



Counselor Education Master's Program Handbook

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To Students and Prospective Students:

Welcome to the Counselor Education Master's Program at North Dakota State University!

The *Counselor Education Master's Program Handbook* serves as a guide with valuable information for you as a current or prospective student. It was developed and revised on the basis of student recommendations and years of faculty experience.

The *Counselor Education Master's Program Handbook* is regularly updated. We value your feedback about program procedures, policies, and practices, so be sure to discuss any potential changes with your advisor. Counselor Education Program Faculty members honor your opinions and depend on you to keep us informed about how the program is serving you.

If, after reading the *Handbook*, you have questions, please contact one of the faculty members in person or by e-mail or phone.

Sincerely,

Jill R. Nelson, Ph.D.
Professor
Doctoral Program Coordinator

Carol Buchholz Holland, Ph.D., NCC
Associate Professor
Temporary Clinic Director

Todd F. Lewis, Ph.D., LPC
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RESERVATION OF RIGHTS

Every effort is made to provide accurate and current information; however, the Counselor Education Faculty members reserve the right to change the policies, procedures, and practices of the program at any time, including those policies related to admission, instruction, and graduation. The right to add or delete courses, change program criteria, alter course content, adjust timelines, and impose or increase fees is similarly reserved. In some cases, requirements for the program and prerequisites for courses offered are effective even if they are not listed in this handbook. All such changes are effective at such times that the proper authorities determine, and may not only apply to prospective students, but also to those who already are enrolled in the program.

~ Counselor Education Faculty

DISCLAIMER

Catalogs and bulletins of educational institutions are usually prepared by faculty committees or administrative officers for the purpose of furnishing prospective students and other interested persons with information about the institutions that issue the same. Announcements contained in such printed materials are subject to change without notice and may not be regarded in the nature of binding obligations on the institution or the State. In times of changing conditions, it is especially necessary to have this definitely understood.

~ State Board of Higher Education

EQUAL OPPORTUNITY INSTITUTION

North Dakota State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts, for all individuals without regard to race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, status with regard to marriage or public assistance, or participation in lawful activity off the University's premises during non-working hours which is not in direct conflict with the essential business-related interests of the University.

~ North Dakota State University

NON-DISCRIMINATION POLICY

North Dakota State University does not discriminate on the basis of age, color, disability, expression/identity, gender, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran.

~ North Dakota State University

STUDENTS WITH DISABILITIES

Any students with disabilities or other special needs, who need special accommodations in this course, are invited to share these concerns or requests with the instructor and contact the Center for Accessibility and Disability Resources as soon as possible.

LAND ACKNOWLEDGEMENT

We collectively acknowledge that we gather at NDSU on the traditional land of the Anishinaabe, Dakota, Lakota, and Nakota peoples in addition to many diverse Indigenous People still connected to this land. We honor with gratitude the land itself and the people who have stewarded it through generations. As a land grant institution, we are committed to continuing to learn how to be better stewards of this land as well as building strong, trusting relationships with our Indigenous Peoples of this region.

COUNSELOR EDUCATION PROGRAM HANDBOOK

The North Dakota State University (NDSU) Counselor Education Program (CNED) is housed within the Human Development and Family Science Department within the College of Health and Human Sciences. Master of Education (M.Ed.) and Master of Science (M.S.) degrees in both Clinical Mental Health Counseling and School Counseling are offered, along with a Doctor of Philosophy degree (Ph.D.) in Counselor Education and Supervision. All the programs are CACREP-accredited and known in the region for high quality.

MISSION

The mission of the NDSU counselor education program is to graduate students who possess the appropriate academic preparation, clinical skills, dispositions, and personal growth to excel as professional counselors and counselor educators. Our priorities focus on relational practices, teaching, research/scholarly activities, and service. The overall goal is to instill in students a commitment to life-long learning and professional counselor practice that integrates theory, ethically and culturally appropriate counseling strategies, research, and specific professional setting expectations. The standards promulgated by our accrediting body, CACREP, and a variety of professional associations guide the program's curriculum and objectives.

PROGRAM OBJECTIVES

The NDSU counseling faculty expect students to:

1. Demonstrate knowledge of core areas of counseling, including helping relationships, group dynamics, professional orientation, research and evaluation, appraisal of individuals, human development, career, and social and cultural diversity
2. Articulate a sound theoretical foundation and identity as a counselor
3. Engage in self-awareness activities and reflection
4. Apply ethical standards in clinical practices
5. Increase knowledge of diverse populations and cultural differences
6. Utilize appropriate and varied strategies and interventions when working with clients
7. Engage in research practices and integrate scholarly artifacts into professional development
8. Collaborate with community and state partners, and other stakeholders to provide services to diverse populations

PROGRAM ACCREDITATION

The Clinical Mental Health Counseling Program, the School Counseling Program, and the Ph.D. in Counselor Education and Supervision are accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) and approved by the North Dakota State Board of Higher Education. Attending an accredited program is essential to a quality learning experience and will increase job opportunities for graduates. Additionally, NDSU is accredited by the Higher Learning Commission (HLC).

