

KEAN UNIVERSITY



Nathan Weiss Graduate College

**COUNSELOR EDUCATION
DEPARTMENT**

Student Handbook
**Master of Arts in
Counseling**

Revised September 1, 2021

Table of Contents

<i>A MESSAGE FOR TO NEW STUDENTS</i>	5
<i>COUNSELOR EDUCATION DEPARTMENT OVERVIEW</i>	6
Vision.....	6
Mission.....	6
Goal.....	6
Objectives	Error! Bookmark not defined.
Department Description	8
Diversity Policy	11
Endorsement Policy	14
<i>GENERAL INFORMATION</i>	16
Financial Aid.....	16
Electronic Communication	16
Matriculation and Registration	17
Group Advisement.....	18
Individual Advisement.....	18
Student Retention Procedures	18
Systemic Assessment of Students in Counselor Education	21
Criminal Background Disclosure.....	19
Practicum and Internships.....	23
Counselor Education Grading Policy	27
Grade Grievances.....	29
Cheating Policy	30
University Academic Dismissal Policy	30
University Non-academic Dismissal Policy	30
University Reinstatement After Academic Dismissal or Discontinuation Policy	30
National, State and University Affiliations.....	31
<i>DEGREE OPTIONS</i>	33
School Counseling Option	33
Clinical Mental Health Counseling Option	35
Drug/Alcohol Counseling Option	36
College Counseling & Student Services.....	33
<i>NON-DEGREE OPTIONS</i>	38
Director of School Counseling	38
Substance Awareness Coordinator	39
Post-Master's Counselor Licensure (LPC) OPTION	41

Counselor Education Department *Student Handbook*

<i>APPENDICES</i>	42
APPENDIX A:Petition And Application Requirements At A Glance	43
APPENDIX B:Clinical Mental Health Guidesheet	44
APPENDIX C: School Counseling Guidesheet.....	45
APPENDIX D:Pre-Requisite & Co-Requisite Courses.....	46
APPENDIX E: Direct Client Contact.....	50

A MESSAGE FOR TO NEW STUDENTS

from
KEAN UNIVERSITY
COUNSELOR EDUCATION DEPARTMENT
FACULTY AND GRADUATES

Congratulations on choosing Kean University for your Graduate Studies, and welcome to the Kean Counselor Education Department family! At the heart of our success is a group of dedicated students and faculty who are richly diverse and genuinely interested in your success.

The Counselor Education Department Student Handbook is designed to help you plan your academic program and give you important information regarding program requirements, procedures, and expectations. No manual can be totally comprehensive; you will have many questions as you proceed through your chosen program. Take the time to get to know the faculty and rely on them for advisement, and plan to participate in Counselor Education activities such as Chi Sigma Iota Honor Society (CSI), Kean Counseling Alumni Unite (KCAU), and Special Events. You will find that you have much in common with your classmates, and will form bonds that last a lifetime.

We look forward to getting to know you---and you getting to know us!

COUNSELOR EDUCATION DEPARTMENT OVERVIEW

Nathan Weiss Graduate College
Department of Counselor Education

Vision

The Counselor Education Department (CED) envisions a Counseling program that maintains its CACREP accreditation in order to train highly qualified graduates specializing in School and Clinical Mental Health Counseling. CED will expand its resources to create cutting edge programs that prepare graduates to address ever-changing societal needs and contribute to the counseling profession as practitioners, scientists, and counselor-educators.

Mission

The mission of the Counselor Education Department (CED) is to provide students with a broad-based graduate education in counseling, and who are sensitive to cultural, gender and sexual orientation differences, and fosters a commitment to lifelong self-exploration and professional development. CED provides full and part-time students from the Northeast region and the New York/New Jersey metropolitan area affordable graduate level CACREP accredited programs in a variety of Master's and post-graduate areas. In keeping with the University's mission, CED is sensitive to the needs of first-generation students and those from underserved minority groups.

Goal

The goal of the CED Program is to provide graduate counseling training using the CACREP Professional Counseling Competencies (i.e., common core, supervised experiences and specialized studies).

Student Learning Outcomes

Upon graduation from the Counselor Education Department students will be able to:

PROGRAMMATIC

- A. Explain the philosophy, role, current trends and evidence based/best practices of the counseling profession;
- B. Explain the nature and needs of individuals across the lifespan;
- C. Describe the impact of sociological, economic and multicultural factors on counseling;
- D. Apply individual and group counseling theories to facilitate individual, group and career counseling
- E. Apply lifestyle and career development theories and career assessment tools;
- F. Conduct, interpret and utilize professional research and existing data;
- G. Administer appraisal and assessment instruments in counseling;
- H. Apply professional, legal and ethical standards in counseling;
- I. Practice social justice advocacy for clients;
- J. Collaborate with key constituents in their particular settings; and;

Counselor Education Department *Student Handbook*

- K. Identify his/her own limitations, seek supervision and participate in professional development.

SCHOOL COUNSELING

- A. Practice advocacy for appropriate role and functions of the school counselor
- B. Differentiates the developmental needs of elementary, middle, high school and special education students
- C. Develop, implement, and assess a comprehensive school counseling program that addresses prevention and remediation

CLINICAL MENTAL HEALTH COUNSELING

- A. Diagnose, develop a treatment plan, and understand the range of mental health service delivery options;
- B. Apply prevention, education and advocacy to promote optimal human functioning, wellness, and mental health; and
- C. Diagnose clients with co-occurring disorders, consider appropriate counseling strategies, and how co-occurring disorders impact treatment in a continuum of care.

COLLEGE COUNSELING AND STUDENT SERVICES

- A. Describe the history and development of college counseling and student affairs; roles, professional organizations, preparation standards, and credentials; collaboration with other institutional units CACREP 5. E. 1. a, c; E. 2. b, c, o; E. 3. a, e
- B. Develop and evaluate comprehensive policies, procedures, programming, and student resources including ethical and legal practice (CACREP 5. E. 2. a, h, l, m, n)
- C. Apply research and evidence-based practices for violence and addiction prevention model and the treatment of mental health, and behavioral issues (CACREP 5. E. 1. a; E. 2. a, d, e, f, g, j, n, p; E. 3. d)
- D. Describe current cultural, political, and ecological trends in higher education settings and barriers to learning including organization culture and the influence of learning styles and other factors related to unique needs of diverse individuals in higher education environments (CACREP 5. E. 2. g, i, m)
- E. Utilize leadership, counseling, advocacy, and developmental theories, models, and strategies to assist and advocate for students in higher education settings with personal, social, academic, career, and identity development (CACREP 5. E. 2.n; 3. b)

ALCOHOL AND DRUG COUNSELING

- A. Apply alcohol and drug abuse counseling theories in counseling individuals and

Counselor Education Department *Student Handbook*

- families with alcohol and/or drug abuse problems (K, S, D)
- B. Understand basic concepts of pharmacology and its relationship to dependency and addiction, and its use in client education (K, S)
 - C. Demonstrate understanding of disease concept/etiology of addiction and the potential for substance use disorders to mimic, impact and coexist with other medical and psychological disorders (CMHC A.6; C.4; K.3) (K)
 - D. Demonstrate knowledge and application of the tasks of alcohol and drug abuse assessment (including danger to self or others), the assessment of co-occurring mental disorders, and assessment of stage of change and recovery to determine treatment (CMHC G.4, H.3, H.4) (K, S, D)
 - E. Identify the ethical considerations involved in alcohol and drug abuse counseling (K, S)
 - F. Knows the principles, models, and documentation formats of biopsychosocial case conceptualization and treatment planning (CMHC C.7)
 - G. Recognizes the importance of social networks, family, and community systems in the treatment of mental and emotional disorders. (CMHC C.8)
 - H. Demonstrates appropriate use of culturally responsive counseling modalities and appropriate counseling strategies for initiating, maintaining, and terminating counseling for clients with addiction or co-occurring disorders (CMHC D.5, D.8)

Department Description

The Kean University Counselor Education Department (CED) offers five Master's degree options of which two are accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). CED programs are designed to train professional counselors who are competent in a variety of settings including elementary and secondary schools, colleges, agencies, community settings, and alcohol/drug counseling or rehabilitation programs. CED provides training in theory, skills development and practical application through (a) course work; (b) supervised practice; (c) internships; and (d) research and evaluation.

The FIVE specialized Master's degree options in Counseling currently offered are:

- School Counseling* (NJ Department of Education Certification as a School Counselor Pre-K-12)
- School Counseling* with LPC Qualification (NJ Department of Education Certification and NJ Licensed Associate Counselor eligibility with 60 credits)
- Clinical Mental Health Counseling* (NJ Licensed Associate Counselor eligibility with 60 credits)
- College Counseling and Student Services**
- Alcohol/Drug Abuse Counseling (NJ Licensed Clinical Alcohol and Drug Counselor eligibility)

Counselor Education Department *Student Handbook*

*CACREP accredited

**Applying for CACREP accreditation in 2021

CED also offers the following certification and endorsement options:

- Post-master's Director of School Counseling (NJ Certification Endorsement)
- Student Assistance Coordinator (NJ SAC Certification Endorsement)
- Post-masters Licensed Professional Counseling (LPC courses for NJ Licensed Associate Counselor eligibility with 60 credits)

****Applicants for post-MA programs who did not graduate with a MA in counseling from Kean are encouraged to apply early (October 1st for spring admission; February 1st for fall admission) to allow time for a full review of transcripts to determine acceptance to the post-MA programs, and to allow for accurate academic advising if admitted.

