

**WILLIAM PATERSON UNIVERSITY
COLLEGE OF EDUCATION**

**DEPARTMENT OF
SPECIAL EDUCATION AND COUNSELING**

**PROFESSIONAL COUNSELING PROGRAM
SCHOOL AND MENTAL HEALTH CONCENTRATIONS**

GRADUATE HANDBOOK

Effective September, 2011

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Harriet Newman, Graduate Assistant. February 2012

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William Paterson University College of Education
Department of Special Education and Counseling
Graduate Counseling Handbook

Introduction

Welcome to the Masters in Education (M.Ed.) in Professional Counseling in the Department of Special Education and Counseling at William Paterson University. William Paterson offers two concentrations in counseling: The School Counseling Concentration and the Mental Health Counseling Concentration. The Professional Counseling Graduate Handbook will help you find the information that you will need to successfully develop your program of studies for the degree that you are seeking. We hope that you will use this handbook in conjunction with your advisor as a planning guide and to have as a record of your progress.

Graduate Student's Responsibilities

It has been our experience that it is helpful to apprise new graduate students of their responsibilities throughout their graduate program. Studies at the graduate level are more rigorous than studies at the undergraduate level and students bear more responsibility for their academic achievements. The following is a general list of expectations that we have for our graduate students. Individual faculty will provide additional responsibilities for specific courses in course syllabi.

Graduate Students in the Professional Counseling Program at William Paterson University responsibilities include but are not limited to:

- Materials as outlined on course syllabi
- Knowing semester schedules, assignment due dates and times, class meeting times, and classroom locations
- Independently obtaining any materials, content, or assignments missed due to class absence or late arrival
- APA formatting

- Graduate level writing skills (i.e.: research papers, literature, reviews, online postings (this includes spelling and grammar)
- Dispositions appropriate for the counseling profession

Program Mission:

The CACREP accredited Professional Counseling program at William Paterson University seeks to prepare, educate, and mentor ethical and competent professional counselors who are knowledgeable in issues of diversity and life span development. The program further seeks to enhance development of self-awareness in order that counselor trainees become effective professional counselors, skillful in advocating for clients and the profession, in consulting methods, and in clinical practice in a diverse and technological society.

Program Objective:

1. To provide professional counselors with a knowledge base that encompasses the eight core curriculum areas as delineated by CACREP and the State of New Jersey
2. To encourage professional counselors to develop a broad understanding of multicultural issues and to be competent to advocate for and meet the needs of clients from diverse backgrounds
3. To prepare professional counselors who are able to provide competent and effective direct services to clients across the life span in schools and mental health settings
4. To prepare professional counselors to be competent and ethical consultants in school, community, and mental health settings
5. To prepare professional counselors who exhibit sound ethical decision making in their counseling practice
6. To prepare professional counselors to utilize and participate in current research in the counseling field

7. To prepare professional counselors who exhibit professional dispositions appropriate for the counseling profession.

Program Learning Outcomes: (Program learning outcomes are demonstrated by the program's critical assessments)

1. The counseling intern will demonstrate a knowledge base that encompasses the eight core curriculum areas as delineated by CACREP and the State of New Jersey as evidenced by performance on the program comprehensive exam
2. The counseling intern will demonstrate a broad understanding of multicultural issues and the ability to advocate for and meet the need of clients from diverse backgrounds as evidenced by program portfolio materials and evaluation of the counseling intern's performance in Practicum and Internship
3. The counseling interns will demonstrate the ability to provide competent and effective direct services to clients across the life span in schools and mental health settings as evidenced by evaluation of the counseling intern's performance in techniques (CSP 6010) and Practicum and Internship
4. The counseling intern will demonstrate the ability to provide competent and ethical consulting services in school, community, and mental health settings as evidenced by comprehensive program development project
5. The counseling intern will demonstrate the ability to make sound ethical decisions as evidenced by program portfolio materials and evaluation of counseling intern's performance in Practicum and Internship
6. The counseling intern will demonstrate the ability to utilize and participate in current research in the counseling field as evidenced by the research project
7. The counselor trainee will exhibit professional dispositions appropriate for the counseling profession.

Program Critical Assessments/Evaluations:

1. Program Portfolio
2. Program Comprehensive Exam Project
3. Research project
4. Comprehensive School Curriculum/Comprehensive Community Mental Health Program
5. Evaluation of Counseling intern's performance in Techniques (CSP 6010)
6. Evaluation of Counseling intern's performance in Practicum and Internship

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School Counseling Concentration

The School Counseling concentration at William Paterson University is a 48-semester hour program leading to a Master of Education degree in Professional Counseling with a concentration in school counseling. Graduates of the program are eligible to sit for the National Certified Counselor exam (NCE) leading to becoming a National Certified Counselor (NCC). To obtain NCC certification you must pass the NCE and graduate from a CACREP accredited program such as the one at William Paterson. More information on the NCC may be obtained from the NBCC website at www.nbcc.org or from your academic advisor.

