

# CHADRON STATE COLLEGE

## Counselor Education Student Handbook Fall 2024



Counselor Education

### **Program Address**

Counselor Education at Chadron State College

Department of Professional Studies

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Chadron, NE 69337

(1-800-Chadron, 308-432-6000)

[counseloreducation@csc.edu](mailto:counseloreducation@csc.edu)

<https://www.csc.edu/academics/counseling/>

 <https://www.facebook.com/groups/CSC.Coun.Program>

 <https://twitter.com/CSCCounseling>

# WELCOME

The faculty, administration, and staff of the Department of Counselor Education welcome you to the Chadron State College Online Counselor Education Program. We hope your academic and professional experiences with us are positive and fulfilling as you begin one of our degree programs and embark on your chosen career as a professional counselor. This student handbook provides program curricula, faculty, performance outcomes, program and university policies, professional associations, and student services. We look forward to seeing you in classes and getting to know you better.

Sincerely,

*Counselor Education Program Faculty*

## Program Core Faculty

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- [Tara Wilson](#), PhD, LMHP, NCC. | Professor, Clinical Mental Health Counseling Program Coordinator, CACREP Liaison, Co-director BHECN Panhandle. *Contact:* 308-432-6043, Miller Hall 223, [twilson@csc.edu](mailto:twilson@csc.edu). *Research Interests:* Rural Counseling Issues, including recruitment and retention strategies for counselors serving rural environments.
- [Nathan Favaloro](#), PhD, LPC, NCC, School Counselor-LA | Assistant Professor, School Counseling Program Coordinator. *Contact:* 308-432-6332, Miller Hall 221, [nfavaloro@csc.edu](mailto:nfavaloro@csc.edu). *Research Interests:* School Counseling.
- [Teri Marrow](#), PhD, LPC, NCC, School Counselor-TX | Assistant Professor, Clinical Coordinator. *Contact:* [tmarrow@csc.edu](mailto:tmarrow@csc.edu). *Research Interests:* multiculturalism, School Counseling, homelessness, and bullying.
- [Jennifer Bays](#), PhD, LPC, NCC, BC-TMH | Remote Lecturer. *Contact:* [jbays@csc.edu](mailto:jbays@csc.edu).

## Graduate Distance Faculty

- [Lauren Coffey](#), PhD, Adjunct Professor
- [Amanda DeDiego](#), PhD, LPC, Adjunct Professor
- [Kimberly Emery](#), MAE, LPC, Adjunct Professor
- [Branis Knezevic](#), PhD, LMHP, School Counselor-NE, Adjunct Professor
- [Rachel Ratliff](#), PhD, LPC, Adjunct Professor
- [Elissa Rosebraugh](#), PhD, Adjunct Professor

## Undergraduate Distance Faculty

- [Jennifer Taylor](#), MAE, LMHP, LADC, Adjunct Professor
- [Ann Jamison](#), MAE, PLMHP, PLADC, Adjunct Professor

**COUNSELOR EDUCATION PROGRAM STUDENT HANDBOOK**

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## INTRODUCTION

The Chadron State College Department of Counselor Education offers fully online graduate degrees in Clinical Mental Health Counseling and School Counseling and undergraduate minor degrees in Mental Health and Addictions.

The Master of Arts in Education, Clinical Mental Health Counseling degree is nationally accredited by the Council for the Accreditation of Counseling and Related Education Programs (CACREP) and meets the Nebraska Department of Health and Human Services-Clinical Mental Health Counseling curriculum requirements.

The Master of Arts in Education, School Counseling is nationally accredited by the Council for the Accreditation of Educator Preparation (CAEP) and meets the Nebraska Department of Education (NDE)-School Counselor Endorsement curriculum requirements.

Additionally, we offer four undergraduate Mental Health Counseling and Addiction Minor degree programs. The Mental Health and Addictions—Alcohol and Drug Counseling minor meets the Nebraska Department of Health and Human Services curriculum requirements for a Licensed Alcohol and Drug Counselor (LADC).

### Online Master's degree Programs:

- **The CACREP-accredited MAE in Clinical Mental Health Counseling** includes coursework that satisfies Nebraska's academic course requirements for a Licensed Mental Health Practitioner (LMHP). The program prepares professional counselors following the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) standards.
- **The CAEP-accredited MAE in School Counseling** has two options leading to endorsement as a Nebraska school counselor. The program prepares professional school counselors following the Council for the Accreditation of Educator Preparation (CAEP) standards.
  - **Option 1-School Counseling Endorsement:** students must have a valid teaching certificate.
  - **Option 2-School Counseling Endorsement and Teacher Certification:** students without a teaching degree may complete this option, requiring additional graduate coursework in teacher education.

### Online Undergraduate Minors in Mental Health and Addiction:

- Mental Health and Addiction - Alcohol and Drug Counseling
- Mental Health and Addiction - Criminal Justice
- Mental Health and Addiction - Social Welfare
- Mental Health and Addiction - Wellness

**Nebraska Alcohol & Drug Counseling:** The graduate Clinical Mental Health Counseling program coursework meets the Nebraska requirements for Provisional licensure as a [Alcohol & Drug Counselor](#) (PLADC). Undergraduate students pursuing a PLADC should complete the **Mental Health and Addiction - Alcohol and Drug Counseling minor**.

**Tevera License +CCS-R© Assessment:** A unified platform supporting mental health training and practice. Tevera has developed standardized workflows and form sets aligned with CACREP standards to support many counseling programs. Tevera's field education software makes it easier to manage placement sites, track student performance, and develop career skills supporting CACREP, ASCA, and CAEP accreditation. This required Tevera is purchased during your first CSC counseling course.