CED faculty subscribes to a student-oriented approach where personal and professional growth is encouraged. Both the fulltime and adjunct faculty are highly qualified professionals committed to providing the best learning experiences.

**New Jersey Professional Counselor Licensing Law
Professional Counseling Competencies**

The following is provided to help students understand how their coursework, or areas of deficit in the case of the 48 credit programs, can be completed when making application for the Licensed Associate Counselor (LAC). The Statute (law) requires that 45 credits be distributed in 8 of 9 areas on the application, leaving one blank while still requiring a minimum of 60 credits total.

1. Core areas for course distribution

1.1 Counseling Theory and Practice: includes the study of basic theories, principles and techniques of counseling, and their application to professional counseling settings. (CED 5952)

1.2 Helping Relationship: includes studies that provide a broad understanding of philosophic bases of helping processes; basic and advanced helping skills; consultation theories and their applications; client and helper self-understanding and self-development; and facilitation of consultee change. (CED 5950)

1.3 Human Growth and Development and Maladaptive Behavior (abnormal or psychopathology): includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels; normal and abnormal behavior; personality theory; lifespan theory; and learning theory within cultural contexts. (CED 5925; CED 5979)

1.4 Lifestyle and Career Development: includes studies that provide a broad understanding of career development theories; occupational and educational information sources and systems; career and leisure counseling, guidance and education; lifestyle and career decision-making; career development program planning resources; and career option identification. (CED 5975)

1.5 Group Dynamics, Processes, Counseling and Consulting: includes studies that provide a broad understanding of group development dynamics; group counseling theories; group leadership styles; basic and advanced counseling methods and skills; and other group approaches. (CED 5963)

1.6 Appraisal of Individuals: includes studies that provide a broad understanding of group and individual educational and psychometric theories and approaches to appraisal, data and information gathering methods; validity and reliability; psychometric statistics; factors that influence appraisals; use of appraisal results in the helping process; and the specific ability to administer and interpret tests and inventories to assess and identify abilities, interests and career options. (CED 5050)

1.7 Social and Cultural Foundations: includes studies that provide a broad understanding of societal changes and trends; human roles; societal subgroups; social

Counselor Education Department *Student Handbook*

mores and interaction patterns; multicultural and pluralistic trends; differing lifestyles and major societal concerns including stress, person abuse, substance abuse, discrimination and methods of alleviating these concerns. (CED 5915)

1.8 Research and Evaluation: includes studies that provide a broad understanding of types of research; basic statistics; research report development; research implementation; program evaluation; needs assessment; publication of research information; and ethical and legal considerations. (CED 5997)

1.9 Counseling Profession: includes studies that provide a broad understanding of professional roles and functions; professional goals and objectives; professional organizations and associations; professional history and trends; ethical and legal standards; and professional preparation standards and credentialing. (CED 5910)

2. *Supervised Experience*

2.1 Classroom Laboratory Experiences: Observation and participation in specific activities that include role-playing, field visits, and interviews.

2.2 Supervised Counseling Practicum: 120 hours of supervised counseling with individuals and groups in a counseling setting.

2.3 Internships I and II: 2 semesters of 300 hours each for a total of 600 hours (or more) of supervised field (on-the-job) placement in a counseling setting.

Note: that the School Counseling with LPC Qualification option has 1 additional Internship (CED 5987) in a Clinical site AND Practicum MUST be in a clinical setting.

Candidates for School Counselor Certification MUST complete 6 credits of Internship in a K-12 school setting.

Diversity Policy

The Counselor Education Department adheres to a policy on diversity recruitment and retention that resembles the Kean University Diversity Plan, which states:

The profound...demographic changes underway in this state (NJ) and on this campus provide the moral, economic, cultural and educational justification necessary for viewing as compelling institutional interest, the attainment of increased diversity in our university (2001).

The student population continues to be one of the most diverse populations among 4-year institutions in New Jersey. The newly revised mission statement emphasizes Kean's ongoing commitment to serving the educational needs of a socially, culturally, and linguistically diverse student body. Further, the new mission celebrates Kean's historical record of providing opportunity and access for the underrepresented, including minorities and women.

Counselor Education Department *Student Handbook*

The Counselor Education (CED) faculty recruits prospective students at the School Counselor Association meetings (dates vary), Ocean County College (dates vary), Kean University Graduate Open Houses (September/January), and intermittently scheduled Information Sessions. Following recruitment, the faculty adheres to University affirmative action policies and procedures that do not discriminate in the admission of students, their periodic evaluations, and their graduation. Students are treated fairly on the basis of race/color, national origin, religion, creed, disability, age, marital status, sexual orientation, gender identity expression, and veteran status.

The Kean University College of Education is CAEP accredited, and the School Counseling degree option prepares students to become informed, dynamic professionals who have the knowledge, skills, and dispositions to be effective counselors in diverse settings. Thus, diversity is reflected in the CED's theoretical underpinnings, students, faculty composition, and conceptual body of knowledge taught in all courses. These underpinnings ensure that students of diverse backgrounds feel included and accepted.

Diversity is also reflected in the composition of the Counselor Education Advisory Board, a valued group that provides feedback to the faculty regarding the best practices of CED, areas in need of improvement, and suggestions to make improvements. Members of the Advisory Board are experts in the field, as well as current and former students who represent diverse ethnic and cultural backgrounds.

Other daily practices strengthen CED's recruitment and retention of students of diverse ethnic and cultural backgrounds consistent with the University's mission. The implementation of some of these practices include the following:

- As profound demographic changes occur in New Jersey and on this campus, faculty members meet periodically to assess best practices in teaching and adapting to students of diverse backgrounds, and to review and recommend textbooks that reflect and value diversity.
- Partnerships with school districts, community agencies, and businesses are fostered continuously to connect students to diverse practice settings and diverse populations.
- Faculty members are committed to the use of diverse teaching strategies and technologies to accommodate a variety of learning styles in classrooms and to accommodate adult learners who encounter multiple stressors and are at risk of dropping out.
- Faculty members engage in scholarship that considers diversity issues from theoretical, as well as practical perspectives, thus contributing to the body of knowledge of the counseling profession.
- Faculty members engage in significant community service, including assisting underserved and at-risk populations in the institution and the community, incorporate pertinent experiences in classroom teachings, and serve as role models for service.

Title IX

Counselor Education Department *Student Handbook*

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs or activities. Sexual harassment in any form will not be tolerated at Kean University. Sexual harassment by students should be reported to the Office of Affirmative Action Programs, Office of the Vice President for Student Affairs or the Office of Community Standards and Student Conduct immediately. Information about the University's Sexual Misconduct Policy may be found at the following:
<http://www.kean.edu/policies/sexual-misconduct-policy>.

Americans with Disabilities

Kean University is an affirmative action, equal opportunity institution. Students with documented disabilities who may need special instructional accommodations or who may need special arrangements in the event of an evacuation should notify the instructor as soon as possible, no later than the second week of the term. Students may contact the Office of Accessibility Services directly to discuss accommodations.

Office of Accessibility Services

Formerly the Office of Disability Services

Telephone (908) 737-4910

Email: accessibilityservices@kean.edu

<https://www.kean.edu/offices/office-counseling-accessibility-alcohol-and-other-drug-services/office-accessibility>

To Request Accommodations: <https://www.kean.edu/offices/office-counseling-accessibility-alcohol-and-other-drug-services/office-accessibility-6>

KU Non-Discrimination

Kean University is committed to establishing and maintaining a diverse campus community. Equal opportunity and diversity represent principles that are integrally woven into the University's mission. Kean is committed to providing equal opportunity in employment and education, as well as equitable conditions for employment and education, to all employees, students and applicants without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability. Sexual harassment is a form of unlawful gender discrimination and will not be tolerated.

Kean University follows the [New Jersey State Policy Prohibiting Discrimination in the Workplace](#).

Office of Affirmative Action Programs (Townsend Hall, Room 133)

The Office of Affirmative Action Programs is committed to providing fair and equitable treatment for all members of the campus community, inclusive of all students, faculty and staff, and works to ensure that they are protected from all forms of discrimination, harassment, and gender-based discrimination.

Counselor Education Department *Student Handbook*

<https://www.kean.edu/offices/affirmative-action>

<https://www.kean.edu/media/affirmative-action-brochure>

Complaint Procedures for Students

<https://www.kean.edu/media/student-complaint-form>

Discrimination Complaint Processing Form

<https://www.kean.edu/media/discrimination-complaint-processing-form>

Kevin D. Harris

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Townsend Hall, Room 133

1000 Morris Avenue

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Catricia Shaw

Managing Assistant Director and Deputy Title IX Coordinator

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COVID-19 Policy

All students, faculty, and staff must adhere to Kean University's current COVID-19 protocols in order to maintain the safety, health, and well-being of students, faculty, and staff. Please refer to Student Health Services for up-to-date information.