Mental Health Counseling Concentration

The Mental Health Counseling concentration at William Paterson University is a 60-semester hour program leading to a Master of Education degree in Professional Counseling with a concentration in Mental Health counseling and eligibility as a Licensed Associate Counselor (LAC), the first step towards obtaining the Licensed Professional Counselor (LPC) credential in the state of New Jersey. (Note: a passing score on the National Certificate Exam is required in order to apply for the LAC and/or LPC.)

Department Office

The office of the Department of Special Education and Counseling is located at 1600 Valley Road, Room 3011. Hours are from 9:00am to 4:30pm, Monday through Friday. The phone number is (973) 720-2118. If you need assistance when the office is closed, you may leave a voice mail message and someone will return your call as soon as possible.

Advising

All new students must meet with academic advisors as soon as possible. Meeting regularly with your advisor helps develop a strong working relationship, allowing your advisor to help you in the most effective way. To schedule an appointment with your advisor, contact your advisor directly.

During advising sessions:

- Plan your semester class schedule and develop a complete plan of study (POS - form in the back of the handbook). CSP 6010 Counseling Skills and Techniques must be taken at the beginning of your sequence.
- Any graduate-level course work as a non-degree student at William Paterson University prior to your admittance to the counseling program must be reviewed with your advisor before being incorporated into your program. (Students are allowed to take up to six (6) semester hours as a non-degree student at the discretion of the Program Director. Non-degree students must have faculty permission before registering for courses. It is recommended that you apply for matriculation as soon as possible.)
- Any graduate-level course work taken at a university other than William Paterson must be reviewed by your advisor and accepted by the counseling faculty, Department Chairperson, and the Dean of the College of Education before those credits can be incorporated into your program. (Students **may** be allowed to transfer up to 6 semester hours. Only courses taken at a CACREP accredited institution will be considered at the discretion of the Program Director.)
- Determine a tentative timeframe for completion of the M.Ed. requirements within the six-year statute of limitations for obtaining the degree. (See “School Counseling Planning Guide”, p. 22 or “Mental Health Counseling Planning Guide”, p. 26).

- Review resources available to graduate students at William Paterson University including library and computer services, professional/student organizations, access to William Paterson University facilities and the counseling and career services.
- At least two semesters before intended graduation date, review your POS to assure that all graduation requirements have been met.

Program Planning

Program planning guides for both the School Counseling concentration and the Mental Health Counseling concentration are included in this handbook. Additional copies may be obtained from the Department of Special Education and Counseling office or from faculty members. These guides outline the requirements of the program, including the course work required as core courses in the program as well as electives available.

While planning your program, be sure to allow a balance between your work and school load, especially during your Practicum/Internship experience. Full time students (9 credits) should not expect to maintain full time employment. (See notes in Financial Aid section.)

Admissions

In order to be considered for admissions to the M.Ed. in Professional Counseling program, you must first meet the requirements for admission to the University (see the William Paterson University Graduate Catalogue for details).

For admissions to the Professional Counseling program you must have:

- A bachelor's degree from an accredited college or university.
- A cumulative undergraduate grade point average of at least 2.75 on a 4.00 scale, or a master's degree from an approved college or

university with a graduate grade point average of 3.00 on a 4.00 scale.

- A satisfactory score on the Miller Analogies Test or the Graduate Record Examination.
- An essay.
- An interview with writing sample
- Two professional recommendations.

Please be advised that these requirements may be subject to change.

Orientation Meetings

Program orientation meetings for new students will be held each year. Announcements of orientation meetings, as well as announcements of other information for program students will be posted on the Counseling bulletin board as well as on the Professional Counseling Program Web page. *Attendance at this meeting is required for all new counseling students.*

Grading System

Your academic standing is expressed in a cumulative grade point average (GPA) that is based on a 4.00 system. Maintaining a 3.00 GPA during your Master's program is a requirement of the University. The grading system for graduate courses is as follows:

A	=	4.00 quality points per credit hour
A-	=	3.70 quality points per credit hour
B+	=	3.30 quality points per credit hour
B	=	3.00 quality points per credit hour
B-	=	2.70 quality points per credit hour
C+	=	2.30 quality points per credit hour
C	=	2.00 quality points per credit hour
C-	=	1.70 quality points per credit hour