In addition to our specific goals and outcomes, we have established program objectives and key performance indicators related to the CACREP standards. Our program accreditation-specific key performance indicators include the following:

Students will demonstrate an understanding of:

1. ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling across service delivery modalities and specialized practice areas
2. the influence of heritage, cultural identities, attitudes, values, beliefs, understandings, within-group differences, and acculturative experiences on individuals' worldviews
3. the influence of mental and physical health conditions on coping, resilience, and overall wellness for individuals and families across the lifespan
4. strategies for assessing abilities, interests, values, personality, and other factors that contribute to career development
5. case conceptualization skills using a variety of models and approaches
6. ethical and legal considerations relative to the delivery of group counseling and group work across service delivery modalities
7. procedures for identifying and reporting signs of abuse and neglect
8. identification and evaluation of the evidence base for counseling theories, interventions, and practices
9. intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management
10. models of school counseling programs

These key performance indicators will be assessed in a variety of courses and can be tracked using your Typhon Group subscription.

**Information on CACREP standards can be found in the Appendix.*

MASTER'S PROGRAM TRACK OPTIONS

Academic preparation and professional experiences for the School Counseling and Clinical Mental Health Counseling M.Ed. and M.S. degrees are designed to prepare students to become effective entry-level counselors in a variety of settings. The Counselor Education Program also helps to prepare students for licensing and credentialing in North Dakota and certification through the National Board for Certified Counselors.

CLINICAL MENTAL HEALTH COUNSELING TRACK

Clinical Mental Health Counseling students are prepared to work in human service settings, community mental health agencies, higher education settings, family services centers, public and private mental health agencies and treatment centers, and other related settings. The Clinical Mental Health Counseling track requires a minimum of 60 graduate semester credit hours and a comprehensive exam.

SCHOOL COUNSELING TRACK

School Counseling students are prepared to work in elementary, middle, secondary, and/or K-12 environments. The School Counseling track requires a minimum of 60 graduate semester credits and a comprehensive exam.

MASTER'S PROGRAM DEGREE OPTIONS

The Master's of Science (M.S.) and Master's of Education (M.Ed.) degrees in counseling are both considered entry-level preparation for qualification as a practitioner. Either degree serves as the foundation for national certification and state licensing and credentialing. Students who are planning to seek licensing, credentialing, or certification outside of North Dakota need to research the current requirement of that jurisdiction (state) and work with their advisor to meet those educational requirements. Additionally, both master's degrees prepare students for the National Counseling Exam (NCE). Students are encouraged to consider their careers in counseling carefully, as there are important differences between the two degree options. Students are encouraged to consult with their faculty advisors and the *NDSU Graduate Bulletin* in choosing a degree path

MASTER'S OF SCIENCE (M.S.)

The M.S. degree places more emphasis on research, which is intended to prepare professionals as scholars. To complete the M.S. degree, students must do the following:

- Complete all required coursework with at least a 3.0 GPA
- Satisfactorily complete 600 Internship hours (6 semester credits)
- Earn a passing score on the comprehensive exam
- Satisfactorily complete, defend, and receive committee approval on a master's thesis (6 credits)

MASTER'S OF EDUCATION (M.Ed.)

The M.Ed. places more emphasis on practice, which is intended to prepare professionals as successful practitioners in the field. To complete the M.Ed. degree, students must do the following:

- Complete all required coursework with at least a 3.0 GPA
- Satisfactorily complete 600 Internship hours (6 semester credits)
- Earn a passing score on the comprehensive exam
- Complete an additional elective (3 credits).

**Further information on program curriculum can be found in the Appendix.*

ADMISSION

The Counselor Education Program welcomes applications from all persons who meet the entrance requirements and highly encourages members of culturally-diverse groups to apply.

APPLICATION

All applications for the program are due February 1st. Applications received after February 1st are reviewed on a space-available basis. The requirements for full standing admission include:

- A completed application
- A minimum undergraduate cumulative GPA of 3.0 on a 4.0 scale, or a minimum GPA of 3.0 on 10 semester credits of graduate coursework*
- Personal and professional references
- A detailed statement of purpose

Applications can be obtained online at <https://www.ndsu.edu/gradschool/apply>

*In rare cases, if an applicant does not meet the 3.0 GPA guideline set above, but has between a 2.5 and 3.0 GPA, faculty may consider the individual for conditional acceptance into the program. In this situation, the applicant must include in the application materials a separate letter explaining the circumstances related to the lower GPA and defining specific measures taken to prepare for academic success. If faculty members determine the prospective student shows potential as evidenced by the application materials, the individual will be invited for an interview. If accepted following the interview, the individual receives a conditional acceptance.

