

University of Houston-Victoria
Master's of Education
Counselor Education



**Master's of Education Degree in
Counselor Education
Professional School Counseling
Clinical Mental Health Counseling
Counselor Education Handbook for Students**

Full-time Faculty

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School of Education, Health Professions, and Human Development

www.uhv.edu/education/

Counselor Education Program

3007 N. Ben Wilson

Victoria, TX 77901

University of Houston-Victoria @ Katy

School of Education, Health Professions, and Human Development

Counselor Education Program

2002 W. Grand Parkway N. Building 2

Katy, TX 77449

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Introduction

The Master's of Education in Counselor Education: Professional School Counseling and Clinical Mental Health Counseling Program Student Handbook is intended to be used in conjunction with the University of Houston-Victoria's Student Handbook. Copies of the Student Handbook may be obtained at www.uhv.edu. The purpose of this guide is to provide information to assist students as they pursue the master's degree in Counselor Education.

APPLICATION CHECKLIST

Apply to the UHV Graduate School of the University of Houston-Victoria. This includes:

1. Completed application for graduate admission.
2. Official transcripts of all undergraduate and graduate work must be sent from each college attended (mailed directly from each institution to UHV).
3. GRE (aptitude: verbal and quantitative sections only) or MAT exam scores must be mailed directly from the Educational Testing Service to UHV.

Additional steps are required for admission into the Counselor Education Program

4. Additional steps require include:
 - Three academic or professional recommendation letters. At least one of these must come from a person able to speak to applicant's academic aptitude and achievement.
 - A brief personal statement of no more than three, double-spaced pages describing personal motivation and goals for becoming a professional counselor and anticipated setting for work.
 - All applicants, before acceptance into the program, shall complete criminal background check.
 - Students must also report any convictions, guilty pleas, or nolo contendere to any misdemeanor or felony other than juvenile offenses or misdemeanor traffic violations that occur after the check while matriculating through the Counselor Education program. Report must be made to faculty advisor within two weeks of occurrence.

- After receiving notification that materials are deemed acceptable, students will be invited to attend an interview and orientation with UHV Counselor Education faculty.
- Upon completion of these steps, students will be notified of their admission decision. If a student is granted admission to the program, the student will also be notified of the assigned faculty advisor.

Mission

The mission of the Counselor Education program at the University of Houston-Victoria is to educate, train, and mentor students from diverse backgrounds to earn a master's degree in Professional School Counseling and Clinical Mental Health Counseling. UHV students are primarily drawn from urban and rural areas close to the Victoria Texas or Greater Houston region. The UHV Counselor Education faculty members expect students to engage in academic and experiential learning, to develop a strong professional counselor identity, to develop multicultural and diversity sensitivity. The faculty members are committed to promoting the development of student competence in the provision of counseling, professional advocacy, social justice, and community outreach.

Objectives

In keeping with the mission statement and as a result of matriculation through the program, students will be able to:

1. Demonstrate academic and professional excellence via performance in coursework and field-based experiences (e.g., practicum).
2. Apply and integrate awareness of socio-cultural context and diversity into daily practice in a variety of settings, including community agencies, hospitals, schools, and college counseling centers.
3. Provide for the mental health, academic achievement, human growth, and community development needs of the Victoria and Greater Houston regions.
4. Demonstrate competency in a variety of counseling modalities and frameworks, including provision of consultation, individual, group, couple and family systems, trauma, and substance abuse counseling.

5. Advocate for the counseling profession, including activity in professional associations and interpersonal education about the roles and functions of counselors in society.
6. Successfully pass requisite national and state exams for licensure and/or certification as a professional counselor and/or professional school counselor.
7. Seek gainful employment in K-12 schools, college counseling and career development centers, community mental health and addiction services agencies, and entry-level clinical staff in private practice and hospital settings, integrated behavioral health facilities, and veteran facilities.
8. Define and pursue a counseling specialty above and beyond entry-level competence in counseling, including addiction counseling, couple & family counseling, play therapy, or work with special populations.

Program Description

The program in Counselor Education offers coursework requisite to completing a 60 credit hour Master's of Education degree in Professional School Counseling and Clinical Mental Health Counseling. The Professional School Counseling program, and previous 48 credit hour Community Counseling program, gained CACREP accreditation in 2010. The Clinical Mental Health Counseling program gained CACREP accreditation in 2016.