(Please be aware that a grade of C+ or lower is unacceptable for graduate students. You must maintain a 3.00 average in order to be retained in the counseling program)

F = 0.00 quality points per credit hour

IN = Incomplete grade (for information about incomplete grades please see the University Graduate Catalogue)

P = Pass

F = Fail

WD = Withdrawal

Please refer to the University Graduate Catalogue for information on the grade appeal process

Academic Dismissal

Any student whose grade point average falls below a 3.00 is automatically placed on probation and may not enroll for more than two additional courses. A student who's GPA does not reach 3.00 after the completion of these two courses will be dismissed from the University. The University and/or the counseling faculty are under no obligation to warn students about academic deficiencies or to alert them in advance to probation or dismissal when their GPA falls below the required minimum. Students dismissed from the University will not be extended the privilege of taking courses in the University unless officially reinstated. Dismissal decisions may be appealed in writing to the dean of the College of Education.

Failure of a course with a grade of C- or lower will result in dismissal from the Professional Counseling Program. Failed courses may not be repeated.

Please see the University Graduate Catalogue for dismissal appeal policy.

Registration

Refer to your Program Planning Guide and to your POS to select courses from the core and elective courses. Tentative course schedules are published each semester online from the Office of Registration at <http://ww2.wpunj.edu/adminsrv/registra>. Some courses will need advisor or instructor approval, so it is best to discuss your tentative schedule with your advisor before attempting to register. For further registration information and procedures, please check the Office of Registration website.

Financial Assistance

The University grants a limited number of Graduate Assistantships that are appointed through the Office of Graduate Studies located on the first floor of Raubinger Hall. A graduate assistantship is an academic award that carries a stipend and a waiver of tuition and fees. They are awarded competitively on the basis of qualifications, which include a minimum 3.00 cumulative undergraduate GPA and two letters of recommendation. Graduate assistants must be enrolled full-time and they are required to work on campus a total of 20 hours per week and may have additional employment on campus only with written permission from the Dean of the College of Education.

Please refer to the Graduate Catalogue for more information.

The Eric and Lenore Hummel Foundation offers an annual scholarship. It is designed for graduate students in counseling. To be considered for the award, students must have completed a minimum of 12 credits in their degree program, maintained a cumulative GPA of at least 3.5 and have demonstrated a record of outstanding leadership and/or community service. For further information and/or application, please contact your advisor or counseling faculty.

Credit Load

Credit load for fall and spring semesters ranges from a minimum of three to a maximum of fifteen credits. Enrollment during the summer session is limited to six credits or two courses, whichever is greater.

Full-time status: Enrolled in nine to twelve graduate credits per semester

Part-time status: Enrolled in three to eight graduate credits per semester

(In order to complete the program within the six year time limit, a minimum of six credits per semester is recommended.)

Leave of Absence

Graduate students who wish to take a leave of absence from their studies for one semester must file a "Request for a Leave of Absence Form" (a sample form is in the back of the handbook) with the Office of Graduate Studies. Students are eligible for an additional semester of leave upon written request to the Office of Graduate Studies. Students not enrolled in courses, or on leave of absence, must reapply to their program of study through the Office of Graduate Studies. Semesters on leave are included in the six-year time limit to complete the program.

Readmit Policy

Graduate students not enrolled in courses and who are not on an official leave of absence for a given semester are considered academically withdrawn and are required to apply for readmission prior to resuming graduate study. Course work six years or older will be reviewed by your advisor and counseling faculty and may be required to be retaken.

Please see the University Graduate Catalogue for further information.

Transfer Credit Policy

A maximum of six credits from other CACREP accredited institutions **may** be credited toward the Master's of Education degree, provided that:

- The student applies for transfer credit at the time of matriculation.
- The work was taken in graduate courses for graduate credit.
- The work was taken within the last six years.
- The grade received was a B or better.
- The work does not duplicate any work, graduate or undergraduate, for which credit was previously given.
- The work has not been applied toward an academic degree at any other institution.
- The work has been taken at an accredited college or university.
- The work is applicable to the student's program as determined by the counseling faculty.
- A student may, in some instances, be allowed to take courses off-campus at another institution as a visiting student and transfer the credit to William Paterson University. The student must receive permission from the student's advisor and the Director of the Professional Counseling Program **prior** to course registration. These credits are allowed as transfer credit and all requirements of transfer credits must be met.