<https://www.kean.edu/offices/student-health-services>

Endorsement Policy

Only persons known to the Counselor Education faculty as students, and who have taken the appropriate courses in the option for the position that endorsement is requested, will receive faculty endorsement. Only those persons who have completed:

- The School Counseling Option will be endorsed for school counseling positions and School Counselor Certification by the New Jersey Department of Education.
- The School Counseling with LPC Qualification Option will be endorsed for school counseling positions and School Counselor Certification by the New Jersey Department of Education, and for initial licensure as a Licensed Associate Counselor (LAC) leading to the Licensed Professional Counselor (LPC) credential.
- The Clinical Mental Health Counseling Option will be endorsed for positions in clinical settings and for initial licensure as a Licensed Associate Counselor (LAC) leading to the Licensed Professional Counselor (LPC) credential. In addition, if the student passes the NCMHCE he/she will be endorsed for positions in the Veteran's Administration and Department of Defense.

Counselor Education Department *Student Handbook*

- The Drug and Alcohol Counseling Option will be endorsed for positions in substance abuse treatment facilities and for initial licensure as a Licensed Clinical Alcohol and Drug Counselor (LCADC).
- The College Counseling and Student Services Option will be endorsed for initial licensure as a Licensed Associate Counselor (LAC) leading to the Licensed Professional Counselor (LPC) credential provided that they performed both Internships in clinical settings at a higher education institution.
- The Post-MA Licensed Professional Counselor Option will be endorsed for licensure-eligibility for initial licensure as a Licensed Associate Counselor (LAC) leading to the Licensed Professional Counselor (LPC) credential upon completing the courses identified by advisement.
- The Director of School Counseling Certification Option will be endorsed for Director of School Counseling Certification by the New Jersey Department of Education.
- The Student Assistance Coordinator (SAC) Option will be endorsed as certification-eligible with the New Jersey Department of Education as a Student Assistance Coordinator. The candidate must complete a residency before the NJ Department of Education will approve certification. This option is ONLY open to those holding specific school certifications or alcohol and drug credentials. Additionally, candidates holding school counselor, school nurse, school psychologist or school social work certifications are exempt from the practicum.

GENERAL INFORMATION

Financial Aid

Financial Aid may be available to Graduate Students who are attending Kean University on a full time or part time basis. Students applying for federal financial aid must be matriculated, be enrolled for a minimum of six credit hours each semester and file a Free Application for Federal Student Aid (FAFSA).

Graduate Assistantships

Graduate Assistantships may be available on campus for full time matriculated graduate students. Graduate Assistants receive a waiver of tuition and fees plus a weekly stipend for a 15-20-hour work-week. This is an excellent opportunity to attend graduate school in the evening while working part time. Assistantship positions are competitive and may involve placement in computer labs, administrative services, research areas and student services. Graduate Assistants must take a minimum of 9 credits in their program each semester. Appointments usually begin with the fall semester; however, a limited number of assistantships may be available in the spring. For Graduate Assistantship information and application, students may contact the Office of Graduate Student Services at 908-737-3449.

Academic Specialists

Academic specialist positions are part-time (up to 15 hours per week) with no waiver of tuition or fees may be available depending on budgetary constraints. Positions are competitive and students may be placed in offices and settings across campus. Interested students should contact Kean Human Resources at 908-737-3300 for eligibility requirements.

Other Financial Aid Sources

Kean University participates in a number of federal grant/loan programs, including the Educational Opportunity (EEO) Fund Grant Program, the Federal Perkins Loan Program, the Federal Direct Loan Program, and the Federal College Work-Study Program. Students may obtain information on these resources from the Office of Financial Aid at 908-737-3190, or may visit the Financial Aid Page at the Kean University web site, www.kean.edu.

Electronic Communication

Email

CED faculty and staff may ONLY use Kean email addresses for direct electronic communication. Students are expected to check their Kean email regularly to remain abreast of deadlines and announcements, or link their Kean account to their personal email account. Failure to use this email address may result in missing important announcements and information for which CED will not be responsible.

Counselor Education Department Web Page

CED will provide CED and University information and deadlines, on its webpage (grad.kean.edu/counseling). CED's Facebook page (Kean University Counseling Program) will provide conference announcements, job postings, scholarship information, and articles

Counselor Education Department *Student Handbook*

of interest. Kean Counseling Alumni Unite (KCAU) also maintains a Facebook page that provides job information, networking opportunities and related posts.

The Student Handbook, supervisor manual, forms, and other large documents are available through online links.

Counselor Education Department Newsletter & update email blasts

A periodic “newsletter” or update will be sent to students’ Kean email address with timely information using an accessible link to GoogleDrive. Access can only be made using the Kean email account, which is Kean-Google. Deadlines such as registering for the Comprehensive Examination, other important dates and deadlines, events, and employment opportunities are included.

Matriculation and Registration

Kean University has a strict policy regarding matriculation: Students are allowed to take NO MORE THAN two (2) courses/6 credits as a non-matriculated student. All students planning to pursue studies in the CED program must plan to matriculate before or during their first semester as a graduate student at Kean. Generally, non-matriculated students are not permitted to take courses toward a degree option. Application materials may be obtained either online at <http://grad.kean.edu/prospective-students> or from the Office of Graduate Admissions at 908-737-3355.

Kean permits early registration for MATRICULATED STUDENTS ONLY either online at www.kean.edu or in person (See Keanwise for exact dates). Registration for an upcoming semester may begin as early as 6 months prior to the start of the semester (e.g., early registration for fall courses occurs in March). Some CED courses may have very limited enrollment; thus courses may fill by the start of each semester, often “locking out” non-matriculated students.

CACREP requires that during the first year, students meet with their advisor to develop a planned program of study. The first semester advisor is whomever teaches the Orientation (5910) course and the second semester advisor is the Counseling Skills (5950) instructor. A formal assignment of an advisor is made at the end of the second semester upon full admission. Students are urged to meet with a faculty member for advisement prior to registration to discuss their projected courses for the upcoming semester (see Individual Advisement below).

Approved Petition (electronic permission) Only Courses

Some CED courses are listed in Keanwise as “approved petition only”. This means that a student may not register for that class unless he/she is approved by the Department. Students request a petition for the course through an online survey link sent by email before each semester’s registration by the Department’s office staff. Any other request requires the student ID number, course number and section number in order to be entered.

Group Advisement

Students will receive group advisement during their first class (CED 5910). Group advisement sessions may be scheduled for current and potential students who must attend a group advisement meeting. The Nathan Weiss Graduate College holds a new student orientation prior to beginning of the fall and spring the semesters at which faculty from CED attend and provide general advisement for incoming students.

Individual Advisement

All CED students are assigned a faculty advisor at the conclusion of CED 5950. Students should see their faculty advisor soon after beginning CED classes and should have completed a planned program sheet in CED 5950, or within the first 12 months to ensure correct sequencing of courses. The advisor(s) for students in their first and second semesters are their assigned instructor in CED 5910, and then CED 5950. However, because schedules do not always make meeting with the specific advisor easy, students can see any faculty member with questions. A binder with your planned program is available to all faculty members.

Faculty members hold regular office hours throughout fall and spring semesters, and with some availability during the summer, and are available to answer questions and provide guidance throughout the student's course of study. Faculty office hours are subject to change each semester due to class schedules, but current office hours are contained in a ring binder outside the CED suite, and are either linked on the CED webpage and/or individual faculty sites, and available on Keanwise.

Student Retention Procedures

The Counselor Education Department (CED) faculty recognizes that becoming an effective counselor requires more than an acceptable grade point average and classroom academic performance. It involves maintenance of high personal standards and commitment to the counseling profession, as well.

All students seeking the Master of Arts in Counseling degree are provisionally admitted. The following describes the process used during, and upon the completion of the 9-credit core.

1. Instructors in CED 5910 (Prof. Orientation), 5962 (Group Process), 5950 (Skills) complete the *Developmental Progress Assessment* form (appended) for all students at the end of or any point during the semester. Faculty in other courses taken during the first two semesters also complete the Assessment.
2. Students **MUST** receive a letter grade of B or better in CED 5910 and 5950 and a "pass" (CG) in 5962.
3. The Faculty reviews the ratings and, prior to completion of the three Core Courses, may schedule students for an interview if there appears to be a concern. The following criteria is based on national standards:

Counselor Education Department *Student Handbook*

- Awareness of human needs of self and others;
 - Potential of the student to develop and demonstrate effective helping skills; and
 - Potential of the student to successfully complete graduate work.
4. Upon review of all documents and observations, the Faculty will prepare a letter or email accepting those students for the program where there are no concerns.
 5. The Faculty may, based on information contained in the *Developmental Progress Assessment* form:
 - a. Interview a student individually in order to make a final determination
 - b. Interview a student to discuss the recommendation for denial of acceptance
 - c. Have the Advisor provide feedback to the student about concerns that should be considered before moving forward
 - d. Recommend a formal *Developmental Progress Plan* be developed with the student that can include, but is not limited to:
 1. an agreed upon term of individual counseling with the counselor completing an official report about the student's counseling to be included in the student's CED admission file,
 2. completing an additional course with a grade of 'B' or higher,
 3. retaking a core course to receive a grade of 'A'
 - a. if the course is not taken at Kean, an official transcript must be submitted
 6. Students disagreeing with the Faculty's decision may file an appeal in writing to the Department Chair within 10 days of the Faculty's decision. Following this level of appeal, the process will follow the University's appeal process.
 7. The CED Chairperson will notify the student in writing of the Department's decision to be fully matriculated. Students who successfully meet the criteria in the *Developmental Progress Assessment (DPA)* are fully admitted to their CED Option, and are eligible to take advanced level courses (such as practicum, internship).