Students in conditional standing must then receive a GPA of 3.5 or better for the first 9 semester credit hours, meet disposition requirements, and meet any other conditions set by the Counselor Education faculty. Upon review of the faculty, conditionally accepted students who meet the criteria above receive acceptance; those who do not meet the criteria above will not be permitted to continue in the program.

INTERVIEW

If a prospective master's student's application demonstrates potential, faculty members will invite the individual to an on-campus interview. During the interview, students will gain more information about the Counselor Education Program, participate in a group interview, engage in an individual interview with one faculty member, participate in a group activity, and meet with current students. After the interview, faculty members will make admissions and advising recommendations to the Graduate School, and students will be notified of their status. In accordance with CACREP standards, the Counselor Education Program faculty members assess prospective students' (a) career goals, (b) aptitude for graduate-level work consistent with

program delivery type, and (c) potential ability to form relationships with diverse populations. If the faculty members determine additional information is needed regarding an applicant's background, the applicant will be asked to sign a release so needed information may be obtained.

DECISION

While reviewing the applications and conducting interviews, faculty members utilize a rubric to aid in making admissions decisions. The rubric is scored from 1 (low potential for success) to 3 (high potential for success) and is used to rate GPA, personal statement, professional background, letters of recommendation, group interview, activity, and individual interview. These quantitative scores will be collected from each faculty member to objectively make admissions decisions. In some cases, students may be waitlisted and contacted at a later date for admission acceptance.

Reasons for denial to the program (per graduate school policy) include (a) background and/or interests do not match, (b) not clear about research goals, (c) poor oral/written/communication skills (taking cultural context into account), (d) limited/no openings, (e) no financial assistance available, (f) no advisor available, (g) letters of recommendation are not strong or supportive, (h) does not meet department requirements, (i) multiple failed courses, (j) low GPA, (k) low scores on other exams (e.g., GRE, GMAT, TOEFL, IELTS), (l) needs to take prerequisites, or (m) other.

ACCEPTANCE

If accepted to the program, students will be admitted as either full standing or conditional standing. Typically, students in full standing may register for classes and follow the guidelines outlined in this handbook. Admitted students should become familiar with the University, the Graduate School (*NDSU Graduate Bulletin*), and the Counselor Education Program policies, procedures, and timelines. If, after being accepted to the program, a student exhibits unprofessional conduct, faculty members may rescind their acceptance into the program. All faculty decisions are final.

COMMITMENT

Students who agree to be a part of the Counselor Education Program must fully commit themselves to their growth – both academically and personally. This level of commitment requires students' utmost attention, and thus, faculty members discourage students from enrolling in other graduate programs at the same time.

AGREEMENT

Upon acceptance to the program and *before* starting classes, students are required to read, sign, and submit the agreement form (copy located at the conclusion of this handbook). You can find an electronic copy of the agreement form on the website. This agreement attests that students have read the *Counselor Education Master's Program Handbook* and the *NDSU Graduate Bulletin* and agree to adhere to the policies included therein. Failure to sign and submit this *Agreement* may result in disciplinary action.

NEW STUDENT ORIENTATION

In August of every year, the Counselor Education Program faculty members hold a new student orientation for master's students. It is mandatory that students attend the orientation, as faculty members will discuss the handbook, outline professional and ethical obligations, explain personal growth expectations as a counselor-in-training, and review licensure/certification options.

**A timeline of important events and deadlines can be found in the Appendix.*

TYPHON GROUP

To ensure that we – as a counselor education program – are meeting the standards for CACREP accreditation, we track students' progress using the software program Typhon. Upon admission to the program, students are required to purchase a subscription (costs around \$100) for their duration in the program.

BACKGROUND CHECK

Before students enter the program, they must undergo a complete criminal background check (costs around \$45). This ensures that their background meets the appropriate requirements to obtain counseling licenses and/or credentials. Students who are concerned about the background check should discuss these concerns with their advisor. The field experience coordinator will provide more information about completing the background check. International students will be asked to complete a background check one year after they are admitted (and before any field experiences).

**If at any time during the program, a student is found guilty of a legal offense (other than a minor traffic accident) or is the subject of a Title IX investigation, the student should immediately report this to faculty members.*

ADVISING

Upon admission to the program, students are assigned to Counselor Education faculty advisors for the duration of their time in the program. The advisors assist students in developing their individual programs, developing research interests, selecting Practicum and Internship sites, selecting site supervisors, and responding to other student needs that may arise.