**Counselor Competencies Scale—Revised (CCS-R) ©** (Lambie, Mullen, Swank, & Blount, 2015) The Counselor Competencies Scale—Revised (CCS-R) assesses counselors' and trainees' skills development and professional competencies. Additionally, the CCS-R provides counselors and trainees with direct feedback regarding their demonstrated ability to apply counseling skills and facilitate therapeutic conditions and their counseling dispositions (dominant qualities) and behaviors, offering the counselors and trainees practical areas for improvement to support their development as effective and ethical professional counselors. This assessment is located in Tevera.

**Counselor Preparation Certification Examination (CPCE):** Clinical Mental Health Counseling Students must pass this exam before graduation. You may only attempt the exam twice within six months. Please get in touch with your advisor after two failed attempts.

**PRAXIS School Counseling Subject Exam #5422:** School Counseling Students must pass this exam before graduation.

**CSC Online/Canvas:** All counseling courses are offered in CSC online on the Canvas learning management platform in which all instruction, assignments, projects, papers, quizzes, and exams are completed through a virtual classroom (your personal computer!). You will actively engage in learning by communicating online to the instructor and other students. Some of your online courses will require you to meet for virtual synchronous meetings on a particular night of the week.

**MyCSC:** Provides access to your college records. In MyCSC, you can enroll in classes, search offered courses by semester, and see which courses you've completed. Please take the time to become familiar with your MyCSC.

**New Student Orientation Video:** This video will provide valuable information regarding our program. Please watch this video either before or during your first semester. Watching this video is an admissions requirement and is found on the CSC Website Homepage.

## **Program Mission**

Our mission is to prepare highly effective counselors equipped with the knowledge, skills, and dispositions to serve a diverse, multicultural, and global society with marginalized populations. The faculty, current and former students, and community partners provide input to achieve our mission through the following objectives.

## **Graduate Program Objectives**

1. Foster the development of a strong professional counselor identity following the ethical guidelines outlined in the ACA and ASCA Codes of Ethics.
2. Prepare culturally competent counselors to serve a diverse, multicultural, and global society with marginalized populations.
3. Prepare counselors to apply human developmental theory to inform interventions across the lifespan.
4. Produce counselors with a nuanced understanding of career development to conceptualize the intricate interplay between work, mental well-being, and other life roles.

5. Prepare counselors who employ theoretically grounded counseling interventions to establish theory-based client outcomes.
6. Prepare counselors who employ group dynamics and application of group theory in group counseling practice.
7. Prepare counselors who employ ethical and culturally responsive assessment practices, strategies, and interventions in counseling practice.
8. Prepare counselors who critically evaluate and utilize research methods in professional counseling.
9. Produce Clinical Mental Health Counselors adept at diagnosis, mental health case conceptualization, and treatment planning.
10. Prepare School Counselors to design and deliver school counseling programs utilizing the ASCA National Model.

## Advising

Upon admission, students pursuing a degree will have an assigned faculty advisor. Those not seeking a degree should contact the Counseling Department for advisement. Meeting with your designated advisor immediately after admission and doing so regularly is a requirement. You are responsible for contacting your advisor to schedule these meetings. Your advisor can help plan your course schedule, update you on program or professional developments, and offer guidance and encouragement throughout your academic journey.

## Accreditations & NDE Approval

1. CSC is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA).
2. The Clinical Mental Health Counseling degree program is accredited by the Council for Accreditation of Counseling and Related Programs (CACREP).
3. The School Counseling degree program is approved by the Nebraska Department of Education (NDE) Title 92, Rule 24.006.47 School Counselor Endorsement, and accredited by the [Council for the Accreditation of Educator Preparation](#) (CAEP).

## Diversity Statement

Faculty value diversity among its student population and in society at large. The Counselor Education Department recruits students from various backgrounds, experiences, and cultural influences. Integrated into all aspects of our program is a commitment to and appreciation of individual differences, including student selection and admissions, faculty hiring, classroom instruction, texts, teaching materials, clinical practice and supervision, departmental administration, day-to-day operations, and policy formation.

The Counselor Education program views recruiting and retaining diverse students from the western High Plains States as a significant focus. We broadly define the term diverse to include ethnic, racial, and cultural identities, personal world views, gender identity, sexual preference, age differences, and the challenges associated with disabilities of various kinds. To attract and support a diverse student population, we have taken several initiatives, including but not limited to the following:

1. *Flexibility*—Our course schedules meet the needs of a diverse, non-traditional student population. We deliver courses in an online instructional format and provide options for students who need to complete a program in stages or part-time.
2. *Affordability*—Our tuition is highly competitive with other Nebraska institutions and significantly less than that of many online programs offered by private and for-profit institutions.
3. *Financial Support*—Our College offers a financial assistance program (FAFSA) that is open to all students without discrimination. Our program provides an on-campus graduate assistantship that covers tuition and provides a stipend.
4. *Advertising*—Our program actively advertises a strong emphasis on diversity.

## ONLINE GRADUATE DEGREE PROGRAMS

The Counselor Education Department prepares students as professional counselors in Clinical Mental Health, School, and Addiction Counseling. We offer two master's degrees. An MAE in Clinical Mental Health Counseling (CMHC), and an MAE in School Counseling (SC). In addition, we offer coursework required to obtain the [Nebraska Licensed Alcohol & Drug Counselor \(LADC\) Licensure](#). Please review the [Graduate Studies](#) and the [Counselor Education](#) website for more information.

### Clinical Mental Health Counseling (CMHC)

The CACREP-accredited MAE in Clinical Mental Health Counseling (CMHC) will equip you with entry-level skills to work as a counselor in a variety of community and agency settings such as counseling centers, drug and substance abuse centers, career counseling centers, employee assistance programs in business and industry, adult probation offices, Veteran administration, MHMR agencies, corrections, and private counseling practice. Upon graduation, you will have the coursework required to obtain the Provisional Nebraska Licensed Mental Health Practitioner (PLMHP) and Provisional Nebraska Licensed Alcohol & Drug Counselor (PLADC).