Students who do not meet criteria will be offered one of two options:

- a. Withdraw from the Counselor Education Department; or
- b. Continue on a conditional basis with a contract to follow specified recommendations for remediating deficit areas within a specified time frame.

Students who are offered the option of continued conditional status must establish a schedule and meet with their advisor to monitor progress toward remediation of deficit areas. Remediation may include, but is not limited to, retaking specified courses and/or seeking professional counseling services. Students failing to follow these recommendations will be dismissed from the Counselor Education Department. At the end of the contractual period for remediation of deficits for a conditional student, CED Faculty will review the student's progress, and the CED Chairperson will notify that student in writing of the Faculty's recommendations for full admission

Counselor Education Department *Student Handbook*

or dismissal. Students wishing to appeal admission decisions should follow standard grievance procedures (see the current Kean University Graduate Catalog).

All students, whether conditionally or provisionally admitted to the Counselor Education Department, are expected to conduct themselves according to the academic and student conduct standards of Kean University, and the ethical and professional standards set forth by the American Counseling Association. Failure to do so may result in dismissal from the CED and/or Kean University.

All students, whether conditionally or provisionally admitted to the Counselor Education Department, will receive a Developmental Assessment Plan for each course in order to maintain the integrity of the program and to ensure concerns are addressed each semester.

The chart on the next page shows the systematic assessment process used by the Counselor Education Department faculty at key transition points or any deemed necessary during a student's program to insure appropriate progress in personal and professional development. It should be noted the *DPA* form is available for faculty to use throughout the program and in ALL courses should the need arise to identify individual student problem areas.

Systematic Assessment of Students in Counselor Education

Key Transition/ Assessment Points (Where)	# of Credits Completed	Means (What)	Assessment Measure/ Format (How)	Remediation Process
1. Application to the program	0	- Application for Admission	-Bachelor's degree -Minimum 3.0 GPA except for 5 & 10 year step-down rule -Personal Statement -Resume -Letters of recommendation	Not Applicable (applicants lacking the experience criteria may be encouraged to reapply after consultation on possible remediation)
2. Conditional Acceptance	0-9	CED 5910 CED 5962 CED 5950	<i>DPA form</i> rating by faculty	-Retake courses -Referral to personal counseling -Referral to career counseling -Submission of additional recording(s)
3. Transition to Full candidacy in program	9-21	Satisfactorily pass CED 5910, CED 5962, CED 5950 (B or better)	-Exams -Literature Review -Reflective journals -Experiential exercises -Self-awareness -Final grade(s)	-Retake courses -Referral to personal counseling -Referral to career counseling
		Faculty reviews the ratings of the three Core Courses and others taken in the first two semesters. may schedule students for an interview if there appears to be a concern (see Appendix)	-Assessed by the assigned instructor of each course taken using the <i>DPA form</i> based on the criteria listed	Advisor or chair interviews student to: -make final determination -deliver denial -provide feedback about concerns -develop a Developmental Plan

Counselor Education Department *Student Handbook*

4. Prior to Practicum & Internship	Completing prerequisites for program option	Faculty meeting reviewing practicum candidates	Faculty Pre-practicum/ Internship Review Scale	-Audit selected Practicum pre-requisites & delay Practicum -Professional development opportunities -Mentored by Post-masters counselor -Referral to personal counseling
5. Students admitted must pass the Comprehensive Exam* (*Portfolio only for students admitted prior to Fall 2014)	Semester of graduation	Comp pass	Comp	-Retake the comp a second time -Complete an alternative assessment after a second failure
6. Practicum & Internship Completion	Varies	-Successful completion of Practicum, Internship I & Internship II (grade of B or better)	-Pre and post practicum/internship self-assessment -Online evaluation by site supervisor -Case presentations -Audio/video presentations of sessions	-Repeat audio/video taping and case presentation -Revise case presentation -Audit course -Professional development
7. Program Completion	48 credits (SC, A/DA, Coll. Couns.) 60 credits (CMHC, SC/LPC)	-Completion of 48 (SC, A/DA) or 60 (CMHC, SC/LPC) graduate credits	-GPA of 3.0 or higher	Not applicable
		- Comp	-Passing score	

Criminal History

Students are required to submit a *Criminal History Disclosure* form prior to beginning Practicum. However, this is late in the program for students, particularly in School Counseling, where certain types of convictions may prevent receiving Certification or doing a Practicum or Internship at certain sites involving children. In this case, students should see their advisor or CED Department Chair to discuss the details at the beginning of the program.

New Jersey has a Rehabilitated Offenders Act that prevents the denial of a license due to a criminal conviction. However, all arrests and incarcerations must be disclosed on the licensure application with an explanation that provides evidence of circumstances and rehabilitation.

Practicum and Internships

Counselor Education majors are required to complete a total of 720 hours of supervised field experience in counseling settings appropriate to their choice of Option. Field courses should be taken in the following sequence:

- CED 5980 - Practicum in Counseling (120 hrs.)
- CED 5985 - Internship in Counseling I (300 hrs.)
- CED 5986 - Internship in Counseling II (300 hrs.)
- CED 5987 – Internship LPC (300 hrs.)

Eligibility

1. Students should be fully admitted (3 core courses + successful results on the Developmental Progress Assessments for all courses taken) to a specific Option in the Counselor Education Department
2. Students must have completed no less than 27 specified credits for School Counseling or 33 specified credits for Clinical Mental Health Counseling. Distribution of the courses varies by Option. There are specific courses that must be completed prior to registering for practicum (See Appendix D).
3. Students must complete an Application for Practicum/Internships available from the CED website prior to enrolling in the first field course (CED 5980). The application includes all information necessary for field experience eligibility, such as required coursework and a criminal background check.
 - a. Applications may be obtained from the CED website. Faculty will review the applications for Practicum only to determine if a student is prepared to proceed with direct contact with clients. **Deadlines for filing the application are:**
 - **October 1 for the spring semester**
 - **March 1 for the first or second summer session, AND fall semester.**

Applications are submitted as directed online.

Counselor Education Department *Student Handbook*

Guidelines for selecting a site

1. Student must locate a site on his/her own (with advisement). However, CED maintains approved sites for student reference, and uses some on-campus programs for the Practicum and are available for Clinical Mental Health Counseling Internship. A spreadsheet of all previous sites with supervisors willing to take interns is available from the Department Administrative Assistant or the Clinical Coordinator.
2. The site supervisor must be an appropriately certified/licensed professional. The student is responsible for providing supervisory requirements, forms, etc. to the on-site supervisor. The academic supervisor (instructor) will be available to clarify requirements, responsibilities, etc.
3. The site must provide needed hands-on counseling experience relevant to his/her chosen Option. Students must obtain site approval from Clinical Coordinator prior to beginning field experience. If the site has already been approved the student must provide written documentation of the approval to their current instructor. A simple contract (Standard Agreement) must be completed to approve the site if none is current and on file. If the site requires a Non-Standard Agreement a more-lengthy negotiation process will be involved. Students must be permitted to video or audio record at their site. If a site does not permit either, students must obtain an additional site where recording is permitted.
4. ALL PRACTICUM/INTERNSHIP STUDENTS MUST SHOW PROOF OF PROFESSIONAL LIABILITY INSURANCE BEFORE BEGINNING ANY FIELD COURSES. Information on insurance may be obtained from faculty advisors or by contacting ACA Student Membership Services at www.counseling.org. Student membership in the American Counseling Association provides free insurance.
5. Students in the School Counseling Option must complete BOTH internships in accredited school settings, and students in the Clinical Mental Health Option must complete BOTH internships in an approved clinical setting; These are accreditation requirements.

Comprehensive Examination

The Counselor Education Program (CED) at Kean University uses the Council for the Accreditation of Counseling Related Educational Programs (CACREP) Professional Counseling Competencies (i.e., common core, supervised experiences, and specialized studies). Before the completion of the Program, the student will demonstrate learning outcomes based upon CACREP Professional Competencies by passing the comprehensive exam with a score established by CED; Students not passing the comprehensive exam will only be required to complete the sections not passed. If a student is unsuccessful in passing the second attempt, a remedial plan and/or alternative assessment will be developed. Students may be required to audit core courses prior to sitting for the exam again. This decision will be made on an individual basis. Students must also appeal to the Program Coordinator in order to take the examination for a third and final time. The appeal must be recommended by the Program Coordinator, the Department Chairperson and approved by the Dean of the Academic College. If the appeal is approved, the student may sit for the examination no sooner than the next regularly scheduled administration for the Masters in Counseling program. If the student is unsuccessful in passing the third exam, the student will not be able graduate from the program. Please refer to the NWGC policy:

<https://www.kean.edu/sites/default/files/2018-09/2013-2015%20NWGC%20Graduate%20Catalog-%20Updated.pdf>

Students must have had, or be currently enrolled in the core areas in order to sit for the exam. The exam is ALWAYS given on the **first Saturday in November and March.**

DEADLINES

Date of Graduation	Submission Period	Final Deadline
May	Internship I/Next to last semester	February 1 st
August	Internship I/Next to last semester	April 15 th
December	Internship I/Next to last semester	September 15 th

Filing for Graduation

Students are responsible for filing for graduation at:

<http://grad.kean.edu/sites/default/files/Graduation%20Application-%20Oct%202017.pdf>

Program Completion	Fall semester	Spring semester	Summer semester
Deadline	First Friday in October	First Friday in February	First Friday in March

Counselor Education Grading Policy

The Counselor Education Department at Kean University is committed to the highest professional standards. In compliance with those standards, the following is the grading policy for all Counselor Education courses:

1. Students must receive a grade of "B" or better in all courses. Students receiving a grade of "C" in a course must meet with their faculty advisor to request permission to repeat the course. Only one course may be repeated. Students receiving a grade of "D" or lower are subject to dismissal and must meet with the CED Chairperson before taking further classes.
2. The grading standard for admission to advanced Counselor Education courses (courses that have a prerequisite) is a minimum of "B" or better.