As soon as possible, students should meet with their advisors to discuss their career goals and review the course schedules. Students can track their progress through the program by following their course requirements in Campus Connection. Individual studies may be designed for the special interests of students; however, such courses must have prior approval by the student's advisor.

The advisor does not relieve students of their responsibility for meeting program requirements, including university and graduate school procedures. Consultation with an advisor can assist a student in eliminating problems that could delay successful completion of the program.

However, students are also expected to develop a thorough understanding of the program and associated expectations.

Students who wish to change advisors are expected to discuss this change with their present advisor and must be accepted by the new advisor. A form for this process is titled *Form or Change Supervisory Committee* and can be found here:

https://www.ndsu.edu/gradschool/current_students/forms

REGISTRATION

After being accepted into the Counselor Education Program, students should familiarize themselves with the academic regulations found in the *NDSU Graduate Bulletin* and register to receive credit for courses. Information regarding registration is available through the Registrar and schedules can be obtained on our website.

COURSELOAD

The Graduate School policy states that 9 graduate semester credits constitute full-time master's-level graduate study. Students should follow the course rotation for their respective track, and if they wish to take more than 15 graduate credits in a semester, they must have approval from the Department Chair and Dean of the Graduate College. Students' course loads should be determined by their ability and time availability. It is important to remember that graduate school courses can require extensive reading, experiential learning, and research.

TRANSFER CREDITS

A maximum of 10 graduate semester credits may be transferred from other accredited graduate programs. Students must consult with and have the approval of their advisors and review the *NDSU Graduate Bulletin* before incorporating transfer credits into their plans of study.

CONTINUOUS ENROLLMENT

Students are expected to maintain continuous enrollment. Counselor Education students who return to the program within one year of withdrawal are not required to reapply for admission, but they should obtain approval from the faculty prior to doing so. Students who have not taken classes for two years must apply for readmission and are subject to any new program requirements.

COURSE PERMISSIONS

Students are encouraged to follow the course schedule plan for their program area. Additional courses and electives must be approved by the student's advisor, occasionally in consultation with the faculty. In rare cases, master's students may be permitted to enroll in counselor education doctoral courses. To be granted permission into a doctoral course in counselor education, master's students must (a) be at the end of their program (internship), (b) demonstrate interest in doctoral-level study, (c) have demonstrated the ability to manage increased workload (manage their own stress levels), (d) have no disposition concerns, and (e) be able to manage possible dual relationships with doctoral students. Any master's students' requests are brought to the whole faculty and decisions are made on a case-by-case basis.

FINANCIAL RESOURCES

FINANCIAL AID

Students are encouraged to meet with their advisors to discuss financial aid options.

Financial aid information can be found on the NDSU website at:

<https://www.ndsu.edu/onestop/finaid/>

GRADUATE ASSISTANTSHIPS

Graduate assistantships are available through various academic departments and offices throughout the campus. The Counselor Education Program offers two. However, they typically are not available for first-year students and doctoral students are preferred. There are two ways to learn about available positions. First, the academic assistant sends out position announcements via email as soon as they arrive. The second way to learn about them is directly from departments by searching the NDSU website Handshake. Typing “graduate assistantship” into the search box on the NDSU start homepage will generate the largest number of results. Students are also encouraged to discuss their options with their advisors. Students who secure graduate assistantships must maintain a 3.0 or better GPA and register for at least 6 graduate credits each semester.

CAMPUS RESOURCES

North Dakota State University provides a number of resources to graduate students. Students are encouraged to become familiar with and take advantage of these resources.

RESPECTFUL EDUCATION

Diversity, equity, and inclusion are noted as important aspects of accreditation. As a faculty, we strive to ensure that students feel welcomed and respected. More information about campus resources can be found at <https://www.ndsu.edu/graduate-school/about/diversity-and-inclusion>

CENTER FOR ACCESSIBILITY AND DISABILITY RESOURCES

Any students with disabilities or other special needs, who need special accommodations in this course are invited to share these concerns or requests with the instructor and contact The Center for Accessibility and Disability Resources at <http://www.ndsu.edu/disabilityservices/> as soon as possible.

VETERANS AND STUDENT SOLDIERS

Veterans and student soldiers with special circumstances or who are activated are encouraged to notify the instructor as soon as possible and are encouraged to provide Activation Orders.

Contact Military and Veteran Services at <http://www.ndsu.edu/veterans/>.