Students with two years of teaching experience in a k-12 setting that successfully matriculate through the Professional School Counseling (PSC) track meet the requirements for certification as a school counselor in Texas. Additional coursework is available for PSC leading to eligibility for licensure as a Licensed Professional Counselor (LPC).

Students that successfully matriculate through the Clinical Mental Health Counseling (CMHC) track meet the eligibility requirements for licensure as a Licensed Professional Counselor (LPC).

All students must complete applied field experience in COUN 6303 Counseling Practicum (100 clock hours) and COUN 6348 Counseling Internship I & II (600 clock hours over two semesters). Prospective and current students should note that full licensure, as a Licensed Professional Counselor in the state of Texas requires a passing score on the National Counselor Exam (NCE) as well as 3,000 hours of work experience beyond the Master's degree. For further information on certification and licensure requirements see:

For LPC:

Texas State Board of Examiners of Professional Counselors

www.dshs.texas.gov/counselor/

For School Counselor Certification:

Texas Education Association

tea.texas.gov/Texas_Educators/Certification/Additional_Certifications/Student_Services_Certificates/

Program Locations

The Counselor Education Program offers a full master's program in two locations; Victoria and Katy. The Katy campus is subject to change. Faculty are located at each campus to provide classes, faculty advising, and other program services at both locations.

Contact Information:

Victoria, TX:

3007 N. Ben Wilson, TX 77901

Recruitment Coordinator: Sandy Hybner

hynbers@uhv.edu

361.570.4252

Katy, TX:

2002 W. Grand Parkway N., Bldg 2, Katy,
TX 77449

Recruitment Coordinator: John Reese
Alexander

alexanderjr@uhv.edu

281.396.3721

Counselor Education Program Web-site: www.uhv.edu/education/graduate-degrees/counselor-education/

Orientation

Each fall and spring semester, faculty provide a student orientation to the program which includes: a review of the counseling program handbook, the academic appeal process for the School of Education, Health Professions, and Human Development and the Counselor Education Program, the student evaluation and retention policy, the policy on written endorsements, information on professional associations and organizations, and the comprehensive mission statement and program objectives. Students are required to document their understanding of content shared and materials provided, including the program handbook, with a signature.

Admissions

Admission to Graduate Studies

Prior to full admission to the Counselor Education Program, students will be admitted to the School of Education, Health Professions, and Human Development.

Admission to the Master's of Education degree program in Counselor Education

Applicants for admission to the Counselor Education (CE) Program must first satisfy requirements for admission to Graduate Studies at UHV. Above and beyond these requirements, students must submit additional application materials that satisfy the following requirements for admission to the Master's degree program in CE:

1. Students must submit scores on either the Graduate Record Examination (GRE) or Miller Analogues Test (MAT).
2. Based on GRE or MAT scores and the applicant's previous cumulative undergraduate GPA, an admission's index score is calculated. Applicants must have an index score of 1400.
3. Students must submit three professional or academic reference letters that speak to the students' academic achievement, their potential to successfully complete graduate work, and their professional characteristics.
4. Students must complete and submit a personal statement that describes why they want to pursue professional counseling as a career. The statement should include what the student

thinks his or her strengths are for counseling, and should limit the statement to no more than 3 pages double-spaced.

5. Students must complete a Criminal Background check before admission.

Students must also report any convictions, guilty pleas, or nolo contendere to any misdemeanor or felony other than juvenile offenses or misdemeanor traffic violations that occur after the check while matriculating through the Counselor Education program. Report must be made to faculty advisor within two weeks of occurrence.

6. After receiving notification that materials are deemed acceptable, students will be invited to attend an interview and orientation with UHV Counselor Education faculty. The purpose of the interview will be to further assess the applicant's personal qualities that are useful for graduate and eventual professional work as a counselor, to clarify any questions about the applicant's materials, to determine if the applicant's professional goals are in alignment with the objectives of the program, and to share more information about the program with the applicant.

Upon completion of these steps, students will be notified of their admission decision. If a student is granted admission to the program, the student will also be notified of the assigned faculty advisor. Applicants will be notified in writing of the admission decision. Admissions decisions occur in the Spring, Summer, and Fall semesters.

The faculty members of the CE Program at UHV share a commitment to diversity and to pluralistic education and training, and therefore do not discriminate against applicants on the basis of ethno-racial descent, gender identity or sex, sexuality, age, religious or spiritual beliefs and practices, veteran's status, or ability.