Professional Organizations

Student participation in professional counseling organizations is highly encouraged. Applications for membership in the American Counseling Association, the New Jersey Counseling Association, the American School Counseling Association and the New Jersey School Counseling Association may be obtained from the counseling program bulletin board located on the third floor of 1600 Valley Road or from counseling faculty or online at the associations websites.

Chi Sigma Iota

Chi Sigma Iota is an international counseling honor society. William Paterson University is home to the Alpha Beta Chi chapter. Membership in Chi Sigma Iota is open to counseling students who have at least 15 credits of coursework completed and who maintain a GPA of 3.5 or better. The Professional Counseling program holds a new member initiation at least once a year. For more information on membership please go to the Chi Sigma Iota webpage at <http://www.csi-net.org/> .

Program Retention

In order to be retained in the Professional Counseling program, students must successfully complete CSP 6010 Counseling Skills and Techniques with a grade of B or better. This course must be the first or second course taken in the program. Students in the School Concentration must pass CSP 6200 Foundations of School Counseling with a grade of B or better and students in the Mental Health Concentration must pass CSP 6210 Case Studies in Counseling with a grade of B or better.

Students must maintain a GPA of 3.00 or better in order to be retained in the program. Counseling faculty will meet on a regular basis to discuss students who are having difficulties in academic or clinical instruction and to develop options for these students. When a student falls below the GPA requirement, his/her advisor will meet with the student to discuss his/her options. In addition to the regular review of students who are having difficulty in academic or clinical instruction, the faculty will meet to discuss the progress of all other degree-seeking counseling students at least twice per semester and develop a plan of action for any student who is not meeting his or her potential or is inappropriate for the Professional Counseling program. Areas of non-academic concern include but are not limited to unprofessional behavior and dispositions, unethical behavior, and

personal difficulties that affect the student's ability to appropriately relate to clients. Students will be rated on their professional dispositions in every course and will be apprised of these ratings. If any student is found unsatisfactory in a professional disposition, a plan of action will be initiated by the course instructor. The first step in the plan of action begins when a faculty member submits a Student of Concern Form. A meeting is set up between the student and the student's instructor. If that meeting is not productive, a Student of Concern conference will be held with at least three faculty members in attendance (to include the program director and the student's advisor) and a specific Remediation Plan will be developed with the student. If the student chooses not to accept the remediation plan, they may begin the appeals process. (Please see Academic Policies on the web at <http://www.wpunj.edu/academics/graduate-studies-and-research/academic-policies.dot> for details of the appeal process). The Remediation Plan may include (but is not limited to) additional course work, additional fieldwork, a change in concentration, or exit from the Professional Counseling program.

Student Portfolio

A portfolio will be maintained by the student. The portfolio requirement for the Master's in Professional Counseling consists of artifacts from the eight CACREP Standard areas. These areas are:

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
8. Research and Program Evaluation

Students are required to be knowledgeable about the CACREP standards and to gather artifacts from their course work that covers each of the eight standard areas. These artifacts must be appropriate to the standard and must demonstrate the student's competency in the content covered under the standard. A short rationale for choosing the artifact for the standard must be included.

The portfolio also includes a statement of Philosophy and Theory of Practice as well as an essay that addresses where the student started, where they presently are, and where they see themselves going as a counseling professional.

Practicum/Internship Experience

Students will apply for their Practicum/Internship experience two semesters before beginning the fieldwork component. There will be a Practicum/Internship orientation meeting before the applications are due. At the time of application, the student's departmental record will be reviewed by the Practicum/Internship coordinator and a committee of counseling faculty. If academic deficits, such as missing course work or insufficient GPA (3.0), are found, students will be asked to meet with their advisors to discuss remediation and/or alternate career goals.

Practicum and Internship (CSP 6860 and CSP 6870) must be taken at the end of your master's program and must be taken consecutively beginning in the fall semester. It is strongly recommended that this sequence be the last in your master's program. School concentration counseling interns must have completed at least 36 semester hours in order to enroll for Practicum. Mental Health concentration counseling interns must have completed 48 semester hours in order to enroll for Practicum.

Practicum/Internship consists of an intensive, two semester, field-based experience at a school and/or Mental Health setting. Students are required to secure their own field placements. The counseling faculty must approve these placements. You may obtain a list of possible placement sites from your advisor or counseling faculty. CSP 6860 Practicum in Counseling requires 100 hours at your practicum placement and CSP 6870 Internship in Counseling requires 600 hours at the internship placement. Both courses require audio and/or video taping of client sessions. Prerequisites for Practicum and Internship are listed in the Program Planning Guides (sample located at the back of this handbook). Specific information on requirements for Practicum and Internship are listed in the Practicum and Internship Handbook that is available in the Department office or from the counseling faculty. In order to register for Practicum, you must attend the Orientation to Practicum/Internship meeting the spring before you are to enroll in CSP 6860. You must also submit a Practicum/Internship application form to the Practicum/Internship coordinator by November 1 in order to be eligible to take CSP 6860 the following fall. The Practicum/Internship application is available in the Department office or from the counseling faculty.