INFORMATION TECHNOLOGY

A number of hardware and software resources, along with technical support, are provided by the Information Technology Center. Students can access the center at:

<https://www.ndsu.edu/it/>

LIBRARY SERVICES

The NDSU Library offers a variety of print and electronic material for students' research, coursework, and general knowledge. They also help students with literature reviews. Students can learn more about the library at: <https://library.ndsu.edu/>

GRADUATE CENTER FOR WRITERS

The Graduate Center for Writers provides graduate students with assistance in composing papers for class or manuscripts for publication. Students can learn more about the center at: <https://www.ndsu.edu/cfwriters/>

MEMORIAL UNION

The Memorial Union provides dining services, shopping services at the NDSU Bookstore, entertainment, meeting rooms, banking services, and multicultural activities, to name a few. Students can learn more about the Memorial Union at: <https://www.ndsu.edu/mu/>

ONE STOP

One Stop is a service center in the Memorial Union that provides information about tuition, financial aid, registration, bill payments, and more. Students can learn more about One Stop at: <https://www.ndsu.edu/onestop/>

WALLMAN WELLNESS CENTER

The Wallman Wellness Center is free for students and provides wellness education and resources, fitness equipment and facilities, and recreational programs. Students can learn more about the Wallman Wellness Center at: <https://www.ndsu.edu/wellness/>

NDSU COUNSELING CENTER

The NDSU Counseling Center provides a variety of free counseling services to students, including group counseling, individual counseling, and psychoeducational programs and events. We *highly* encourage students to see a counselor throughout their duration in the program. Students can learn more about these services at: <https://www.ndsu.edu/counseling/>

CAREER AND ADVISING CENTER

The Career and Advising Center provides internship/job application material review, interview skill development, and career exploration. <https://career-advising.ndsu.edu>

MAT BUS

The MAT bus provides transportation on-campus, between campus locations, and in the Fargo-Moorhead community. Students receive free MAT bus transportation services on and off campus when using their NDSU ID card. Students can learn more about MAT Bus at: https://www.ndsu.edu/parking/matbus_transit/

PROFESSIONAL COUNSELING ASSOCIATIONS

Developing a strong counseling professional identity is an important part of becoming a counselor. Students are encouraged to join counseling associations and subdivisions appropriate to their career choices. Furthermore, students are encouraged to participate in state, regional,

national, and/or international professional counseling conferences during their time in the program. Examples of relevant counseling associations are listed below.

American Counseling Association
<https://www.counseling.org/>

National Board for Certified Counselors
<http://www.nbcc.org/>

American School Counselor Association
<https://www.schoolcounselor.org/>

American Mental Health Counselors Association
<http://www.amhca.org/>

ND School Counselors Association
<http://www.ndsca.us/>

ND Counseling Association
<http://www.ndcounseling.org/>

Association for Specialists in Group Work
<https://www.asgw.org/>

Chi Sigma Iota
<https://www.csi-net.org/>

ACADEMIC EXPERIENCES AND EXPECTATIONS

METHODS OF INSTRUCTION

All courses are offered on the NDSU campus and some courses are also available at various sites across the state/world through the Interactive Video Network and/or Zoom. Class sizes are kept small (maximum of around 20 students) to ensure more personalized and individualized attention. Clinical courses include fewer students. A variety of instructional methods are utilized in academic courses including, but not limited to, role plays, lectures, readings, presentations, written reflections, group collaboration, experiential exercises, and discussions.

GRADE EXPECTATIONS

Assessment of academic coursework will occur through projects, research, class participation, tests, and other assignments deemed appropriate. A grade of A, B, or C is required in all graduate courses; however, students must maintain a B or better average (3.0 GPA) in their coursework to successfully enter into clinical experiences. Per Graduate School policy, earning more than one C, D, F, or U may be grounds for dismissal from the program. Students must successfully pass Practicum and Internship to graduate.

ACADEMIC HONESTY

The academic community is operated on the basis of honesty, integrity, and fair play. NDSU Policy 335: Code of Academic Responsibility and Conduct applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the Office of Registration and Records. Informational resources about academic honesty for students and instructional staff members can be found at www.ndsu.edu/academichonesty.

INFORMATION TECHNOLOGY

Students are expected to have a method of accessing, reading, and interacting with course material available on NDSU Blackboard. To do this, students need to have access to a computer with an Internet connection.

OFFICIAL COMMUNICATION

Students in all Counselor Education tracks are required to maintain a current NDSU e-mail address and check messages on a regular basis. Important notices will be sent as group e-mail announcements to all students. Examples of these notifications include the deadline for signing up for the comprehensive examination, deadlines for applying for Practicum and Internship, and notices regarding individual courses. Failure to respond to any such deadlines will not be overlooked because a student failed to check their e-mail. As professionals in training, it is your responsibility to maintain appropriate and timely channels for communication. Please see NDSU Policy 609 for further information about e-mail as official communication.

DEGREE COMPLETION

All work for the master's degrees, including acceptable transfer credits, must be completed within a seven-year period. This time period begins with the beginning date of the earliest course applied to the student's plan of study for their master's program.