Currently, [Nebraska DHHS](#) requires 60 credit hours of academic coursework to be eligible for licensure as a PLMHP. In addition, the program requires you to pass the [Counselor Preparation Comprehensive Examination \(CPCE\)](#) and Graduate e-Portfolio. You will have seven (7) years to complete the MAE degree. The state regulates all licensure requirements for the PLMHP and PLADC.

#### **CMHC Program Curricula**

The CMHC MAE requires the completion of 60 credit hours of graduate academic work. It includes four major components: Counseling Core, Clinical Mental Health Specialization, Assessment and Research, and Clinical Experience. You are responsible for meeting academic program requirements and meeting with your faculty advisor regularly. The program curricula and conditions are subject to change at any time.

CSC Graduate Studies only allows students to enroll in 12 credit hours per 16 week-semester. We encourage you to enroll in 9 semester hours during the fall and spring semesters, as this is considered full-time; however, you may choose to enroll in fewer classes.



<b>COUNSELING CORE (27 Credits)</b>		<b>Credit Hours</b>
COUN 531 <sup>1,2</sup>	Counseling and Communication Skills	3
COUN 533 <sup>1,2</sup>	Counseling Ethics and Professional Identity	3
COUN 535	Multicultural Counseling	3
COUN 541 <sup>1,2</sup>	Counseling Theories	3
COUN 629	Counseling Children	3
COUN 630	Crisis Counseling	3
COUN 632	Career and Lifestyle Development	3
COUN 634 <sup>1,2,3</sup>	Group Counseling	3
COUN 637	Advanced Human Development	3
<b>SPECIALIZATION (18 Credits)</b>		
COUN 520	Psychopharmacology, Social and Medical Issues in Addictions	3
COUN 523 <sup>1,2</sup>	Diagnosis and the DSM	3
COUN 532	Treatment Issues in Addiction	3
COUN 545	Essentials of Addiction Counseling & Case Management	3
COUN 631 <sup>1,2</sup>	Principles and Practices of Mental Health Counseling	3
COUN 636	Family Counseling	3
<b>MEASUREMENT &amp; RESEARCH (6 Credits)</b>		
COUN 534	Fundamentals of Assessment	3
EDCI 631 or COUN 501	Research Design and Data Analysis Counseling Research and Program Evaluation	3
<b>CLINICAL EXPERIENCES (9 credits)</b>		
COUN 601 <sup>2,4</sup>	Practicum in Counseling	3
COUN 640 <sup>2</sup>	Internship in Counseling	6
<b>CSC Graduation Requirements</b>		
1. Counselor Preparation Certification Examination (CPCE) must be completed <b>during COUN 601</b>		
2. Graduate e-Portfolio must be completed <b>four</b> weeks before graduation.		
<b>MAE-Total Minimum Semester Hours—non-thesis</b>		<b>60</b>

## Footnotes-

1. Pre-Requisites before enrolling in COUN 601 (COUN 523, 531, 533, 541, 631, 634).
2. To graduate, you must achieve a B grade (COUN 523, 531, 533, 541, 601, 631, 634, 640).
3. COUN 634 can be completed before or concurrently with COUN 601.
4. COUN 601 must be completed before COUN 640

**CMHC Recommended Beginning Courses**

COUN 631: Principles and Practices of Mental Health Counseling

COUN 523: Diagnosis and the DSM

COUN 531: Counseling and Communication Skills

COUN 533: Counseling Ethics and Professional Identity

COUN 541: Counseling Theories

COUN 634: Group Counseling

EDCI 631: Research Design and Data Analysis *or* COUN 501: Topics: Counseling Research



## School Counseling (SC)

The CAEP-accredited School Counseling program provides the academic training to pursue the Nebraska School Counselor endorsement. The Nebraska Department of Education (NDE) has final endorsement approval. Our curriculum meets the American School Counselor Association (ASCA) Professional Standards. Students are responsible for meeting academic program requirements and are advised to meet with their faculty advisor regularly.

### Students must choose a Nebraska Department of Education Endorsement Level:

- **School Counseling-Elementary (PK-8)** prepares school counselors to work with and apply for elementary (PK-8) grade level. This level requires one 450-hour elementary school counseling internship.
- **School Counseling-Secondary (7-12)** prepares school counselors to work with and apply for the (7-12) grade level. This level requires one 450-hour secondary school counseling internship.
- **School Counseling (PK-12)** prepares school counselors to work with and apply for the (PK-12) grade level. This level requires a 900-hour internship (450 hours in an elementary setting and 450 in a secondary setting).

### School Counseling Program Curricula

CSC Graduate Studies does not allow students to enroll in more than 12 credit hours per 16 week-semester. We encourage you to enroll in 9 semester hours during the fall and spring semesters, as this is considered full-time; however, you may choose to enroll in fewer classes.

**Option 1 Program:** This 39-credit hour program is designed for students with a valid teaching certificate. The program curricula and requirements are subject to change at any time.

COUNSELING CORE (24 Credits)		Credit Hours
COUN 531 <sup>1,2</sup>	Counseling and Communication Skills	3
COUN 533 <sup>1,2</sup>	Counseling Ethics and Professional Identity	3
COUN 535	Multicultural Counseling	3
Choice of: COUN 629 COUN 630	Counseling Children Crisis Counseling	3
COUN 541 <sup>1,2</sup>	Counseling Theories	3
COUN 632	Career and Lifestyle Development	3
COUN 634 <sup>1,2,3</sup>	Group Counseling	3
COUN 637	Advanced Human Development	3
SPECIALIZATION (3 Credits)		
COUN 635 <sup>1,2</sup>	School Counseling	3
MEASUREMENT & RESEARCH (6 Credits)		
COUN 534	Fundamentals of Assessment	3
EDCI 631 or	Research Design and Data Analysis	3

COUN 501	Counseling Research & Program Evaluation	
<b>CLINICAL EXPERIENCES (6 credits)</b>		
COUN 602 <sup>2,4</sup>	Practicum in Counseling	3
COUN 640 <sup>2</sup>	Internship in Counseling	3
<b>Graduation Requirements</b>		
1. Pass Praxis® Subject Assessment for Endorsement in Professional School Counselor (5422) must be completed during COUN 602.		
2. Graduate e-Portfolio must be completed <b>four</b> weeks before graduation.		
<b>MAE-Total Minimum Semester Hours-Non-Thesis</b>		<b>39</b>

## Footnotes-

1. Pre-Requisites before enrolling in COUN 602 (COUN 531, 533, 541, 634, 635).
2. To graduate, you must achieve a B grade (COUN 531, 533, 541, 602, 634, 635, & 640).
3. COUN 634 can be completed before or concurrently with COUN 602.
4. COUN 602 must be completed before COUN 640.