This grading policy applies to ALL matriculated, non-matriculated, and special students without exception.

IMPORTANT NOTE: The Counselor Education Department employs a more rigorous GPA standard than overall Graduate College requirements; thus, students may be subject to dismissal from the Counselor Education Department while in good standing in the general Kean University Graduate College. (See University Academic Dismissal Policy below.)

Incomplete Course Grades (from the NWGC Student Handbook)

A grade of incomplete (IN, IP, IC) may be reported for a student who **has completed course requirements throughout the semester** and then **because of illness or other unusual and substantiated cause has been unable to take the final examination or to complete a limited amount of assigned work due near the end of the semester**. Unsubstantiated absences from class may not be used to justify an incomplete grade. Class attendance in subsequent semesters may not be required by the instructor as a condition for removal of the incomplete grade. If a substantial amount of work has been missed for medical or other valid reasons, the student should petition the college Dean to be withdrawn from all courses.

It is the responsibility of the student to initiate a request for a grade of incomplete by contacting the instructor of the course and filling out the form "Conditions for an Incomplete Grade and Its Removal." The instructor of the course must receive this request prior to the submission of grades at the end of the semester. If no such request is received or if the instructor judges the request unacceptable, an appropriate semester grade shall be submitted based upon the student's attainment of the stated goals of the course.

It is the student's responsibility to make up the examination or other work prescribed in a contract written by the instructor as part of the form "Conditions for an Incomplete Grade and Its Removal." This contract will also indicate the final grade to be assigned if the student's unfinished work is not completed by a specific date. The prescribed time period will be no later than the last day of the eleventh week of the fall or spring semester

Counselor Education Department *Student Handbook*

immediately following the receipt of the incomplete grade. An earlier deadline may be agreed upon by the instructor and the student and, in most cases, it is expected that a shorter period of time will be specified in the contract for the removal of the IN, IP and IC. This time line does not apply to graduating seniors; incomplete grades must be completed no later than two weeks after the graduation date. Example: For May degree candidates, incomplete grades must be completed no later than two weeks after the May ceremony; For January and August candidates, no later than the end of the month.

When the student has made up the assignment(s) or taken the examination on time, the instructor for-wards a change of grade form for action by the department chair- person and the college dean. The dean then transmits the form to the Office of the Registrar for processing the grade change. If the student has not completed the work according to schedule, the instructor reports as the final grade for the semester the grade recorded in the contract worked out with the student. The final grade must be submitted to the Office of the Registrar before the degree is posted to the student's record. Once the degree has been posted, the academic record is frozen and no changes are permitted.

CED Incomplete Policy

Incomplete Grades

In order to be eligible to receive an incomplete grade for a semester, with the exception of Practicum and Internship hours, the following criteria must be met at the time that an Incomplete grade is requested:

- Document a reason – health or family emergency during the semester (Students are reminded to bring issues of illness or person problems to their instructor as soon as possible during the semester in which they are enrolled)
- Currently hold a passing grade (B- or higher) for the course
- Completed the majority of the assignments for the semester to that point
- Have three weeks (3) remaining in the semester when making the request
- Attended classes consistent with the CED attendance policy and any requirements, specific to individual classes
- Complete the *Conditions for an Incomplete Grade and Its Removal* specifying a deadline that shall not exceed the eleventh (11) week into the new semester and submit this to the instructor for signature if in agreement.

Change of Grades

Any change of a grade once the semester has ended and grades are posted may be made only if there is an error in the final grade. The exception to this policy is the incomplete grade, or when a Remediation Plan requires attending all or part of a course before changing the grade.

Attendance

Attendance is expected in all courses. Attendance is a component of the grade. Students are responsible for informing the instructor in advance or in a timely manner of the reasons for their absence. Instructors in consultation with their department chairs are expected to respect

university practices and policies regarding what counts as an excused absence. Typically, excused absences include illness, bereavement, or religious observances. Serious and/or continual tardiness may be dealt with at the discretion of the instructor. (Adopted 8/07)

Personal Counseling

In addition to Remediation Plans where students are required to attend counseling as a condition of their continued enrollment, students are encouraged to seek personal counseling when appropriate, while attending the program. The University Counseling Center is an available resource free to students. The Department also maintains a list of community agencies with sliding fee scales and a list of licensed practitioners who have agreed to provide a reduced fee for graduate students.

Grade Grievances

If a student believes that he or she has not been graded fairly in a course, it is the student's right to initiate a grade grievance. A formal process exists for the resolution of such problems. Requests for reconsideration of a grade must be brought to the faculty member as soon as possible after the conclusion of the course and no later than the end of the eighth week of the next major semester. The steps in the process are outlined below; it is understood that if a satisfactory resolution is reached at any level, the process ends. If at a given step either party is dissatisfied with the proposed resolution, the dissatisfied party may request reconsideration at the next level. Decisions made by the College Dean are final, with no provision for further appeal beyond that point.

1. The student meets with the faculty member to request information about the faculty member's grading decision or evaluative judgment. If after receiving an explanation from the faculty member the student remains dissatisfied, he or she may request reconsideration of the grade by the faculty member.
2. The student meets with the CED Chairperson to discuss the assigned grade. The chairperson may choose to intervene directly at that point and attempt to seek a resolution, or may decide to refer the question to the CED Grievance Committee and convene the Committee in accordance with departmental policies and procedures.
3. The CED Grievance Committee, composed of faculty members and at least one student, hears the grievance. The committee determines (in accordance with prevailing departmental practices and the specifics of the particular grievance) a procedure to follow. The student and/or faculty member may be asked to submit materials in writing, or both may be invited or required to appear before the committee. The Committee may schedule these meetings so that the parties appear separately or together; additional information may be requested by the Committee, as needed.
4. The Grievance Committee makes its determination and notifies the student and the faculty member in writing of its decision.

5. If the decision of the Grievance Committee is not acceptable to either of the parties involved or if implementation of the decision requires the attention of the College Dean, the grievance must be brought to the Dean and all relevant materials are forwarded to the Dean's office (Kean University Graduate Catalog, 2006).

Cheating Policy

Cheating on examinations, submitting work of others as one's own, or plagiarism in any form (including obtaining research papers from the Internet) will result in penalties ranging from an "F" on an assignment to dismissal from the University, depending on the seriousness of the offense. Refer to the University's Academic Integrity Policy.

University Academic Dismissal Policy

Graduate students not maintaining a 3.0 average:

- after completion of 12 attempted credits will be placed on probation
- after completion of 18 attempted credits will be dismissed.

Students who have experienced unusual problems will have the right to appeal. All graduate grades are computed in the student's grade point average regardless of whether a course has been repeated and earned a higher grade. This includes all prior non-matriculated graduate coursework. However, this is considered when a student appeals for reinstatement. Students dismissed from the University are notified by letter from the appropriate College Dean (Kean University Graduate Catalog, 2006).

IMPORTANT NOTE: Students matriculated in the Counselor Education Department are expected to earn a "B" in ALL COUNSELOR EDUCATION courses. Students unable to maintain a "B" average in all Counselor Education courses are subject to dismissal from the Counselor Education Program, even if they are eligible to remain in Graduate School at Kean University (See CED Grading Policy above).

University Non-academic Dismissal Policy

When a student's actions are judged by competent authority, using established procedure to be detrimental to the interests of the University community, that person may be required to withdraw. (Kean University Graduate Catalog, 2021-2022)

University Reinstatement After Academic Dismissal or Discontinuation Policy

Appeals by students dismissed at the end of the regular academic year for academic reasons are considered by the University Committee for Academic Appeal, made up of representatives from the student body, the faculty and the administration of the University. The Committee's chairperson forwards all Committee recommendations to the appropriate College Dean. Decisions on academic appeal by the College Dean are final.

Counselor Education Department *Student Handbook*

This decision will take one of three forms: reinstatement to good academic standing; reinstatement to probationary status; or denial of appeal.