CLINICAL EXPERIENCES AND EXPECTATIONS

Practicum and Internship are considered among the most important elements in the program, as they provide students with opportunities to hone their counseling skills, apply counseling theories, conceptualize clients, develop interventions, work with diverse individuals, and engage in supervision. The information below provides an overview of expectations for Practicum and Internship. However, students should consult relevant handbooks for complete policies.

PRACTICUM

Counseling Practicum provides students with opportunities to counsel diverse clients in the NDSU Community Counseling Services clinic. Students should follow the policies below as well as the specific policies outlined in the *NDSU Community Counseling Services Handbook of Policies and Procedures*. Questions regarding Practicum should be directed to the Community Counseling Services Clinic Director.

1. **Prerequisites:** Students must have attained a "B" or better in *CNED 710 Counseling Techniques*, *CNED 715 Professional Orientation and Ethics*, *CNED 720 Group Counseling*, and *CNED 711 Counseling Theories* to apply for Practicum. Students who do not meet these requirements may be admitted if two Counselor Education Program faculty members agree to work with the student to remove deficiencies.
2. **Application:** Students must apply for Practicum by November 1st if enrolling in Practicum in the Spring and April 1st if enrolling in Practicum in the Fall. The *Master's Practicum Application* can be found on the website. All applications are reviewed by the student's advisor and the Clinic Director, then discussed as a faculty.
3. **Background Check:** Students must be fingerprinted and pass a federal and state background check before starting Practicum.

4. Professional Liability Insurance: Students must purchase and maintain professional liability insurance throughout the duration of Practicum.
5. Experience Requirements: Students must complete and document a minimum of 100 hours of supervised experience. Of these hours, 40 must be in direct service to clients, including individual counseling and group work.
6. Supervision Requirements: Students must engage in one hour of weekly individual or triadic supervision and 1.5 hours of group supervision each week. Both individual/triadic and group supervision must be completed by a Counselor Education faculty member or a supervised doctoral student. Written supervision agreements must be documented before supervision begins.
7. Academic Requirements: Students must receive a “Satisfactory” (S) score in Practicum to progress into Internship. Students can re-take Practicum one time, but if they do not pass a second time, they will not be permitted to enter Internship, and thus, will not be able to complete the program and will be dismissed. Students who re-take Practicum will only be able to enroll on a space-available basis.

CLINICAL MENTAL HEALTH COUNSELING INTERNSHIP

The Clinical Mental Health Counseling Internship is generally completed at a single mental health center, social service agency, or counseling service center. The following processes provide an overview of expectations. For more specific information and policies, students should consult the *NDSU Counselor Education Internship Handbook*. Questions regarding the Clinical Mental Health Counseling Internship should be directed to the Clinical Mental Health Counseling Coordinator.

1. Prerequisite: Students must successfully pass Practicum before applying for Internship. The internship supervisor may request faculty approval for internship plans when a student has not completed specific courses that may be viewed as necessary for the internship experience.
2. Application: Students must apply for Internship by November 1st of the semester prior to the year they wish to take Internship. Complete the *Master's Internship Application* located on the website. Counselor Education faculty members reserve the right to delay Internship enrollment for reasons other than academic concerns.
3. Site Approval: Students must secure appropriate internship sites by completing the *Master's Internship Site Approval* by May 15th before the year they enroll in Internship. The form can be found on the website. Sites must honor confidentiality and have a setting that ensures privacy for individual and group counseling. Students are encouraged to talk to their advisors about possible locations; however, the Counselor Education faculty must approve all selected sites.
4. Professional Liability Insurance: Students must maintain professional liability insurance throughout the duration of internship.

5. Experience Requirements: Students must complete and document a minimum of 600 hours of supervised experience. Of these hours, 240 must be in direct service to clients, including individual counseling and group work. The hours should be accrued over the course of two semesters.
6. Supervision Requirements: Students must engage in one hour of weekly individual or triadic site supervision and 1.5 hours of group supervision each week. Written supervision agreements must be documented before supervision begins. Site supervisors are expected to have a minimum of a master's degree in counseling or a related profession, relevant licenses or certifications, a minimum of two years of related experience, knowledge of the Counselor Education program policies and procedures, and relevant training in supervision.
7. Academic Requirements: Students must receive "Satisfactory" (S) scores in Internship to graduate.

SCHOOL COUNSELING INTERNSHIP

The School Counseling Internship, with appropriate on-site supervision, can be completed in any accredited school system. The following processes provide an overview of expectations. For more specific information and policies, students should consult the *NDSU School Counseling Internship Handbook*. Questions regarding the School Counseling Internship should be directed to the School Counseling Coordinator.