**Option 2-Program:** This 54-credit-hour program is designed for students without a valid teaching certificate or teacher education degree. It will provide students with the state-required background in education to obtain a Nebraska initial teacher certification and School Counselor endorsement.

<b>COUNSELING CORE (24 Credits)</b>		<b>Credit Hours</b>
COUN 531 <sup>1,2</sup>	Counseling and Communication Skills	3
COUN 533 <sup>1,2</sup>	Counseling Ethics and Professional Identity	3
COUN 535	Multicultural Counseling	3
Choice of: COUN 629 COUN 630	Counseling Children Crisis Counseling	3
COUN 541 <sup>1,2</sup>	Counseling Theories	3
COUN 632	Career and Lifestyle Development	3
COUN 634 <sup>1,2,3</sup>	Group Counseling	3
COUN 637	Advanced Human Development	3
<b>SPECIALIZATION (3 Credits)</b>		
COUN 635 <sup>1,2</sup>	School Counseling	3
<b>MEASUREMENT &amp; RESEARCH (6 Credits)</b>		
COUN 534	Fundamentals of Assessment	3
EDCI 631 or COUN 501	Research Design and Data Analysis Counseling Research and Program Evaluation	3
<b>Teacher Education (15 credits)</b>		
EDUC 530	Integrated Classroom Methodologies	3
EDUC 639	Advanced Methods of Performance Assessment	3
EDCI 635	Curriculum Development	3
Choice of: READ 535 READ 638	Reading and the At-Risk Student Seminar in Reading: Issues, Trends, and Programs	3
Choice of: SPED 230 SPED 532	Introduction to the Exceptional Learner Survey of Special Education	3

**CLINICAL EXPERIENCES (6 credits)**

COUN 602 <sup>2,4</sup>	Practicum in Counseling	3
COUN 640 <sup>2</sup>	Internship in Counseling	3

**Graduation Requirements**

1. Pass Praxis<sup>®</sup> Subject Assessment for Endorsement in Professional School Counselor (5422) must be completed during COUN 602.
2. Graduate e-Portfolio must be completed **four** weeks before graduation.

**MAE-Total Minimum Semester Hours-Non-Thesis****54**

## Footnotes-

1. Pre-Requisites before enrolling in COUN 602 (COUN 531, 533, 541, 634, 635).
2. To graduate, you must achieve a B grade (COUN 531, 533, 541, 602, 634, 635, 640).
3. COUN 634 can be completed before or concurrently with COUN 602.
4. COUN 602 must be completed before COUN 640

**Recommended Beginning Courses**

COUN 635: School Counseling

COUN 531: Counseling and Communication Skills

COUN 533: Counseling Ethics and Professional Identity

COUN 541: Counseling Theories

COUN 634: Group Counseling

EDCI 631: Research Design and Data *or* COUN 501: Topics: Counseling Research

Please note that many other states and accrediting organizations, such as the [Council for Accreditation of Counseling & Related Educational Programs](#) (CACREP), require more academic credit hours for school counseling endorsement. Thus, review your state standards for a specific policy.

**Graduate Field Experience**

Graduate students will spend substantial time in fieldwork to meet practicum and internship requirements. Although our courses are online and most synchronous classes are offered in the evening, the fieldwork experiences are typically completed during daytime hours. You must reserve your place in Practicum and Internship the semester before you intend to enroll in the class. Follow the links for the [Practicum Reservation form](#) and the [Internship Reservation Form](#) found on the website and in Tevera. **For more information, please see the Practicum and Internship Handbook on the program website.**

**Academic Performance & Transfer Credit**

**Grade Point:** Graduate Counselor Education program students must achieve and maintain a grade point average (GPA) of 3.0 (4.0 = A) for graduation. Students must earn a B or higher in COUN 523, 531, 533, 541, 601, 602, 631, & 640. When the student's GPA falls below 3.0, the student's graduate status will be lowered to non-degree seeking. Students earning a grade of C or below in a practicum/internship may be terminated from the counseling program.

**Transfer Credit:** All courses obtained from another counseling program (9 credit hours maximum) will be considered for transfer except for COUN 601, 602, and 640. Each

transfer credit must carry a grade of B or higher, and those with grades of P or S will not be accepted. Acceptance of transfer credit is contingent upon approval of the counseling program faculty and Dean of Graduate Studies. Your responsibility is to supply information establishing any course for transfer as equivalent to a class at Chadron State College. Usually, the equivalency can be established by meeting with your faculty advisor at Chadron State College and providing a course description and syllabus for the course under consideration. All requirements for master's degrees must be met within seven years from the year the student completes the first graduate course that is to apply toward the degree. For further information, please see the [CSC Transfer Policy](#).

**Equal Access:** Chadron State College works to ensure that all programs, activities, and services, including electronic and remote services, are accessible to people with disabilities. Upon request, CSC will provide reasonable accommodations to ensure students have equal access to programs, activities, and services. For assistance, contact the Equal Access Coordinator, Deena Kennell, at 308.432.6467 or by email at [dkennell@csc.edu](mailto:dkennell@csc.edu)

## Financial Assistance

Financial assistance is available to graduate students, usually via student loans and graduate assistantships. Students interested in financial aid should contact the [START Financial Aid Office](#), Crites Hall First Floor, 1-800-CHADRON (1-800-242-3766).