Liability Insurance

Students enrolled in CSP 6860 Practicum in Counseling or CSP 6870 Internship in Counseling must obtain liability insurance through the American Counseling Association (ACA) **before** beginning their field experience. ACA offers liability insurance for practicum and internship students at a low cost for student members. *More information may be obtained by contacting ACA at 1-800-347-6647, on their website at www.counseling.org or from counseling faculty.*

Certification and Licensure

The School Counseling concentration fulfills the **academic** requirements for New Jersey School Counseling certification. Students must apply for certification before graduation. Applications are available in the Certification Office located on the third floor of 1600 Valley Road, or from counseling faculty. The School Counseling concentration also fulfills the requirements for the National Certified Counselor (NCC) certification offered by the National Board for Certified Counselors (NBCC).

The Mental Health Counseling concentration fulfills the requirements for the National Certified Counselor (NCC) certification offered by the National Board for Certified Counselors (NBCC) and the **academic** requirement for the LPC credential. The certification exam (NCE) is offered at William Paterson University for students enrolled in the master program during the last semester of the internship.

The NCE is the first step towards licensure as a Licensed Professional Counselor (LPC) in the state of New Jersey. **If you are in the school concentration additional education requirements and field experience are necessary for licensure.** See your advisor or counseling faculty for further information.

Endorsements and Letters of Recommendation

Students in the Professional Counseling program are endorsed for National certification as certified counselors (NCC) when they have completed the 48 hour Master's program and their transcripts are sent to the National Board of Certified Counselors (NBCC) for application to sit for the certification exam (NCE). School counseling concentration students are endorsed for the state school counselor certification when they complete all coursework necessary for this certification and application for certification is made through the William Paterson University College of Education Office

of Certification. Beyond this, students may seek the recommendation of professors in the program when they are seeking other credentials or employment. Letters of recommendation for certification, licensure, or employment may be obtained from individual counseling faculty at the discretion of the faculty member. Faculty reserve the right to refuse such requests when they believe they are unfamiliar with the students work and skills or when they have reason to believe the student should not be endorsed for credentials or employment for particular reasons. Should a concern arise about a student's suitability for the profession while that student is taking a course, the course instructor is obliged to hold a concerned student conference. If the instructor is a part-time faculty member, they should report their concern to the director of the counseling programs and set up a meeting with the director and the student in question.

Graduation Requirements

In order to graduate a student must successfully complete the following:

- a. At least 48 semester hours with a GPA of 3.00 or better for the school concentration; at least 60 semester hours with a GPA of 3.00 or better for the Mental Health concentration. Students must obtain a grade of B or better in CSP 6010 and CSP 6030. The student's program must include three semester hours of Practicum and three semester hours of Internship. Students should check the Graduate Catalog for graduate application deadlines.
- b. Techniques evaluation (CSP 6010)
- c. Comprehensive Exam Project
- d. Research proposal (CSP 6160)
- e. Practicum/internship evaluation (CSP 6860 and CSP 6870)

- f. Comprehensive School Curriculum (CSP 6200 for School Concentration students) or Comprehensive Community Mental Health Program (CSP 6220 for Mental Health Concentration students)
- g. Portfolio

Comprehensive Exam Project

All students in the Professional Counseling program must complete the Comprehensive Exam Project as a culminating activity of the Master in Education program. This is comprehensive case study that is to be completed the summer before the student enters their practicum/internship experience. Students must apply for the Comprehensive Exam Project before being able to begin the project. Deadlines for application appear in the William Paterson University Master Schedule each semester, or may be obtained from the Graduate Studies Office on the first floor of Raubinger Hall. Applications to begin the Comprehensive Exam Project may be obtained from the Graduate Studies Office. Details of the project will be distributed to students after they are cleared to begin the project. (*There is a fee of \$40.00 to begin this project*).