Students who have been dismissed or discontinued may not take courses at Kean University under any circumstances unless officially reinstated by a College Dean. (Kean University Graduate Catalog, 2021-2022)

National, State and University Affiliations

Students are expected to demonstrate their commitment to the counseling profession by volunteering to serve on committees, working at conferences, obtaining student memberships and active participation in some or all of the following professional counseling associations/activities:

American Counseling Association (ACA) – the national organization for professional counselors offers student membership and a division for graduate students in counseling. ACA provides a magazine (*Counseling Today*), a journal publication (*Journal of Counseling and Development*), and sponsors workshops and seminars across the nation, including an annual national conference. Student members receive malpractice insurance free until graduation. Membership information may be obtained from faculty advisors or by visiting the ACA web site at www.counseling.org

New Jersey Counseling Association (NJCA) – the state branch of ACA offers a significantly reduced-rate student membership for Counselor Education students. NJCA offers a quarterly newsletter, and sponsors workshops and seminars across New Jersey, including an annual state conference and division conferences. Students may also join an affiliate Division. Membership information may be obtained from faculty advisors or by visiting the NJCA web site at www.njcounseling.org

American School Counselor Association – the national organization for counselors working in a school setting. ASCA provides a journal (*Professional School Counseling*), electronic and print newsletters and magazines, and a national conference. Membership information may be obtained by going to www.schoolcounselor.org

New Jersey School Counselor Association- the state branch of ASCA offering an electronic newsletter, CEU opportunities including a fall and spring conference, and advocacy. Membership information may be obtained by going to www.njsca.org

Chi Sigma Iota - The Counselor Education Department sponsors a local chapter of the Chi Sigma Iota Counseling Academic and Professional Honor Society International (Kappa Upsilon Nu) for outstanding Counselor Education students. Interested students should contact the faculty sponsor designated on the CED website or watch announcements about nominations.

Financial Support for Conference Presentations

Counselor Education Department *Student Handbook*

Counselor Education Department-Dr. Madelyn Healy Fund – This fund was established by the late Dr. Madelyn Healy, a member of CED until her retirement, for educational enrichment and professional development of Kean graduate students fully admitted to the CED. Awards may include, but are not restricted to registration and travel fees for state, regional, and national counseling conferences that provide opportunities for networking and/or presentation of student research. Interested students should contact the Counselor Education Department Chairperson or their faculty advisor for additional information.

***COUNSELOR EDUCATION DEPARTMENT
DEGREE OPTIONS***

MASTER OF ARTS DEGREE IN COUNSELING

School Counseling Option

The Option in School Counseling provides education, training and NJ state certification in School Counseling. The School Counseling Option is accredited by the National Council for Accreditation of Teacher Education (NCATE) and the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), and approved by the New Jersey Department of Education to offer School Counselor Certification. It provides comprehensive training in both elementary and secondary school counseling, including supervised practicum and internships.

Option Objectives:

- A. Practice advocacy for appropriate role and functions of the school counselor
- B. Differentiates the developmental needs of elementary, middle, high school and special education students
- C. Develop, implement, and assess a comprehensive school counseling program that addresses prevention and remediation

Option requirements

Core Courses (9 credits)

- CED 5910 Orientation to Professional Counseling
- CED 5962 Process in Counseling
- CED 5950 Counseling Skills

**STUDENTS MUST BE FULLY ADMITTED BY THE SELECTIONS COMMITTEE
FOLLOWING COMPLETION OF THE THREE CORE COURSES.**

REQUIRED COURSES: 21 credits

- CED 5050 Appraisal and Assessment in Counseling
- CED 5915 Multicultural Counseling
- CED 5952 Theories of Counseling
- CED 5963 Theory and Practice of Group Counseling
- CED 5975 Career Counseling and Development
- CED 5925 Counseling Perspectives in Human Development
- CED 5997 Research Methods in Counseling

SPECIALIZED COURSES 9 credits

- CED 5944 School Counseling
- CED 5945 Counseling Children & Adolescents
- CED 5979 Diagnosis and Treatment of Psychopathology

PRACTICUM AND INTERNSHIP 9 Credits

- CED 5980 Practicum in Counseling
- CED 5985 Internship in Counseling I

Counselor Education Department *Student Handbook*

CED 5986 Internship in Counseling II

Total Credits: 48

MASTER OF ARTS DEGREE IN COUNSELING

Clinical Mental Health Counseling Option

The Option in Clinical Mental Health Counseling is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). The Option provides training in professional counseling for work in a variety of settings including agencies, community organizations, mental health centers, colleges, and hospitals.

Option Objectives:

- A. Diagnose, develop a treatment plan, and understand the range of mental health service delivery options;
- B. Apply prevention, education and advocacy to promote optimal human functioning, wellness, and mental health; and
- C. Diagnose clients with co-occurring disorders, consider appropriate counseling strategies, and how co-occurring disorders impact treatment in a continuum of care.

Option requirements;

CORE COURSES (9 credits)

CED 5910 Orientation to Professional Counseling

CED 5962 Group Process in Counseling

CED 5950 Counseling Skills

STUDENTS MUST BE FULLY ADMITTED BY THE SELECTIONS COMMITTEE
FOLLOWING COMPLETION OF THE THREE CORE COURSES.

REQUIRED COURSES: 24 credits

CED 5050 Appraisal and Assessment in Counseling

CED 5915 Multicultural Counseling

CED 5952 Theories of Counseling

CED 5963 Theory and Practice of Group Counseling

CED 5975 Career Counseling and Development

CED 5925 Counseling Perspectives in Human Development

CED 5945 Counseling Children & Adolescents

CED 5997 Research Methods in Counseling

SPECIALIZED COURSES 18 credits

CED 5501 Survey of Alcohol and Drug Abuse Counseling

CED 5972 Clinical Mental Health Counseling

CED 5979 Diagnosis and Treatment of Psychopathology

CED 5965 Introduction to Family Counseling

CED 5989 Clinical Counselor Supervision

CED 5966 Advanced Counseling Skills (replaced CED 5993)

PRACTICUM AND INTERNSHIP 9 Credits

CED 5980 Practicum in Counseling

CED 5985 Internship in Counseling I

CED 5986 Internship in Counseling II

Total Credits: 60

MASTER OF ARTS DEGREE IN COUNSELING

Drug/Alcohol Counseling Option

The Option in Drug/Alcohol Counseling offers training in professional counseling for work in a drug/alcohol treatment and rehabilitation settings. The option provides comprehensive training involving the knowledge and skills required to work effectively as a professional counselor.

Option Objectives for Drug/Alcohol Counseling:

- A. To provide students with a common core of professional counseling competencies;
- B. To provide students with specialized studies in the field of alcohol and drug abuse counseling; and
- C. To provide students with supervised experiences in alcohol and abuse counseling.

Option requirements

Core Courses (9 credits)

- CED 5910 Orientation to Professional Counseling
- CED 5962 Group Process in Counseling
- CED 5950 Counseling Skills

Required Courses (18 credits)

- CED 5050 Appraisal and Assessment
- CED 5952 Theories of Counseling
- CED 5963 Theory and Practice of Group Counseling
- CED 5975 Career Counseling & Development
- CED 5979 Diagnosis & Treatment of Psychopathology
- CED 5915 Multicultural Counseling

Specialized Courses (12 credits)

- CED 5501 Survey of Alcohol/Drug Counseling
- CED 5502 Coordinating Alcohol, Tobacco, & Drug Abuse Programs & Services (Prerequisite CED 5501)
- CED 5503 Impact of Alcohol, Tobacco, and Drugs Across the Lifespan (Prerequisite CED 5501)
- CED 5504 Assessment & Counseling Alcohol/Drug-Affected Children, Adolescents & Families (Prerequisite CED 5501)

Practicum and Internships (9 credits)

- CED 5980 Practicum in Counseling
- CED 5985 Internship in Counseling I

Research (6 credits)

- CED 5997 Research Methods in Counseling

Total Credits: 48

MASTER OF ARTS DEGREE IN COUNSELING

College Counseling & Student Services Option

The Option in College Counseling and Student Services allows students enrolled to prepare for careers in college counseling and student services in higher education settings.

Option Objectives for College Counseling and Student Services

Core Courses (9 credits)

- CED 5910 Orientation to Professional Counseling
- CED 5962 Group Process in Counseling
- CED 5950 Counseling Skills

Required Courses (21 credits)

- CED 5050 Appraisal and Assessment in Counseling
- CED 5915 Multicultural Counseling
- CED 5952 Theories of Counseling (3 credits)
- CED 5963 Theory and Practice of Group Counseling
- CED 5975 Career Counseling and Development
- CED 5979 Diagnosis and Treatment of Psychopathology
- CED 5925 Counseling Perspectives in Human Development
- CED 5997 Research Methods in Counseling

Specialized Courses (9 credits)

- CED 5501 Survey of Alcohol and Drug Abuse Counseling
- CED 5631 College Student Services and Counseling-pending approval
- CED 5632 College Student Counseling and Development-pending approval

Practicum and Internships (9 credits)

- CED 5980 Practicum in Counseling
- CED 5985 Internship in Counseling I
- CED 5986 Internship in Counseling II

Total Credits: 48

***COUNSELOR EDUCATION DEPARTMENT
NON-DEGREE OPTIONS***

Director of School Counseling endorsement (certification) option

The Director of School Counseling Option is designed to train professional school counselors for the position of director/administrator/supervisor of guidance and counseling in the public schools. Applicants who hold a valid New Jersey School Counseling certificate, can document three years of successful experience as a school counselor in an accredited school district, and who complete this Option are eligible to receive Director of School Counseling Certification from the New Jersey Dept. of Education. Upon completion of this Option, students should file an application for certification through the Office of Graduate Students Services.