[BEHAVIORAL HEALTH EDUCATION CENTER OF NEBRASKA \(BHECN\)](#): BHECN commits to increase the number of students training in the behavioral health fields in all areas of the state. Please visit the BHECN Student Program site for funding and scholarship opportunities. You may also contact [Dr. Tara Wilson](#), CSC Associate Professor and BHECN Panhandle Co-director, for more information.

[The Quell Foundation](#) promotes open, judgment-free dialogue to normalize the conversation around mental health. The Foundation awards scholarships for a brighter future in the mental health field, increases access to services for better care and treatment, and encourages sharing personal stories to inspire hope.

[Nebraska Student Loan Program \(NSLP\)](#) awards forgivable student loans to Nebraska medical, dental, physician assistant, and graduate-level clinical mental health students who agree to practice in an approved specialty in a state-designated shortage area. Applications are accepted April 1 through June 1 of each year to the Nebraska Department of Health & Human Services, Office of Rural Health, P. O. Box 95026 Lincoln, NE, 68509-5026, (402) 471-2337.

[Graduate Assistantships](#). A limited number of Graduate Assistantships, which cover tuition and provide a stipend, are available for students enrolled in a graduate degree program. Assistantships offer assignments designed to provide opportunities for supervised educational experiences at the graduate level. Graduate assistants should maintain full-time status while serving as assistants.

## PROFESSIONAL IDENTITY

### Professional Ethics

The Counselor Education faculty endorse and implement [the American Counseling Association \(ACA\) Code of Ethics \(2014\)](#) and the [American School Counselor Association \(ASCA\) Ethical Standards for School Counselors \(2022\)](#). Students and supervisees preparing to become counselors must adhere to these ethical standards with the same obligations to clients as professional counselors require.

## Professional Dispositions

Counselor Education students are held to a higher standard due to anticipated interaction with clients and community members. As prospective counselors, you are expected to represent the College as professionals and adhere to the ethics and standards of the counseling profession. In addition to the Student Code of Conduct, professional dispositions apply to all students in the Counselor Education Program before, during, and after your Field Experiences. The standards address affective attributes and general dispositions attributed to a counselor. Please see Professional Dispositions in the appendix. Dispositions will be reviewed regularly throughout your program. Faculty will consult and potentially remediate students who fail to meet these standards.

## National Credentials

The benefits of national certification are three-fold: by participating in the certification process, you will be acknowledged for your competencies and accomplishments as a nationally certified counselor, and you will be elevating your professional identity, which could be important to your building principal and community stakeholders, and you may receive financial incentives from your state and local school board. Consider obtaining National Credentials with the National Board of Certified Counselors, Inc. (NBCC) and the National Board of Professional Teaching Standards (NBPTS). To receive more information about these two certifications, visit the [NBCC](#) and the [NBPTS](#) websites.

## Professional Organizations

We encourage you to join a variety of professional associations that promote the interests of counselors. The counseling faculty actively participate as members of these groups. Membership applications can be obtained directly from the organization or faculty.

American Counseling Association  
5999 Stevenson Ave.  
Alexandria, VA 22304-3303  
1-800-347-6647  
[www.counseling.org](http://www.counseling.org)

675 North Washington Street, Suite 470  
Alexandria, VA 22314  
800-326-2642 or 703-548-6002  
[www.amhca.org](http://www.amhca.org)

American School Counselors Association  
(ASCA)  
801. N. Fairfax St., Suite 310  
Alexandria, VA 22314  
703-683-ASCA  
[www.schoolcounselor.org](http://www.schoolcounselor.org)

Nebraska Counseling Association  
P.O. Box 283  
Kearney, NE 68848-0283  
402-509-8080 or 800-758-3010  
[www.necounseling.org](http://www.necounseling.org)

American Mental Health Counselors  
Association (AMHCA)

Nebraska School Counselor Association  
PO Box 81863  
Lincoln, NE 68501  
[www.neschoolcounselor.org](http://www.neschoolcounselor.org)

## **Student Appropriate Activities**

Students may be interested in obtaining experiences in the field to further their education or exposure to counseling settings. Students are encouraged to seek opportunities that allow for skill development and familiarity with counseling settings. However, students are only encouraged to accept paid or volunteer positions for which they are qualified and trained. Students are advised to seek jobs that provide appropriate supervision, guidance, and on-site licensed practitioners.

## APPENDICES

### Appendix A: Counselor Education Course Descriptions

#### **COUN 501 TOPICS IN COUNSELING 1-3 Credits**

To meet the individual needs of students, it may become necessary to offer seminars or special topics that are not within the range of counseling courses described in this publication.

#### **COUN 520 PSYCHOPHARMACOLOGY, SOCIAL AND MEDICAL ISSUES IN ADDICTIONS 3 Credits**

This course will explore medical and psychosocial aspects of alcohol/drug use, abuse, and addiction. Designed to meet licensure for Alcohol and Drug Counseling, the emphasis is on psychopharmacology and addiction.

#### **COUN 523 DIAGNOSES AND THE DSM 3 Credits**

The course explores psychopathology's social-biological origins and dynamics in adults and children. It introduces students to the latest edition of the Diagnostic and Statistical Manual of Mental Disorders to facilitate making psychological diagnoses. Students will also receive an overview of the etiology of various psychological disorders crucial to helping clinicians recognize how psychopathology may develop, is maintained, and respond to treatment. Identifying variables associated with the onset and maintenance of psychological disorders may also help students differentiate among various psychological disorders.

**Requirements:** Minimum grade of B.

#### **COUN 531 COUNSELING AND COMMUNICATION SKILLS 3 Credits**

This course provides an opportunity to develop essential communication, interviewing, and counseling competencies. A focus is on developing the listening and interviewing skills necessary to utilize techniques across various theoretical orientations. It emphasizes counselor self-awareness counselor development and includes recorded counseling interviews and role-plays.