WPUNJ Counseling Program Course Conversion for State Licensure Application

<u>LPC Content Area</u>	<u>WPUNJ Course</u>
Counseling theory and practice	CSP 6060, CSP 6260, CSP 6501, CSP 6280
The helping relationship	CSP 6010
Human growth and development and maladaptive behavior	CSP 6090, CSP 6210 (While 6210 covers maladaptive behaviors as well as assessment, the course should only be listed in one area)
Lifestyle and career development	CSP 6080
Group dynamics, processes, counseling and consulting	CSP 6100
Appraisal of individuals	CSP 6040, CSP 6210
Social and cultural foundations	CSP 6030
Research and evaluation	CSP 6160
The counseling profession	CSP 6050, CSP 6140, CSP 6220

William Paterson University

Department of Special Education and Counseling

Program Planning Guide for the School Counseling Concentration

Effective September, 2011

The School Counseling concentration at William Paterson University is a 48 semester hour program leading to a Master in Education degree. Graduates who have successfully completed the educational requirements may apply for the New Jersey School Counselor certificate.

This guide has been prepared to help you understand the requirements of the School Counseling concentration. Please use this guide in conjunction with meetings with your advisor to plan out your graduate program. This guide is not to be used in lieu of consultation with your advisor. It is your responsibility to check with your advisor to ensure that the program that you have planned out will meet all requirements necessary to complete the program and is in keeping with all regulations pertaining to the program.

The School Counseling concentration at William Paterson University follows the standards and guidelines set by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), and the National Board of Certified Counselors (NBCC) and the state of New Jersey. Course work follows eight core competence areas. These eight areas are as follows:

1. Human Growth and Development
2. Social and Cultural Foundations
3. Helping Relationship
4. Groups
5. Lifestyle and Career Development

6. Appraisal
7. Research and Evaluation
8. Professional Orientation

In addition to these core areas, the School Counseling program requires course work that addresses:

- A. Foundations of school counseling
- B. Contextual dimensions of school counseling
- C. Knowledge and skills for the practice of school counseling
 1. Program development, implementation and evaluation
 2. Counseling and guidance
 3. Academic Development
 4. Prevention, intervention, and advocacy
 5. Consultation
- D. Clinical Instruction

The sections below lists the core program courses and school counseling required courses. The required courses consist of 48 semester hours.

CSP 6010 Counseling Skills and Techniques (3)

Prerequisite: Permission of instructor

This course must be taken at the beginning of your program.

CSP 6030 Multicultural Counseling (3)

Prerequisite: Permission of instructor

CSP 6040 Assessment and Appraisal in Counseling (3)

Prerequisite: CSP 6010, CSP 6030 or permission of Director

CSP 6050 Ethical and Legal Issues in Counseling (3)

Prerequisite: CSP 6010, CSP 6030 or permission of Director

- CSP 6060 Individual Counseling: Theories and Practice (3)
Prerequisite: CSP 6010, CSP 6030
- CSP 6080 Career Counseling across the Life Span (3)
Prerequisite: CSP 6010, CSP 6030 or permission of Director
- CSP 6090 Human Growth and Development for School and Community Counselors (3)
Prerequisite: CSP 6010, CSP 6030 or permission of Director
- CSP 6100 Group Counseling: Theory and Practice (3)
Prerequisite: CSP 6010, CSP 6030 Pre/co-requisite: CSP 6060
- CSP 6140 Community Agencies: Resource and Social Welfare Policy (3)
Prerequisite: CSP 6010, CSP 6030 or permission of Director
- CSP 6160 Research in Counseling (3)
Prerequisite: CSP 6010, CSP 6030 Pre/Co-requisite CSP 6040
- CSP 6200 Foundations of School Counseling (3)
Prerequisite: CSP 6010, CSP 6030
- CSP 6210 Case Studies in Counseling (3)
Prerequisite: CSP 6010, CSP 6030, CSP 6060
- CSP 6260 Counseling Children and Families (3)
Prerequisite: CSP 6010, CSP 6030, CSP 6090
- CSP 6280 Crisis Intervention and Management (1)
Prerequisite: CSP 6010, CSP 6030

- CSP 6510 Counseling for Substance Abuse and Addiction (2)
Prerequisite: CSP 6010, CSP 6030
- CSP 6860 Practicum in Counseling (3)
Permission of Practicum/Internship Coordinator
This course is to be taken at the end of your program
- CSP 6870 Internship in Counseling (3)
Permission of Practicum/Internship Coordinator
This course is to be taken at the end of your program immediately following CSP 6860

Guidelines for Planning Your Program

Admission and Retention

Your admission to the School Counseling concentration is an academic admission. In order for you to remain in this program, you must successfully complete CSP 6010, CSP 6030, and CSP 6200 with a grade of B or better in each.