Faculty members welcome inquiries into the Program. Prospective students interested in the program should contact 361.570.4371:

Located in Victoria

Linda Autry, Ph.D., LPC-S, CSC

Wayne Smith, Ph.D., LPC

Located in Katy

Katherine Bacon, Ph.D., LPC-S, NCC

Jennifer Boswell, Ph.D., LPC-S, NCC, RPT

Ron Monachello, Ph.D., CSC

Advisement and Transfer Credit

Once students are admitted to the Counselor Education program, they are assigned a faculty advisor. Students are required to meet with their faculty advisor, before enrolling for their first semester of coursework, to complete a plan of study. The advisor evaluates any transfer credit for course substitutions on the student's plan of study. Students transferring from a graduate counseling program from outside of the University of Houston system, or students that already possess a master's degree in counseling, may substitute up to 12 credits of classes for coursework necessary to complete the degree requirements of UHV's Counselor Education Program. Students transferring from another University of Houston System institution may count up to half of their counseling coursework credits.

Students will be assigned to the same faculty advisor for the duration of their involvement in the Counselor Education program unless a request for a change is submitted or plan of study is changed. Information about sequencing of courses, electives, practicum or internship placement, and other relevant information may be obtained via communication with faculty advisors.

Master's Comprehensive Examination

All Master's degree seeking students in the UHV School of Education, Health Professions, and Human Development are required to pass a comprehensive examination. The Counselor Preparation Comprehensive Exam (CPCE) is used for the CE's comprehensive exit exam. The purpose of this exam is to assess the student's knowledge of counseling to ensure minimum competence in the field. The CPCE also provides collective feedback that can be used in developing and adapting the program curriculum. The CPCE is not a licensure exam. Students must register to take the comprehensive examination the semester before they plan to graduate. Students must receive a favorable disposition (i.e., pass) on the comprehensive exam in order to be eligible to graduate.

Students may retake their comprehensive examination the semester immediately following their first failed attempt. Students may take their comprehensive examination up to 3 times before being required to take additional coursework.

Students are given the opportunity to take the National Counseling Exam (NCE) before graduation. The NCE is a 200 items multiple choice examination designed to assess knowledge

and skills determined to be important for providing effective counseling services. Passing the NCE is a requirement for licensure in Texas and many states. Students are responsible for the cost of this exam. Students do not have to take the NCE to graduate, however, it is highly recommended students take the NCE before graduation as this decreases the length of time it takes graduates to become initially licensed. The NCE is the Texas licensure exam, not the Graduate Counselor Education program comprehensive exam.

Curriculum

There are didactic and experiential curricular requirements necessary to successfully matriculate through the Professional School Counseling and Clinical Mental Health Counseling degree tracks. Programs are in alignment with the training standards set forth in the policies of: the Council for the Accreditation of Counseling and Related Education Programs (CACREP), the American Counseling Association (ACA; see the ACA 2014 Code of Ethics); the Texas State Board of Examiners of Professional Counselors (TSBEPC); and the Texas Education Association (TEA; for both TSBEPC and TEA see the Texas Administration Code).

Degree Requirements

The following are degree requirements for the Professional School Counseling and Clinical Mental Health Counseling program areas.

Professional School Counseling

The **Professional School Counseling** plan of study prepares students for mental health counseling in a school setting. As well, it prepares students for TExES 152 exam and the Texas School Counselor certificate. Additional course work is required for eligibility for Texas licensure as a Licensed Professional Counselor.

Professional School Counseling Plan (60 hr.)

COUN 6310 Counseling in the Schools*	3 credits
COUN 6311 Multicultural Counseling*	3 credits
COUN 6321 Professional Orientation & Ethics in Counseling*	3 credits
COUN 6327 Theories of Counseling*	3 credits
COUN 6329 Group Counseling: Theories & Techniques*	3 credits
COUN 6333 Counseling Techniques*	3 credits
COUN 6316 Addiction Counseling: Theory and Techniques	3 credits
COUN 6336 Counseling Children and Adolescents	3 credits
COUN 6318 Assessment in Counseling	3 credits
COUN 6322 Abnormal Human Behavior	3 credits
COUN 6325 Career Education: The Counselor's Role	3 credits
COUN 6330 Advanced Counseling Ethics & Law	3 credits
COUN 6332 Counseling Across the Life Span	3 credits
COUN 6337 Crisis and Trauma Counseling	3 credits
COUN 6343 Advanced Psychopharmacology & Psychopharmacology	3 credits
COUN 6345 Research & Program Evaluation	3 credits
COUN 63XX Advanced School Counseling	3 credits
COUN 6303 Practicum in Counseling	3 credits
COUN 6348 Internship I	3 credits
<u>COUN 6348 Internship II</u>	<u>3 credits</u>