Option Objectives:

- To prepare professional school counseling personnel for the position of director or administrator/supervisor of school counseling services;
- To provide individuals with the necessary education and training in curriculum, supervision and administration; and
- To assist the student in acquiring those technical and social skills associated with curriculum design and supervisory leadership.

Eligibility:

Students entering the certification program for Director of School Counseling must have NJ certification in School Counseling and a Master's Degree in Counseling. To be qualified for certification, three years of successful experience as a school counselor is required.

Option requirements

Required Courses

CED 5989 - Practicum in Counselor Supervision
CED 5993 - Ethical, Legal, and Professional Issues in Counseling
IEL 5502 - Public School Administration I
IEL 5613 - Curriculum Development and Evaluation

TOTAL CREDITS: 12

Student Assistance Coordinator (SAC) endorsement (certification-eligible)

The Counselor Education Department at Kean University is approved by the N.J. Department of Education to offer a graduate program that fulfills the academic requirements for the Student Assistance Coordinator (SAC) Certificate. The primary goal of this option is to prepare students for the position of Student Assistance Coordinator in a New Jersey public school.

Completion of 21-27 credits, depending on a student's background, does NOT result in immediate certification as a SAC; completion of the coursework makes a person "eligible for certification". The person must also work for one year in a school setting under the supervision of a certified SAC before receiving a permanent certification from the NJ Department of Education.

The NJ Administrative Code has changed; therefore, only individuals holding one of the following are eligible for this program:

- Standard instructional certificate
- CADC, LCADC, CPS credentials
- Certification as a School Counselor, School Social Worker, School Psychologist, or School Nurse (Note that according to the NJ Department of Education these individuals are exempt from a Practicum; however, the University program still requires a Practicum and Internship).

IMPORTANT NOTE: If a student wishes to pursue SAC certification, he/she should speak to the Department Chair or their Advisor since the Certification process is rather complicated.

Program Objectives

- To provide students with specialized studies leading to N.J. certification in SAC; and
- To provide students with supervised experiences in Student Assistance Coordinator.

Option requirements

Core Courses (9 credits)

CED 5910 Orientation to Professional Counseling & Human Services
CED 5962 Group Process
CED 5950 Counseling Skills

Required Courses (15 credits)

CED 5501 Survey of Alcohol and Drug Abuse Counseling
CED 5943 School Counseling
CED 5502 Coordinating Alcohol, Tobacco, and Other Drug Abuse Programs/
Services (Prerequisite CED 5501)
CED 5503 Impact of Alcohol, Tobacco, and Drugs Across the Lifespan (Prerequisite CED 5501)
CED 5504 Assessment & Counseling Alcohol/Drug-Affected Children, Adolescents & Families (Prerequisite CED 5501)

Counselor Education Department *Student Handbook*

Practicum in SAC (3 credits)

CED 5980 Practicum in Counseling (SAC)*

*Students holding School Certification as Psychologist, Social Worker, Counselor, Nurse should discuss this requirement with their advisor.

TOTAL CREDITS: 21-27*

*NOTE: Up to 6 credits may be waived depending on the student's background and prior courses taken for other certifications and degrees (i.e., Psychologist, Social Worker, School Counselor, LCADC), reducing the requirement to 21 credits. In all instances students must take a minimum of 21 credits.

Post-Master's Counselor Licensure (LPC) OPTION

The Post-Master's Licensed Professional Counseling Option is intended for counselors who hold a Master's degree in Counseling, preferably from a CACREP accredited program, and wish to become a Licensed Professional Counselor (LPC) in New Jersey. In addition to other requirements, the New Jersey Counselor Licensure Law requires a total of 60 graduate credits, including 45 credits in 8 of 9 specified competency areas (see next page). A Counselor Education Department faculty advisor will evaluate each candidate's transcripts to determine an individual's eligibility for the Option, and to develop a specific course of study for that student.

Admission Requirements

In addition to Kean University's general admission requirements for post-Master's study, applicants must:

- A. Hold a Master's degree in Counseling (or one with "Counseling" in its title that is acceptable to the LPC Examiners Committee, preferably from a CACREP accredited program), and
- B. Have an individual interview with a designated faculty advisor to develop an individualized plan of study.

Option Requirements

Successful completion of additional graduate credits in specified LPC competency areas as determined through advisement.

New Jersey Licensure (LPC) Information

ALL questions other than those related to academic requirements should be addressed directly to the Professional Counselor Examiners Committee. For complete information, including a licensure application, contact:

Professional Counselor Examiners Committee
124 Halsey St.
Newark, NJ 07102
(973) 504-6582

APPENDICES

APPENDIX A: Petition And Application Requirements At A Glance

Course	Deadline(s) for application	Pre-Requisites
Practicum	October 1 (for Spring) March 1 (for Fall)	27 cr. School/33 cr. CMHC plus all core, required, & specialized courses completed
Internships	October 1 (for Spring) March 1 (for Fall)	30 or 33 cr. with Prac School 36 or 39 cr. with Prac CMHC
Counseling Skills	Date announced during prior semester	CED 5910 & 5962

**Note that attendance at ALL sessions is expected or the course must be repeated*

APPENDIX B: Clinical Mental Health Guidesheet

COURSE REQUIREMENTS FOR THE MASTERS OF ARTS DEGREE: COUNSELING: CLINICAL MENTAL HEALTH COUNSELING

This course requirement sheet should be maintained by the student and presented to the advisor at further meetings for graduate advisement.

Passing Score On Comprehensive Examination Required For Degree Completion

CORE COURSES: 9 credits
DATE

SH GRADE

CED 5910	Orientation to Professional Counseling	3
CED 5962	Group Process in Counseling	3
CED 5950	Counseling Skills	3
STUDENTS MUST BE FULLY ADMITTED BY THE SELECTIONS COMMITTEE FOLLOWING COMPLETION OF THE THREE CORE COURSES.		

REQUIRED COURSES: 24 credits

CED 5050	Appraisal and Assessment in Counseling	3
CED 5915	Multicultural Counseling	3
CED 5952	Theories of Counseling	3
CED 5963	Theory and Practice of Group Counseling	3
CED 5975	Career Counseling and Development	3
CED 5925	Counseling Perspectives in Human Development	3
CED 5945	Counseling Children & Adolescents	3
CED 5997	Research Methods in Counseling	3

SPECIALIZED COURSES 18 credits

CED 5501	Survey of Alcohol and Drug Abuse Counseling	3
CED 5972	Clinical Mental Health Counseling	3
CED 5979	Diagnosis and Treatment of Psychopathology	3
CED 5965	Introduction to Family Counseling	3
CED 5989	Counseling Supervision	3
CED 5966	Advanced Counseling Skills & Practice	3

PRACTICUM AND INTERNSHIP 9 Credits

CED 5980	Practicum in Counseling	3
CED 5985	Internship in Counseling I	3
CED 5986	Internship in Counseling II	3

TOTAL CREDITS: 60

APPENDIX C: School Counseling Guidesheet

COURSE REQUIREMENTS FOR THE MASTERS OF ARTS DEGREE: COUNSELING: SCHOOL COUNSELING

This course requirement sheet should be maintained by the student and presented to the advisor at further meetings for graduate advisement.

Passing score on CPCE required for degree completion

SH GRADE DATE

CORE COURSES: 9 credits

CED 5910	Orientation to Professional Counseling	3
CED 5962	Group Process in Counseling	3
CED 5950	Counseling Skills	3
STUDENTS MUST BE FULLY ADMITTED BY THE SELECTIONS COMMITTEE FOLLOWING COMPLETION OF THE THREE CORE COURSES.		

REQUIRED COURSES: 21 credits

CED 5050	Appraisal and Assessment in Counseling	3
CED 5915	Multicultural Counseling	3
CED 5952	Theories of Counseling	3
CED 5963	Theory and Practice of Group Counseling	3
CED 5975	Career Counseling and Development	3
CED 5925	Counseling Perspectives in Human Development	3
CED 5997	Research Methods in Counseling	3

SPECIALIZED COURSES 9 credits

CED 5944	School Counseling	3
CED 5945	Counseling Children & Adolescents	3
CED 5979	Diagnosis and Treatment of Psychopathology	3

PRACTICUM AND INTERNSHIP 9 Credits

CED 5980	Practicum in Counseling	3
CED 5985	Internship in Counseling I	3
CED 5986	Internship in Counseling II	3

TOTAL CREDITS: 48

APPENDIX D: Alcohol & Drug Abuse Counseling Guidesheet

COURSE REQUIREMENTS FOR THE MASTERS OF ARTS DEGREE: COUNSELING: ALCOHOL & DRUG ABUSE COUNSELING

This course requirement sheet should be maintained by the student and presented to the advisor at further meetings for graduate advisement.