Sequence

You must complete CSP 6010 in either your first or second semester. If you have not completed this course by the end of your second semester you may not be permitted to take other courses until this course is completed.

Some courses, such as CSP 6160 have prerequisites and may not be taken until those prerequisites are met without special permission from the program director.

Clinical and Field Experience

CSP 6860, Practicum in Counseling and CSP 6870, Internship in Counseling are two consecutive semesters of supervised counseling experience in a field setting. You must have completed at least 36 semester hours before beginning Practicum. The 36 semester hours must include: CSP 6010, CSP 6030, CSP 6040, CSP 6050, CSP 6060, CSP 6100, and CSP 6200. Any courses that you have not taken before beginning Practicum must be taken concurrently with Practicum. This sequence must be the last two courses taken in your master's program.

Practicum and Internship require 100 hours and 600 hours on site, respectively. Please see your advisor to plan out the best way to accomplish this balance.

Plan of Studies (POS)

An official Plan of Studies (POS) contract indicating all required courses and elective courses must be submitted to your advisor by the end of your **second semester** in the program. It is essential that this form be completed in order to ensure that you will have taken all courses necessary to graduate.

Exit Requirements

At the end of your program you will be required to complete the Comprehensive Exams Project. All students complete the Comprehensive Exam Project during the summer before beginning their Practicum semester.

Program Planning Guide for Mental Health Counseling Students

Effective September, 2011

The Mental Health Counseling concentration at William Paterson University is a 60-semester hour program leading to a Master of Education degree in Professional Counseling with a concentration in mental health counseling and eligibility as a Licensed Associate Counselor (LAC), the first step towards obtaining the Licensed Professional Counselor (LPC) credential in the state of New Jersey. (Note: a passing score on the National Certificate Exam is required in order to apply for the LAC and/or LPC.)

This guide has been prepared to help you understand the requirements of the Mental Health Counseling concentration. Please use this guide in conjunction with meetings with your advisor to plan out your graduate program. **This guide is not to be used in lieu of consultation with your advisor.** It is your responsibility to check with your advisor to ensure that the program that you have planned out will meet all requirements necessary to complete the program and is in keeping with all regulations pertaining to the program.

The Mental Health Counseling concentration at William Paterson University follows the standards and guidelines set by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), and the National Board of Certified Counselors (NBCC). Course work follows eight core competence areas. These eight areas are as follows:

1. Human Growth and Development
2. Social and Cultural Foundations
3. Helping Relationship

4. Groups
5. Lifestyle and Career Development
6. Appraisal
7. Research and Evaluation
8. Professional Orientation

In addition to these core areas, the Mental Health Counseling concentration requires course work that addresses:

- a. Foundations of mental health and school counseling
- b. Contextual dimensions of mental health counseling
- c. Diagnosis
- d. Prevention, intervention, and advocacy
- e. Knowledge and skills for the practice of mental health counseling
- f. Clinical Instruction

The sections below lists the core program courses and Mental Health counseling required courses. The required courses consist of 54 semester hours. Students will take an additional six credits of electives to complete their program.

CSP 6010 Counseling Skills and Techniques (3)

Prerequisite: Permission of instructor

This course must be taken at the beginning of your program.

CSP 6030 Multicultural Counseling (3)

Prerequisite: Permission of instructor

CSP 6040 Assessment and Appraisal in Counseling (3)

Prerequisite: CSP 6010, CSP 6030 or permission of Director

CSP 6050 Ethical and Legal Issues in Counseling (3)

Prerequisite: CSP 6010, CSP 6030 or permission of Director

- CSP 6060 Individual Counseling: Theories and Practice (3)
Prerequisite: CSP 6010, CSP 6030
- CSP 6080 Career Counseling across the Life Span (3)
Prerequisite: CSP 6010, CSP 6030 or permission of Director
- CSP 6090 Human Growth and Development for School and Community Counselors (3)
Prerequisite: CSP 6010, CSP 6030 or permission of Director
- CSP 6100 Group Counseling: Theory and Practice (3)
Prerequisite: CSP 6010, CSP 6030 Pre/co-requisite: CSP 6060
- CSP 6140 Community Agencies: Resource and Social Welfare Policy (3)
Prerequisite: CSP 6010, CSP 6030 or permission of Director
- CSP 6160 Research in Counseling (3)
Prerequisite: CSP 6010, CSP 6030 Pre/Co-requisite CSP 6040
- CSP 6200 Foundations of School Counseling (3)
Prerequisite: CSP 6010, CSP 6030
- CSP 6210 Case Studies in Counseling (3)
Prerequisite: CSP 6010, CSP 6030, CSP 6060
- CSP 6220 Foundations of Mental Health Counseling (3)
Prerequisite: CSP 6010, CSP 6030
- CSP 6260 Counseling Children and Families (3)
Prerequisite: CSP 6010, CSP 6030, CSP 6090
- CSP 6280 Crisis Intervention and Management (1)