60 credits

* These courses are required to be completed along with completion of an additional 18 semester credit hours in the counseling program before the student can begin COUN 6303: Counseling Practicum. A grade of B or better is required in these courses before a school counseling student may begin her or his practicum. Every student is advised to begin planning to identify and choose a practicum placement, with help from their faculty advisor, at least two semesters prior to the semester to when the student is planning on taking her or his practicum.

Clinical Mental Health Counseling

The **Clinical Mental Health Counseling** plan of study prepares students for counseling positions in various community agencies such as mental health centers, private counseling agencies, drug abuse centers, veterans centers, integrated behavior health facilities, centers for counseling the elderly, child protective services, family counseling centers, business and industry.

Clinical Mental Health Counseling Plan (60 hr.)

COUN 6350 Clinical Mental Health Counseling*	3 credits
COUN 6311 Multicultural Counseling*	3 credits
COUN 6321 Professional Orientation & Ethics in Counseling*	3 credits
COUN 6327 Theories of Counseling*	3 credits
COUN 6329 Group Counseling: Theories & Techniques*	3 credits
COUN 6333 Counseling Techniques*	3 credits
COUN 6316 Addiction Counseling: Theory and Techniques	3 credits
COUN 6317 Couples and Family Dynamics	3 credits
COUN 6318 Assessment in Counseling	3 credits
COUN 6322 Abnormal Human Behavior	3 credits
COUN 6325 Career Education: The Counselor's Role	3 credits
COUN 6330 Advanced Counseling Ethics & Law	3 credits
COUN 6332 Counseling Across the Life Span	3 credits
COUN 6337 Crisis and Trauma Counseling	3 credits
COUN 6343 Advanced Psychopharmacology & Psychopharmacology	3 credits
COUN 6345 Research & Program Evaluation	3 credits
COUN Elective	3 credits
COUN 6303 Practicum in Counseling	3 credits
COUN 6348 Internship I	3 credits
<u>COUN 6348 Internship II</u>	<u>3 credits</u>
	60 credits

*These courses are required to be completed along with completion of an additional 18 semester credit hours in the counseling program before the Clinical Mental Health counseling student can

begin COUN 6303: Counseling Practicum. A grade of B or better is required in these courses before a clinical mental health counseling student may begin her or his practicum. Students are advised to begin planning to identify and choose a practicum placement, with help from their faculty advisor, at least two semesters prior to the semester to when the student is planning on taking her or his practicum.

Counseling Elective Courses:

COUN 6300 Select Topics in Counseling

COUN 6302 Independent Study in Counseling

COUN 6315 Principles & Techniques of Stress Manage

COUN 6319 Death and Dying

COUN 6320 Feminist Counseling: Theory & Techniques

COUN 6324 Consultation Theory and Practice

COUN 6328 Gestalt Theory and Techniques

COUN 6335 Introduction to Consultation

COUN 6326 Human Sexuality

COUN 6338 Introduction to Play Therapy

COUN 6339 Play Therapy in School Settings

COUN 6340 Advanced Counseling Techniques

COUN 6342 The American Community College

COUN 6344 The College Student

COUN 6343 Advanced Psychopharmacology & Psychopharmacology

COUN 6347 Advanced Career Counseling & Assessment

Additional consideration can be given to COUN courses embedded in other CE program areas. Electives should be discussed and approved by faculty advisor.

UHV Counseling Training Clinic

The UHV Counseling Training Clinic is operated by the School of Education, Health Professions, and Human Development. It serves as a Clinic for practicum and internship student in which they serve the University student population and to provide services to children, adolescent, and adult referrals from the community. Clinical Coordinator maintains and operates the Clinic. Referrals and appointments can be through the Clinical Coordinator.