1. Prerequisite: Students must successfully pass Practicum before enrolling for Internship. The internship supervisor may request faculty approval for internship plans when a student has not completed specific courses that may be viewed as necessary for the internship experience.
2. Application: Students must apply for Internship by November 1st of the semester prior to the year they wish to take Internship. Complete the *Master's Internship Application* located on the website. Counselor Education faculty members reserve the right to delay Internship enrollment for reasons other than academic concerns.
3. Site Approval: Students must secure appropriate internship sites by completing the *Master's Internship Site Approval* by May 15th before the year they enroll in Internship. The form can be found on the website. Sites must honor confidentiality and have a setting that ensures privacy for individual and group counseling. Students are encouraged to talk to their advisors about possible locations; however, the Counselor Education faculty must approve all selected sites.
4. Site Approval: Students must secure appropriate internship sites by completing the *Master's Internship Site Approval* by May 15th before the year they enroll in Internship. For School Counseling students, internship hours must be accrued at each grade level (elementary school [K-6], secondary school [7-12]) for which they expect to be credentialed. Sites must honor confidentiality and have a setting that ensures privacy for

individual and group counseling. Students are encouraged to talk to their advisors about possible locations; however, the Counselor Education faculty must approve all selected sites.

5. Professional Liability Insurance: Students must maintain professional liability insurance throughout the duration of internship.
6. Experience Requirements: Students must complete and document a minimum of 600 hours of supervised experience. Of these hours, 240 must be in direct service to students, including individual counseling and group work. The hours should be accrued over the course of two semesters.
7. Supervision Requirements: Students must engage in one hour of weekly individual or triadic site supervision and 1.5 hours of group supervision each week. Written supervision agreements must be documented before supervision begins. Site supervisors are expected to have a minimum of a master's degree in counseling or a related profession, relevant licenses or certifications, a minimum of two years of related experience, knowledge of the Counselor Education program policies and procedures, and relevant training in supervision.
8. Academic Requirements: Students must receive "Satisfactory" (S) scores in Internship to graduate.

SUPERVISION

Supervision is a tutorial and mentoring form of instruction in which a supervisor monitors the student's activities in Practicum and Internship and facilitates the learning and skill development experiences associated with Practicum and Internship. The supervisor monitors and evaluates the clinical work of the student while monitoring the quality of services to clients/students.

Supervision may incorporate elements of consultation, teaching, and/or counseling. The supervisory relationship contributes to the professional functioning and the professional development of both the supervisee and the supervisor.

Client/student welfare is crucial in the process of supervision. Supervision may be evaluative and supervisees may have their level of comfort challenged. Although supervisees have the right to develop their own professional identities and use a variety of counseling theories and methodologies, the first priority is the appropriateness of any strategies to the needs of the clients/students.

The Counselor Education faculty will give students the opportunity to experience a wide range of accepted supervision styles. Faculty members do not distinguish that any supervision method is, in and of itself, better than any other method; however, some methods work better for some students and not as well for others. Whenever students have a concern, they are encouraged to discuss it with their supervisors.

COMPREHENSIVE EXAM (CPCE)

Master's students are required to take and pass the Counselor Preparation Comprehensive Exam (CPCE), which is a national exam aligned with contemporary academic standards and standards specific to counselor education (costs around \$150). Students can read more about the examination here <https://www.cce-global.org/org/cpce>

The CPCE ensures that students graduating from the NDSU Counselor Education Program are sufficiently knowledgeable in each of the eight CACREP content areas: (a) professional counseling orientation and ethical practice, (b) social and cultural diversity, (c) human growth and development, (d) career development, (e) counseling and helping relationships, (f) group counseling and group work, (g) assessment and testing, and (h) research and program evaluation. It is students' responsibility to review the following information and make sure they complete the exams at the appropriate time.

1. Registration: Students will receive an email encouraging them to sign up for the exam at the appropriate time. They should follow the instructions in the email in order to properly register for the exam.
2. Preparation: As students complete coursework, they should save all notes and textbooks as this information will be invaluable in preparing for the exam. Rosenthal's *Encyclopedia of Counseling* (the purple book) is a favorite study guide.
3. Exam Dates: Exams will be offered each fall and each spring. No summer exams will be given. The exam is to be taken the semester prior to the student's intended graduation date. For example, if a student plans to graduate in a May commencement, they will need to take the exams in the fall. If a student plans to graduate in a December commencement, they will need to take the exams in the spring. This will allow sufficient time to prepare for retaking the exams if necessary. Furthermore, the CPCE must be taken prior to taking the NCE (see below).
4. Results: There are two ways students can pass the CPCE: (a) total score 70% or better on the test, and/or (b) score within one standard deviation below the national mean. Students who do not pass the overall comprehensive exam will be required to retake it. (Students may fail one or more sections of the examination and still pass as long as their overall score is within the passing range.)