PASSING SCORE ON THE CECE REQUIRED FOR DEGREE COMPLETION

CORE COURSES: 9 CREDITS (ALL COURSES ARE 3 CREDITS) PRACTICUM PRE-REQ		
CED 5910	Orientation to Professional Counseling	x
CED 5962	Group Process in Counseling	x
CED 5950	Counseling Skills	x
STUDENTS MUST BE FULLY ADMITTED BY THE SELECTIONS COMMITTEE FOLLOWING COMPLETION OF THE THREE CORE COURSES.		
REQUIRED COURSES: 18 CREDITS		
CED 5050	Appraisal and Assessment in Counseling**	x
CED 5915	Multicultural Counseling	x
CED 5952	Theories of Counseling	x
CED 5963	Theory and Practice of Group Counseling	x
CED 5975	Career Counseling and Development	x
CED 5979	Diagnosis and Treatment of Psychopathology	x
SPECIALIZED COURSES 12 CREDITS		
CED 5501	Survey of Alcohol & Drug Abuse Counseling**	x
CED 5502	Coordination of Alcohol/Tobacco/Drug Abuse Programs and Services	One more Alcohol & Drug Abuse Practicum pre-req
CED 5503	Impact of Alcohol/Tobacco/Drug Abuse Across the Lifespan	
CED 5504	Counseling of Alcohol/Drug-Affected Children and Families	
RESEARCH COURSES 3 CREDITS		
CED 5997	Research Methods in Counseling**	
PRACTICUM AND INTERNSHIP 6 CREDITS		
CED 5980	Practicum in Counseling	
CED 5985	Internship in Counseling I	
TOTAL CREDITS: 48		

Implemented 10/FA

** Can take before or in same semester as 5950

Revised January 2017

APPENDIX E: College Counseling & Student Services Guidesheet

MA-COUNSELING

OPTION-COLLEGE COUNSELING AND STUDENT SERVICES – 48 cr.

COURSE	CR.	SEM.	
CORE COURSES: 9 CREDITS			
CED 5910	Orientation to Prof. Counseling	3	Practicum pre-req
CED 5962	Group Process in Counseling	3	Practicum pre-req
CED 5950	Counseling Skills	3	Practicum pre-req
REQUIRED COURSES: 21 CREDITS			
CED 5050	Appraisal and Assessment in Counseling**	3	Practicum pre-req
CED 5915	Multicultural Counseling**	3	Practicum pre-req
CED 5925	Counseling Perspectives in Human Development**3		
CED 5963	Theory and Practice of Group Counseling	3	Practicum pre-req
CED 5975	Career Counseling and Development	3	Practicum pre-req
CED 5979	Diagnosis and Treatment of Psychopathology	3	Practicum pre-req
CED 5997	Research Methods in Counseling**	3	
SPECIALIZED COURSES 9 CREDITS			
CED 5501	Survey of Alcohol and Drug Abuse Counseling**	3	Practicum pre-req
CED 5631	College Student Services and Counseling	3	Practicum pre-req
CED 5632	College Student Counseling and Development	3	
PRACTICUM AND INTERNSHIP 9 CREDITS			
CED 5980	Practicum in Counseling (Clinical or Higher Education-120 hrs.)	3	
CED 5985	Internship in Counseling I (Higher Education-300 hrs.)	3	
CED 5986	Internship in Counseling II (Higher Education-300 hrs.)	3	

TOTAL CREDITS: 48

APPENDIX F: Pre-Requisite & Co-Requisite Courses

CLINICAL MENTAL HEALTH COUNSELING

PRE REQS FOR PRACTICUM (33 credits)

CED 5910 Orientation to Professional Counseling*
CED 5962 Group Process*
CED 5950 Counseling Skills
CED 5050 Appraisal and Assessment*
CED 5952 Theories of Counseling
CED 5972 Clinical Mental Health Counseling
CED 5975 Career Counseling
CED 5963 Theory & Practice of Group Counseling
CED 5915 Multicultural Counseling
CED 5979 Diagnosis & Treatment of Psychopathology
CED 5501 Survey of Alcohol and Drug Abuse Counseling*

CONCURRENT COURSES

CED 5925 Counseling Perspectives in Human Development*
CED 5945 Counseling Children & Adolescents
CED 5997 Research Methods in Counseling*
CED 5965 Intro to Family (Pre-Req CED 5950)
CED 5966 Advanced Counseling Skills & Practice

COURSE TAKEN IN FINAL SEMESTER

CED 5989 Counseling Supervision

PRACTICUM AND INTERNSHIP

CED 5980 Practicum
CED 5985 Internship I
CED 5986 Internship II

*Courses can be taken before being fully admitted or concurrent with CED 5950

Counselor Education Department *Student Handbook*

SCHOOL COUNSELING

PRE REQS FOR PRACTICUM (27 credits)

CED 5910 Orientation to Professional Counseling*

CED 5962 Group Process*

CED 5050 Appraisal and Assessment*

CED 5950 Counseling Skills

CED 5952 Theories of Counseling

CED 5944 School Counseling*

CED 5975 Career Counseling

CED 5963 Theory & Practice of Group Counseling

CED 5915 Multicultural Counseling

MUST BE TAKEN WITH OR BEFORE PRACTICUM

CED 5945 Counseling Children & Adolescents

CONCURRENT COURSES

CED 5925 Counseling Perspectives in Human Development*

CED 5997 Research Methods in Counseling*

CED 5979 Diagnosis & Treatment of Psychopathology

PRACTICUM AND INTERNSHIP

CED 5980 Practicum

CED 5985 Internship I

CED 5986 Internship II

*Courses can be taken before being fully admitted or concurrent with CED 5950

APPENDIX G: Direct Client Contact

DIRECT CLIENT CONTACT HOURS FOR PRACTICUM & INTERNSHIPS

Direct contact hours are those that include face to face time with an individual client or group of clients.

Practicum	60 hours
	30 hours – Group
	30 hours – Individual
Internship I & II	120 hours total (per semester)
	60-40 hours – Group
	80-60 hours – Individual

The Practicum course is designed to meet the competencies of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) 2016 Section 3 (Professional Practice). F-I.

The 120-hour requirement includes:

- 60 hours of direct services at site
 - 40 hours of individual counseling
 - 20 hours of group counseling (with case notes - written/oral presentation & audio or videotape)
- 60 hours of indirect service at site including on site supervision, report writing, training/orientation, case conferences, etc.
- written and oral presentation & audio or video recording
- Internship Contract
- Monthly Internship Logs

The Internship I and II courses are designed to meet the competencies of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) 2016 Section 3 (Professional Practice). J-M.

The 300 hour per semester (600-hour total) requirement includes:

- 120 hours of direct services at site (with the specific number of hours varying depending on the site's preferred modality with approval of the instructor)
 - 60-80 hours of individual counseling Internship Contract
 - 40-60 hours of group counseling
- written and oral presentation & audio or video recording
- Monthly Internship Logs
- 120 hours of indirect service at site including on site supervision, report writing, training/orientation, case conferences, etc.
 - 30-40 hours of group supervision by instructor
 - Student self-evaluation pre and post course
 - 10 hours of preparation for presentations/assignments for Internship class
 - 20 hours of documented related professional experience
 - For students in School Counseling site, 10 hours must be school-related
 - On and off campus professional development activities

Counselor Education Department *Student Handbook*

- Informational interviews with professional counselors

APPENDIX H: Developmental Assessment form



Course:
 5910 Orientation ☐
 5950 Skills ☐
 5962 Group Process ☐
 Other: _____ ☐

**Counselor Education Department
*Developmental Progress Assessment***

Student Name: _____ Student ID: _____

Faculty: _____ Date: _____

This form will be completed at the end of every course a student takes prior to matriculation to the counseling program, as well as on an as-needed basis.

Standard	Not at all (0)	Intermittently (1)	Consistently (2)	Unable to Evaluate
1. Adheres to ethical, and legal policies in class and work settings				
2. Displays multicultural awareness and respect, especially when faced with differing views and values				
3. Maintains confidentiality and appropriate boundaries				
4. Responsive, adaptable, and cooperative with individuals and groups				
5. Receptive to feedback; Effectively utilizes feedback				
6. Responds to conflict respectfully and accepts personal responsibility				
7. Expresses emotions appropriately				
8. Timely in meeting obligations and deadlines				
9. Demonstrates maturity and professionalism				
10. Sensitive to others' welfare and safety				
11. Shows an emerging counselor identity				
12. Maintains self-care and personal wellness				
13. Exhibits active listening, empathy, & reciprocity in relationships				
14. Seeks supervision or professional consultation when appropriate.				
15. Reads, writes, and communicates effectively at a graduate level.				

Counselor Education Department *Student Handbook*

Comments:

Signatures:

Evaluating Faculty Signature

Department Chairperson (in instances of concern)



COUNSELOR EDUCATION DEPARTMENT

I possess the current Counselor Education Department's *Student Handbook* and have been informed that it is my responsibility to download and read the most recent version. I acknowledge responsibility to be familiar with, and adhere to the requirements detailed in this document or any subsequent revisions made available to me. Any problems resulting from my failure to read the *Handbook* are my responsibility.

Criminal History

Students are required to submit a *Criminal History Disclosure* form prior to beginning Practicum. However, this is late in the program for students, particularly in School Counseling, where certain types of convictions may prevent receiving Certification or doing a Practicum or Internship at certain sites involving children. In this case, students should see your advisor or CED Department Chair to discuss the details at the beginning of the program.

New Jersey has a Rehabilitated Offenders Act that prevents the denial of a license due to a criminal conviction. However, all arrests and incarcerations must be disclosed on the licensure application with an explanation that provides evidence of circumstances and rehabilitation.

Signature _____

Print your name: _____ Date _____