The Mission of the UHV Counseling Training Clinic is to provide counseling services to promote mental health and wellness for the Katy community. The UHV Counseling Training clinic delivers services by master's level students in the Counselor Education program. It maintains two primary goals at the UHV Counseling Training Clinic: a) to provide individual/group counseling to UHV Students at the Katy Campus and residents of the surrounding community, and b) to provide supervised clinical training to master's level counseling students. We provide an unlimited number of sessions and charge no fee for services.

Supervised Experiences

In keeping with national standards for the preparation of professional counselors, the UHV Counselor Education Program requires that students complete COUN 6303: Counseling Practicum and two sections of COUN 6348: Counseling Internship I & II. In COUN 6303 students must earn 100 hours of counseling experience, 40 directly with clients and 60 indirect hours, to receive a satisfactory grade. Students must also be available to meet with their instructor for a minimum of 1.5 hours per week for group supervision during the regular class time, along with an additional 1 hour per week with their practicum site supervisor. Students must successfully complete COUN 6303 prior to enrolling in COUN 6348 I & II.

Students must earn 300 hours of counseling experience in each section of COUN 6348 Counseling Internship I & II (240 directly with clients) over the course of two semesters. Students must also be available to meet with their instructor for minimum of 1.5 hour per week for group supervision during the regular class time, along with an additional 1 hour per week with their practicum site supervisor. These courses must be taken in individual semester and not concurrently.

Evaluation, Remediation, and Retention Policy

The Counselor Education faculty members participate in an ongoing review of student progress in order to make decisions about student retention in the program. This review process helps to ensure that students a) are completing program requirements successfully and making reasonable progress towards graduation, and b) have achieved an adequate level of professional and personal development in keeping with their future role as professional counselors. Faculty recourse to a student's failure to meet the academic or professional expectations may be either remediation or removal from the program.

Academic minimums for retention:

In tandem with the general academic standards for UHV Graduate Studies, students in the UHV Counselor Education Program are expected to maintain a minimum of a 3.0 grade point average for all COUN coursework. Students that demonstrate persistent difficulty with meeting the GPA standard must devise a remediation plan with their faculty advisor that focuses on the enhancement of the students, abilities to succeed in graduate school and specifically to meet their remaining graduation requirements.

Personal and professional development minimums for retention:

The professional and personal behaviors and competencies related to counseling that students are expected to demonstrate proficiency in are:

1. The ability to express empathy and to establish rapport with clients and students
2. The ability to utilize basic micro-skills to help facilitate client and student change
3. Appropriate professional responsibility and work ethic in both academic and field placement settings. This includes activities such as being on time for appointments, abiding by policies and procedures of the field placement site, and communicating difficulties to the site-supervisors and instructors in a timely manner.
4. Sound judgment when sharing personal experiences and values.
5. Appropriate communication skills, including the ability to engage in concrete and focused communications.
6. Effective and non-aggressive conflict resolution skills

7. Self-awareness, defined as the ability to recognize one's own values, perspective, attitudes, how these are related to one's behavior, and to distinguish between these and the values and perspective of other people.
8. Self-awareness includes the ability to engage in Self-care in order to address areas of individual and interpersonal difficulty, and being able to accept personal responsibility for change and growth in these areas.
9. The ability to give and receive constructive feedback
10. Openness to differing viewpoints

When a faculty member becomes aware that a student demonstrates interpersonal and professional difficulty that may impede a student's ability to function as a professional counselor, the faculty member will consult with other department faculty and seek to explain to the student what concerns the faculty have. Faculty members pay special attention to the grades and conduct of students in the following courses: COUN 6311 Multicultural Counseling, COUN 6329 Group Counseling, COUN 6333 Counseling Techniques, COUN 6303 Counseling Practicum, and COUN 6348 Counseling Internship I & II. If a student earns a grade of C or below in COUN 6329 or COUN 6333, or an unsatisfactory grade in COUN 6303 or COUN 6348 I & II, this will prompt an immediate review of the student's progress and of their appropriateness for continued matriculation in the program.

Remediation of academic, personal, and professional deficiencies:

In accordance with each student's right to due process, faculty members are committed to working with students who experience academic, interpersonal, or professional development difficulties. If a student's appropriateness for continued matriculation in the program is in question, then it is that student's right to know what specific areas he or she is identified as being deficient in and to expect that a faculty member will work with that student to create a plan for remediation of any deficiency areas. Students can expect any remediation plan to:

1. Detail the specific deficiency areas and concrete steps for correcting or improving the student's competency in those areas;

2. Have a timeline in which the student is expected to demonstrate that the remediation attempt has been successful, including intermediary benchmarks for feedback along the way to completing the plan;
3. Include a list of the student's rights and responsibilities;
4. Indicate clearly what constitutes successful remediation of student's deficiency areas;
5. Indicate clearly what the consequences of failing to complete the remediation plan in the agreed upon timeline are, up to and including dismissal from the program.
6. Include advisement or a requirement to participate in confidential, professional counseling services provided by the university.