**Requirements:** Online synchronous and asynchronous participation. Minimum grade of B.

#### **COUN 532 TREATMENT ISSUES IN ADDICTIONS 3 Credits**

This course explores chemical and behavioral dependency recognition, co-occurring disorders, and their impact on medical and mental health issues.

#### **COUN 533 COUNSELING ETHICS AND PROFESSIONAL IDENTITY 3 Credits**

This course facilitates the development of student knowledge of ethical principles, professional codes, and decision-making capacity. It will explore legal statutes impacting counselor behavior, examples of malpractice, and risk management strategies for maintaining a healthy counselor practice in school and mental health settings.

**Notes:** Online synchronous participation may be required.

**Requirements:** Minimum grade of B

#### **COUN 534 FUNDAMENTALS OF ASSESSMENT 3 Credits**

This course examines basic assessment principles, including achievement, aptitude, and intelligence tests, interest and personality inventories, diagnostic measures, client outcome and rating measures, clinical interviews, and observations. Students can conduct assessments, interpret assessment results, and write assessment reports.



**COUN 535 MULTICULTURAL COUNSELING 3 Credits**

This course explores multicultural concepts, cultural identity development, and application of counseling strategies appropriate for culturally diverse clients. It also focuses on social justice and advocacy strategies, examining personal attitudes toward diverse populations to increase multicultural competency.

**COUN 541 COUNSELING THEORIES 3 Credits**

This course provides an overview of foundational theoretical models of counseling. Students will develop an understanding of core counseling theories and their origins, philosophical tenets, and applications. Students will also examine their own theoretical beliefs and identify a personal theoretical orientation to inform their approach to counseling.

**Requirements:** Minimum grade of B.

**COUN 545 ESSENTIALS OF ADDICTION COUNSELING AND CASE MANAGEMENT 3 Credits**

This course will explore specific approaches to alcohol and drug assessment. Students will explore the identification and development of addiction treatment planning strategies and case management.

**COUN 600 INDEPENDENT RESEARCH OR STUDY 1-3 Credits**

Guided independent research or study in the area of counseling. The number of credit hours varies in accordance with the topic and the amount of work required.

**Add Consent:** Instructor Consent

**Requirements:** Permission of instructor, Dean of Graduate Studies, and Academic Vice President.

**COUN 601 PRACTICUM-CLINICAL MENTAL HEALTH COUNSELING 3 Credits**

Students will engage in a supervised counseling experience in a clinical setting under the supervision of the course instructor and an on-site supervisor. They will apply principles, techniques, and strategies acquired in previous coursework and demonstrate relevant acquired skills and developed competencies, completing 100 hours of practical experience (minimum of 40 direct contact hours) and participating in weekly supervision with an on-site supervisor. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are part of the practicum. Students must have a departmental-approved field site before starting the course.

**Prerequisites:** [COUN 523](#), [531](#), [533](#), [541](#), [631](#) and 634

**Co-requisites:** [COUN 634](#)

**Add Consent:** Instructor Consent

**Requirements:** Online synchronous and asynchronous participation; Minimum grade of B.

**COUN 602 PRACTICUM-SCHOOL COUNSELING 3 Credits**

Students will engage in a supervised counseling experience in a PK-12 school setting (PK-8, 7-12, PK-12) under the supervision of the course instructor and an on-site supervisor. Students will apply principles, techniques, and strategies acquired in previous coursework and demonstrate relevant acquired skills and developed competencies, completing 100 hours of practical experience (minimum of 40 direct contact hours) and participating in weekly supervision with an endorsed school counselor. Students will work to apply the American School Counselor Association's (ASCA) National Model. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are part of the practicum. Students must have a departmental-approved field site before starting the course.

**Prerequisites:** [COUN 531](#), [533](#), [541](#), [634](#), [635](#)

**Co-requisites:** [COUN 634](#)

**Add Consent:** Instructor Consent

**Requirements:** Online synchronous and asynchronous participation; Minimum grade of B.

### **COUN 629 CHILD AND ADOLESCENT COUNSELING 3 Credits**

This course explores counseling theories, models, and therapeutic techniques for children and adolescents. Emphasis is on applying models, theories, and the appropriate selection and execution of counseling interventions specific to school-age.

### **COUN 630 CRISIS COUNSELING 3 Credits**

This course will examine disaster response, crisis prevention, and intervention. Students will increase their knowledge and application of crisis assessment, prevention, and intervention techniques drawn from theoretical frameworks, including the time-limited nature of crisis intervention, related legal and ethical issues, and appropriate interfacing with relevant service providers.

**Notes:** Online synchronous participation may be required.

### **COUN 631 PRINCIPLES AND PRACTICES OF MENTAL HEALTH COUNSELING 3 Credits**

This course addresses professional principles and practices of mental health counseling. It includes history, identity, roles, and trends affecting the field and practice of mental health counseling in community and agency settings.

**Requirements:** Minimum grade of B.

### **COUN 632 CAREER AND LIFESTYLE DEVELOPMENT 3 Credits**

This course examines career development theories and lifestyle approaches throughout the lifespan. Students explore the impact of career choices across the lifespan and how to utilize career assessments and access career information for counseling clients. Students will also explore common occupational issues and the interrelationships between work and other life roles.

**Notes:** Online synchronous participation may be required.

### **COUN 634 GROUP COUNSELING 3 Credits**

This course examines group dynamics in theory and practice. Students will explore various types of counseling groups, group stages and dynamics, ethical considerations, diversity, and facilitation skills. The course includes a weekly synchronous small group counseling experience.

**Requirements:** Online synchronous and asynchronous participation. Minimum grade of B.

### **COUN 635 SCHOOL COUNSELING 3 Credits**

This course prepares school counseling students for effective program development, delivery, and evaluation based on the national ASCA model, focusing on the career, academic, personal, and social development aspects of school counseling.