Prerequisite: CSP 6010, CSP 6030

CSP 6510 Counseling for Substance Abuse and Addiction (2)

Prerequisite: CSP 6010, CSP 6030

CSP 6540 Clinical Supervision in Counseling (2)

Permission of Practicum/Internship Coordinator

CSP 6860 Practicum in Counseling (3)

Permission of Practicum/Internship Coordinator

This course is to be taken at the end of your program

CSP 6870 Internship in Counseling (3)

Permission of Practicum/Internship Coordinator

This course is to be taken at the end of your program immediately following CSP 6860

CSP 6920 Psychopharmacology for Counselors (1)

Permission of Practicum/Internship Coordinator

Plus two (2) electives

Guidelines for Planning Your Program

Admission and Retention

Your admission to the Mental Health Counseling program is an academic admission. In order for you to remain in this program, you must successfully complete CSP 6010, CSP 6030 and CSP 6210 with a grade of B or better.

Sequence

You must complete CSP 6010 in either your first or second semester. If you have not completed this course by the end of your second semester you may not be permitted to take other courses until this course is completed.

Some courses, such as CSP 6160 have prerequisites and may not be taken until those prerequisites are met without special permission from the program director.

Clinical and Field Experience

CSP 6860, Practicum in Counseling and CSP 6870, Internship in Counseling are two consecutive semesters of supervised counseling experience in a field setting. You must have completed at least 36 semester hours before beginning Practicum. The 36 semester hours must include: CSP 6010, CSP 6030, CSP 6040, CSP 6050, CSP 6060, CSP 6100, and CSP 6210. Any courses that you have not taken before beginning Practicum must be taken concurrently with Practicum. This sequence must be the last two courses taken in your master's program.

Practicum and Internship require 100 hours and 600 hours on site, respectively. Please see your advisor to plan out the best way to accomplish this balance.

Plan of Studies (POS)

An official Plan of Studies (POS) contract indicating all required courses and elective courses must be submitted to your advisor by the end of your second semester in the program. It is essential that this form be completed in order to ensure that you will have taken all courses necessary to graduate.

Exit Requirements

At the end of your program you will be required to complete the Comprehensive Exams Project. All students complete the Comprehensive Exam Project during the summer before beginning their Practicum semester.

Appendix A

Sample Forms

These forms are samples only. The original forms may be obtained from your advisor or from the Office of Graduate Studies, Raubinger Hall Room 139

Schedule of Course Offerings

Plan of Study: School Concentration

Plan of Study: Mental Health Concentration

Application for Leave of Absence

Application for Comprehensive Examination

Application for Withdrawal from Graduate Studies

Change of Program Concentration

Application for Transfer of Graduate Credits

Application for Graduation

Schedule of Course Offerings

Courses offered Fall and Spring Semesters

- CSP 6010, Skills and Techniques in Counseling
- CSP 6030, Multicultural Counseling
- CSP 6040, Assessment and Appraisal in Counseling
- CSP 6050, Ethical and Legal Issues in Counseling
- CSP 6060, Individual Counseling, Theories and Practice
- CSP 6080, Career Development across the Life Span
- CSP 6090, Human Development across the Life Span
- CSP 6100, Group Counseling: Theories and Practice
- CSP 6160, Research in Counseling
- CSP 6200, Foundations of School Counseling
- CSP 6260, Counseling Children and Families
- CSP 6280, Crisis Intervention and Management
- CSP 6510, Counseling for Substance Abuse and Addiction
- CSP 6860, Practicum in Counseling (Fall semester only)
- CSP 6870, Internship in Counseling (Spring semester only)

Courses offered in Winter Session

- CSP 6960: School Law and Mental Health Codes

Courses offered every Summer

- CSP 6140, Community Agencies: Resources and Social Welfare Policy
- CSP 6210, Case Studies in Counseling
- CSP 6540, Clinical Supervision in Counseling
- CSP 6920, Psychopharmacology for Counselors

Courses offered in alternating summers

- CSP 6070, Counseling the Older Adult
- CSP 6950, Counseling Gay, Lesbian, Bisexual and Transgendered Clients
- CSP 6970, Play Therapy

Please note that this schedule of course offerings is subject to change.