If the student's deficiencies are primarily interpersonal or professional in nature, then the faculty members may request that the student receive personal counseling and that the student provides documentation of having received this service. Faculty members may decide that students that refuse to engage in this or any other type of remediation are unfit academically, interpersonally, or professionally to become a counselor and therefore decide to remove said students from the program.

Academic grievance procedure:

In tandem with the procedure outlines in the UHV Student Handbook, students are permitted to appeal any grade that they deem is unfair or that does not reflect their work in a course. Students may also appeal any decision made by faculty members regarding a student's fitness to continue to matriculate through the program. Students who feel that either a grade or feedback regarding their fitness for the program is unjust need to engage in this sequence to address their concerns:

1. Contact the faculty member who gave them the grade or feedback;
2. Seek to come to a consensus with the faculty member about the rationale for the grade or feedback;
3. If agreement regarding the appropriateness of the grade or feedback cannot be reached between the student and faculty member, then the student should contact her or his program advisor;

4. If the student's program advisor is also the faculty who gave the grade being appealed, then the student should appeal to the Graduate Counselor Education Program Coordinator;
5. If agreement cannot be reached regarding the appropriateness of the grade or feedback after contacting their advisor or program coordinator, the student has the right to appeal to the Dean of the School of Education, Health Professions and Human Development.
6. If students are still unsatisfied with the determination of the Dean of the School of Education, Health Professions and Human Development, then the student has the right to appeal to the Provost for Academic Affairs. See the UHV handbook for details regarding appeals to the Provost.

Career Services

Students who wish to use the university's Career Service department should contact the Career Services office for information regarding list of services available to students. Services provided are available at Career Services - www.uhv.edu/career-services/.

Financial Aid

The Office of Financial Aid has information regarding loans, grants, College Work-Study, on-campus employment and other types of financial assistance which are available for qualified graduate students. Financial Aid is available for students with full admission status only. The Office of Financial Aid is located in Room 110, University West. Phone: 361-570-4131 or 1-877-970-4848 ext. 131. The Office of Veterans' Affairs is located in the Financial Aid office and has information regarding Veterans' Administration educational benefits and the Hazelwood Act. Graduate assistantships are available for students of the UHV Counselor Education program.

Professional Associations

A variety of professional associations have student members. As a whole, these associations provide many benefits, products, and services to counselors and counseling students. They promote public recognition of the profession, advocate counselor parity with other helping professionals, and represent counselors' interests before federal, state, and/or local government.

Addresses for professional associations most directly related to our master's-level options are provided below:

American Counseling Association

www.counseling.org

5999 Stevenson Avenue

Alexandria, VA 22304-3300

800/347-6647

Texas Counseling Association

www.txca.org

1204 San Antonio, Suite 201

Austin, TX 78701

800/580-8144

American Mental Health Counselors Assoc

www.amhca.org

801 N. Fairfax St., Suite 304

Alexandria, VA 22314

800/326-2642

American School Counselor Assoc

801 N. Fairfax St., Suite 310

Alexandria, VA 2341

800/306-4722

Chi Sigma Iota (Counseling Honor Society)

www.csi-net.org

P.O. Box 35448

Greensboro, NC 27425-5448

Association for Play Therapy

www.a4pt.org

3198 Willow Ave., Suite 110

Clovis, CA 93612

Professional Advocacy

The faculty of the UHV Master's of Education Degree in Counselor Education share a commitment to promoting awareness of the unique and valuable services provided by professional counselors in school, university, community mental health, and other settings. In keeping with this philosophy, students are encouraged to view professional advocacy as central to their future counseling practice. This advocacy includes: Maintaining active membership in professional associations such as those mentioned above, keeping in contact with the UHV Counselor Education faculty (including sharing personal and professional achievements), and participating in attempts by the faculty to evaluate the counseling program.