**Requirements:** Minimum grade of B.

### **COUN 636 COUPLE AND FAMILY COUNSELING 3 Credits**

This course provides an overview of the historical roots and primary theoretical orientation of couple and family counseling. The course examines the application of therapeutic interventions, research trends, and ethical principles through a systemic lens.

### **COUN 637 ADVANCED HUMAN DEVELOPMENT 3 Credits**

This course examines human growth and development across the lifespan. The student will review an emphasis on physiological, cognitive, social, emotional, personality, spiritual, and moral development, as well as legal, ethical, and diversity issues concerning human growth and development.

### **COUN 640 INTERNSHIP IN COUNSELING 1-6 Credits**

Students will complete a supervised counseling internship in roles and settings relevant to their specialty area. CMHC students will apply critical counseling skills learned in previous coursework in a clinical setting. They must complete 600 total hours of their supervised counseling internship (300 direct contact hours) at an approved clinical site. School Counseling students must complete 450 total hours, per endorsement level, of their supervised counseling internship (180 direct contact hours) at an approved school site. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are a part of the internship. This course will meet the Nebraska state law requirements for licensure and specialization endorsement.

**Prerequisites:** [COUN 601](#) or 602

**Add Consent:** Instructor Consent

**Requirements:** Online synchronous and asynchronous participation; Minimum grade of B.

### **COUN 655 SCHOLARLY PROJECT 1-3 Credits**

In this course, the student engages in a project related to their area of specialization in cooperation with their advisor. This course is for students selecting Plan II, as listed under Program Requirements.

**Add Consent:** Instructor Consent

**Requirements:** Must complete three (3) credit hours.

### **COUN 660 THESIS 1-6 Credits**

In this course, the student designs and implements an extensive research project in cooperation with their advisor. This course is for students selecting Plan I, as listed under Program Requirements.

**Add Consent:** Department Consent

**Requirements:** Permission of advisor and the Dean of Graduate Studies; must complete six (6) credit hours.

## **Appendix B: Undergraduate Counselor Education Course Descriptions**

COUN 127: Lifespan Development - 3 credits (45 contact hours)

This course will study the nature and needs of individuals at all development levels from birth to death. Prerequisites: None.

COUN 133: Clinical Addiction Treatment Issues - 3 credits (45 contact hours)

This course will study treatment issues specific to addiction and chemical dependency, such as denial, resistance, minimization, co-occurring disorders, family dynamics, spirituality, and influences of self-help groups. It will incorporate the study of chemical dependency clinical treatment needs of individuals while taking into consideration gender, culture, and lifestyle. Prerequisites: None.

COUN 225: Addiction Counseling with Groups - 3 credits (45 contact hours)

This course will identify theories, processes, dynamics, techniques, and methods of group addiction counseling and facilitation. Prerequisites: None.

**COUN 235: Alcohol/Drug Assessment, Case Planning, & Management – 3 credits (45 contact hours)**

This course will explore the process of collecting client data for decision-making on alcohol/drug disorder diagnosis, level of care placement, treatment, and referral. It will also study the practice of record keeping, assessment summaries, treatment plans, progress notes, discharge plans, clinical case reviews, assessment instruments, and case management activities designed to achieve client treatment goals. Prerequisites: None.

**COUN 321: Addiction Counseling Theories and Techniques - 3 credits (45 contact hours)**

This course will include the study and practice of theories, principles, and techniques of counseling. Counseling theories such as Adlerian, Cognitive Behavioral, Reality, Client-Centered, Gestalt, among others, will be included. Counseling techniques such as attending skills, reflective feedback, paraphrasing, summarizing, therapeutic confrontation, empathy development, among others, will be included. Requirements: None. Prerequisites: None.

**COUN 323: Addiction Counseling Ethics and Diversity – 3 credits (45 contact hours)**

This course will explore the ethical standards of addiction counseling. This will include the application of ethical principles such as non-discrimination, integrity, competence, and client welfare, among others, to diverse populations. It will also address cultural, social, lifestyle, spiritual, and economic factors relevant to the provision of competent counseling to varied and multicultural populations. Prerequisites: None.

**COUN 331: Medical and Psychosocial Aspects of Alcohol/Drug Use, Abuse, and Addiction – 3 credits (45 contact hours)**

This course will study the physiological, psychological, and sociological aspects of alcohol/drug use, abuse, and dependence. It will explore the processes of dependence, addiction, and withdrawal along with associated signs, symptoms, and behavior patterns. It will also include the study of drug types and pharmacology. Prerequisites: None.



## Appendix C: Counselor Education Online Portfolio Instructions

### Purpose

Your online portfolio will serve two central purposes. The first is synthesizing and demonstrating what you have learned in the counseling master's degree program. The second is presenting your skills and accomplishments to an authentic professional audience outside CSC. If you are looking for employment, a web-based professional portfolio can help get the attention of a potential employer. If you are already employed, it can be a helpful communication tool, giving others some insight into your professional skills and accomplishments. We hope the portfolio will be a living document you choose to maintain and adapt throughout your career as a counseling professional. **This portfolio is due to your counseling faculty advisor no later than Midterm, the semester you plan to graduate.**

### Web Platform

Your portfolio must be created on the Web. Your portfolio must be publicly viewable for use in your professional life, except for your Reflective Essay. **You must password-protect your Reflective Essay.** You will be responsible for choosing between the two web hosting sites listed below and learning how to use them effectively. Your advisor and committee members may be able to offer some guidance, but this will be primarily a self-directed project that demonstrates your ability to learn and use web-based technology. Your website should be well-designed and easy to read. You may also contact the CSC Teaching and Learning Center Instructional Technology & Design for more in-depth guidance on using these platforms.

