✓ Write down fleeting ideas on 3” x 5” cards or journal.
- ✓ Have a personal goals plan.

## THE TEN MOST COMMON “BAD HABITS” OF INEFFECTIVE TIME MANAGEMENT

- 1) Working without a daily plan.
- 2) Working on low priority items while high priority items are deferred.
- 3) Trying to do “EVERYTHING”.  
(Non-delegation – aversion to asking for help).
- 4) Unconsciously trying to do everything equally well.  
No discrimination (PERFECTIONISM).
- 5) Not distinguishing between URGENT and IMPORTANT.
- 6) Interruptions – (Failing to Control).
  - A. Telephone interruptions.
  - B. Drop-in visitors.
  - C. Self-originated.
- 7) Doing work more appropriate for a worker of a lesser grade.
- 8) Great difficulty in or fear of, saying “NO”.
- 9) Personal inefficiency:
  - A. Habits
  - B. Not using “tools”
  - C. Not thinking ahead.
- 10) Working without a long-range plan.

## **APPENDIX E**

# **STUDENT ACKNOWLEDGEMENT OF RECEIPT OF WSU CED DEPARTMENT HANDBOOK**

CED DEPARTMENT HANDBOOK  
STUDENT ACKNOWLEDGEMENT OF RECEIPT

I \_\_\_\_\_ acknowledge the ***Counselor Education Department (CED)***  
(Student Name)  
***Program Handbook*** contains important information about the CED, and I understand that I should read and follow the guidelines and policies contained therein.

Furthermore, I accept the terms of the *Handbook*. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. All such revisions will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I further agree that if I remain with the CED following any modifications to the *Handbook*, I thereby accept and agree to such changes.

I have received a copy of the ***CED Program Handbook*** on the date listed below. I understand that I am expected to read the entire *Handbook*. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the CED representative listed below on the date specified. I understand that this form will be retained in my student file.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name – Printed

\_\_\_\_\_  
CED Representative

\_\_\_\_\_  
Date

CED DEPARTMENT HANDBOOK  
STUDENT ACKNOWLEDGEMENT OF RECEIPT

I \_\_\_\_\_ acknowledge the ***Counselor Education Department (CED)***  
(Student Name)  
***Program Handbook*** contains important information about the CED, and I understand that I should read and follow the guidelines and policies contained therein.

Furthermore, I accept the terms of the *Handbook*. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. All such revisions will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I further agree that if I remain with the CED following any modifications to the *Handbook*, I thereby accept and agree to such changes.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name – Printed

\_\_\_\_\_  
CED Representative

\_\_\_\_\_  
Date