Faculty Endorsement Policy

Program faculty endorsement is given only:

- a) on the basis of evidence of demonstrated proficiency in the vocational and/or credential area for which endorsement is sought,
- b) after the candidate has completed a substantial portion of the program, necessarily including supervised practicum and/or internship experiences during the program at UHV and
- c) for the professional credential for which the candidate has been prepared, necessarily including appropriate course work and practicum and/or internship placement(s).

Program Evaluation

The Counselor Education Program periodically conducts formal program evaluations. Results of the most recent evaluations are available in the SoEHPHD office.

APPENDIX

Annual Evaluation of UHV Counselor Education M.Ed. Students

UHV Counselor Education Program Student Remediation Plan

Assessment of Counseling Dispositions

Code of Ethics and Handbook Signature Document



Annual Evaluation of UHV Counselor Education M.Ed Students

In accordance with program policy, all M.Ed students will be evaluated twice during their academic program. The evaluations will occur (a) upon attainment of 15 hours and 30 hours of COUN coursework or (b) any time faculty concern has been identified. This form will be completed by the student's advisor. After review by program faculty, one copy will be given to the student and one will remain in the student's file. Faculty will implement a remediation plan for any student who receives an "Official Concern" for any item in Section A.

Student Name:

Student ID:

Faculty Advisor:

Date Completed:

UHV Counselor Education Program Student Remediation Plan



UHV Counselor Education Program Student Remediation Plan

Student _____ # _____

Faculty _____ Course _____

Date _____ Topic/Project/Exam: _____

Problem Area	Solution/Steps to be Taken	Resources/Personnel Needed

Student Signature Date

Course Faculty Signature Date

Faculty Advisor Signature Date

Figure 1- Sample image of Student Remediation Plan to be provided by faculty if needed

Assessment of Counseling Dispositions



Assessment of Counseling Dispositions

Student: _____ ID: _____ Program Area: _____
 Advisor: _____ Date of Assessment: _____

1. This form is to be used by any faculty member at any time during a student's program of study. **Please circle one number for each disposition using the descriptors listed below the disposition as the basis for your rating.** Add comments in the blank space under the disposition.
2. The faculty advisor is required to schedule a meeting with the student to discuss and document any areas where Needs Improvement is noted.

The student demonstrates:	Not Observed	Needs Improvement	Meets Expectations	Exceeds Expectations
1. Impact				
A. Demonstrates awareness of impact on others	0	1	2	3
B. Demonstrates ability to deal with conflict	0	1	2	3
C. Demonstrates flexibility regarding responding to changing demands in the professional and interpersonal environment.	0	1	2	3
Comment:				
2. Professional Identity and Continuous Growth				
A. Demonstrates openness to new ideas	0	1	2	3
B. Demonstrates multicultural awareness and sensitivity	0	1	2	3
C. Accepts and uses feedback	0	1	2	3
D. Expresses feelings effectively and appropriately	0	1	2	3
E. Demonstrates professional appearance	0	1	2	3
F. Cooperates with others	0	1	2	3
G. Communicates effectively and appropriately	0	1	2	3
H. Shows initiative and motivation (e.g., meets deadlines, class attendance)	0	1	2	3
Comment:				
3. Ethics				
A. Accepts responsibility for personal actions and behaviors	0	1	2	3
B. Attends to ethical and legal responsibilities including the ACA Code of Ethics and the UHV Academic Honesty Policy	0	1	2	3
C. Discloses any unethical or unlawful activity from the time of application to the program and until the end of the program	0	1	2	3
D. Demonstrates honesty, integrity, fairness, confidentiality, and respect for others	0	1	2	3
Comment:				

Figure 2 - Sample image of Assessment of Counseling Dispositions form. Faculty will provide if needed.

Code of Ethics and Handbook Signature Document

As a student in the University of Houston-Victoria Counselor Education program, I understand that I must adhere to the American Counseling Association (ACA) Code of Ethics and all rules and requirements set forth in the Counselor Education Student Handbook. As a student in the Counselor Education program, I will show respect and professionalism towards my fellow students, professors, support staff, and supervisors. By my signature I hereby acknowledge that I have received a copy of the Counselor Education Student Handbook and the ACA Code of Ethics, will be responsible for reading and understanding all content within, and will demonstrate professionalism and respect to others. I agree to abide by the prescribed conduct set forth in these documents and recognize that this document will remain in my student file.

Student Name (Print)

Faculty Signature

UHV Student Number

Date

Student Signature

Counselor Education Plan of Study

Date