1. Weebly (<http://www.weebly.com/>)
2. Wix (<http://www.wix.com/>)

Note: The following resources will help you with basic web design principles: [Web Design for Professional Portfolios](#) (six short videos)

### Required Elements

1. **Homepage**—The homepage should briefly introduce the site's purpose and engage your viewers to want to see more.
2. **Theoretical Orientation Statement**—You have been developing your counseling theoretical orientation throughout your program. Add a clear, concise final statement of your orientation and how it is congruent with your goals for working with clients.
3. **Resume or CV**—Present a clear, easy-to-read resume or curriculum vitae highlighting your professional skills. Your resume must be a web page, though you may attach a downloadable PDF version. For security reasons, do not include private information such as your home address or telephone number on your resume page or the downloadable version. You will want a way for employers or other interested parties to contact you, but a professional email address or a "contact me" page on your website is much safer. \*Note: text alignment on the Web can be tricky. You may need to make different formatting choices for a Web-based resume than for a printed version to achieve clean, browser-friendly alignment.
4. **CSC Plan of Study**—You will include a signed copy of your filed Plan of Study. If necessary, please contact Graduate Studies for an electronic copy.
5. **Course Syllabi**—You will include the class syllabus for each course on your Plan of Study.
6. **Reflective Essay**—Linked to the [CACREP eight common core areas](#) or the [ASCA School Counseling Professional Counseling Identity standards](#)—You will include a reflective essay that consists of the following four topics while addressing how your development in each area is linked to CACREP or ASCA. **For your privacy and CSC assignment integrity, this essay must be password-protected on your e-portfolio.**
  1. **Counseling Professional Identity**—describe the components contributing to developing your clinical mental health or school counselor identity.
  2. **Legal and ethical issues**—describe the most pressing issues you anticipate encountering as a professional clinical mental health or school counselor.
  3. **Professional Competence**—describe your most significant areas of strength and weakness as you grow as a successful counselor.

4. Continuing Development—describe how you will continue to grow in counseling. Share new counseling areas in which you see yourself successfully expanding.
  
7. The portfolios are provided here to give you a starting place for designing your showcase; remember that these are not counseling portfolios.
  - [Tish Mindemann](#)
  - [Reed Ellard](#)
  - [Adam Gleason](#)
  - [Laura Zaepfel](#)



## **Appendix D: Practicum Pre-Requisites**

### **Clinical Mental Health Counseling**

#### **Prerequisites**

COUN 523-Diagnosis & the DSM  
COUN 531-Counseling and Communication Skills  
COUN 533-Counseling Ethics and Professional Identity  
COUN 541-Counseling Theories  
COUN 631-Principles and Practices of Mental Health Counseling  
COUN 634-Group Counseling (may also be taken concurrently with 601)

### **School Counseling**

#### **Prerequisites**

COUN 531-Counseling and Communication Skills  
COUN 533-Counseling Ethics and Professional Identity  
COUN 541-Counseling Theories  
COUN 634-Group Counseling (may also be taken concurrently with 602)  
COUN 635-School Counseling

**NOTE:** All prerequisites must be completed before enrolling in COUN 601 or 602. Students enrolling in COUN 601 or 602 must be admitted to the Counseling Program.

## Appendix E: Professional Dispositions

	<b>Primary Professional Dispositions</b>	<b>Specific Professional Disposition Descriptors</b>
1	Professional Ethics	Adheres to the ethical guidelines of the ACA, ASCA, IAMFC, APA, & NBCC, including practices within competencies. (CCS-R, 2.A)
2	Professional Behavior	Behave professionally towards supervisors, peers, and clients (e.g., appropriate dress, attitudes, and communication). To include professional behavior in meeting all classroom expectations. Able to collaborate with others. (CCS-R, 2.B)
3	Professional & Personal Boundaries	Maintains appropriate boundaries with supervisors, peers, & clients. (CCS-R, 2.C)
4	Knowledge & Adherence to Site Policies	Demonstrates an understanding and appreciation for all counseling site policies & procedures. (CCS-R, 2.D)
5	Record Keeping & Task Completion	Completes all weekly record-keeping and tasks correctly and promptly (e.g., case notes, psychosocial reports, time logs, supervision reports). (CCS-R, 2.E)
6	Multicultural Competencies	Demonstrates awareness, appreciation, and respect of cultural differences (e.g., race, ethnicity, spirituality, sexual orientation, disability, SES, etc.) (CCS-R, 2.F)
7	Emotional Stability & Self-control	Demonstrates emotional stability (i.e., congruence between mood and Affect) and self-control (i.e., impulse control) in relationships with supervisor, peers, & clients. (CCS-R, 2.G)
8	Motivated to Learn & Grow/Initiative	Demonstrates engagement in learning & development of their counseling competencies. (CCS-R, 2.H)
9	Openness to Feedback	Responds non-defensively and alters behavior per peer, supervisory, and faculty feedback. (CCS-R, 2.I)
10	Flexibility & Adaptability	Demonstrates ability to be flexible in changing circumstances, unexpected events, and new situations. (CCS-R, 2.J)
11	Congruence & Genuineness	Demonstrates ability to be present and "be true to oneself." (CCS-R, 2.K)

**Students are expected to disclose any unethical or unlawful activity from the time the application was submitted to the program until graduation.** Dispositions will be reviewed regularly throughout your program.

Should the program faculty determine a student's behavior is substandard, unethical, illegal, and or violates the Professional Dispositions, the following actions may be taken:

- 1. Probation and Remediation.** The student will be placed on probation, and the student and advisor will jointly develop a remediation plan or follow the professional disposition plan of action. This plan will be in writing and signed by all parties. A copy of the plan will be provided to the student, and a copy will be retained for the student's file.
- 2. Voluntary Resignation.** The faculty may recommend that the student resign from the program.
- 3. Dismissal from the Program.** The faculty will recommend an immediate dismissal if a student's unacceptable professional and personal behaviors are deemed severe.