RETAKE #1

If a student does not pass the CPCE, they are required to retake the exam the following semester (typically the spring semester before the student graduates). Passing scores are determined as described above in #4. In addition, students may pass the exam if they pass all eight areas using a combination of their first and second examinations.

RETAKE #2

If a student does not pass the CPCE a second time, they must meet with two designated faculty members and complete a one-hour oral examination. The oral examination will include questions from areas of the CPCE that the student did not pass on *both* exams. The faculty members will

provide the student with the questions at least one week prior to the scheduled examination so that the student can adequately prepare.

The two faculty members will use the rubric below to score the student's oral examination.

1 – Fails to Meet Expectations:

- a. Does not draw upon and synthesize information from various courses and current literature in the field
- b. Fails to include appropriate terminology (e.g., names of interventions, names of theories and theorists), if these are required by the question
- c. Does not present both sides of an issue that is open for debate; rather, simply states an opinion
- d. Fails to directly and thoroughly answer all components of the question
- e. Uses superfluous or peripheral filler rather than addressing the question

2 – Partially Meets Expectations:

- a. Meets some of the criteria listed in category 3
- b. Contains some of the flaws noted in category 1

3 – Meets Expectations:

- a. Draws upon and synthesizes information from various courses and current literature in the field
- b. Uses appropriate terminology (e.g., names of interventions, names of theories and theorists) and uses it correctly
- c. Presents both sides of an issue, if open for debate
- d. Directly and thoroughly answers all components of the question without adding superfluous or peripheral fillers

4 – Exceeds Expectations:

- a. Meets all of the criteria from category 3
- b. Does not meet all the criteria for category 5

5 – Outstanding:

- a. Meets all of the criteria for category 3
- b. Thoroughly explains assumptions underlying the answer
- c. Is internally consistent and well-organized
- d. Demonstrates high levels of critical thinking and intellectual sophistication

To pass the oral examination, students must score at least a 3 for every question asked. If a student does not meet content standards a third time using this oral examination, the student will not be eligible to complete the Counselor Education Program.

NATIONAL COUNSELOR EXAM (NCE)

Master's students may elect to take the National Counselor Examination (NCE), which is a national exam that is often required for clinical mental health counseling licensure in many states

(costs around \$335). Students who attend CACREP-accredited programs are given the distinct opportunity to take this exam during their time in the program and become a National Certified Counselor after graduating. Most Clinical Mental Health Counseling and School Counseling students elect to take this examination; however, it is not required by the Counselor Education program. Students can read more about the examination here <https://www.nbcc.org/exams/nce>.

The NCE is *very similar* to the CPCE and focuses on the eight CACREP content areas: (a) professional counseling orientation and ethical practice, (b) social and cultural diversity, (c) human growth and development, (d) career development, (e) counseling and helping relationships, (f) group counseling and group work, (g) assessment and testing, and (h) research and program evaluation. To take the NCE, students should:

1. Registration: Watch for an e-mail from the testing coordinator calling for applicants around 6-8 months prior to the intended exam date. Respond to the e-mail with all of the information the coordinator needs.
2. Preparation: As students complete coursework, they should save all notes and textbooks as this information will be invaluable in preparing for the exam. Rosenthal's *Encyclopedia of Counseling* (the purple book) is a favorite study guide.
3. Exam Dates: Exams will be offered each fall and each spring. No summer exams will be given. The exam is to be taken the semester prior to the student's intended graduation date. For example, if a student plans to graduate in a May commencement, they will need to take the exams in the fall. If a student plans to graduate in a December commencement, they will need to take the exams in the spring. This will allow sufficient time to prepare for retaking the exams if necessary. Furthermore, the CPCE must be taken prior to taking the NCE.
4. Results: Passing scores on the NCE will be determined based on national norms, which may change from year to year. Students who do not pass may elect to retake the exam the following semester.

STUDENT RETENTION, REMEDIATION, AND DISMISSAL

This section highlights ways in which faculty members assess students throughout their time in the counseling program. Included are the expectations for academic and professional performance and the processes of student review and remediation. Students may be dismissed from the program for substandard academic performance, ethical violations, problems of professional competence, and/or characterological issues that impinge upon professional development.

ACADEMIC WARNING AND PROBATION

If a student's GPA falls below 3.0, they will be placed on an academic warning. If the student does not raise the GPA the subsequent semester, they will be placed on academic probation. When placed on academic probation, a student cannot continue graduate coursework until they have secured a recommendation from the program administrator and waiver from the Dean of the

Graduate College. The recommendation shall include a remediation plan to raise GPA to at least 3.0 within one additional semester. If the student does not raise the GPA in that additional semester, they will be dismissed from the program. Furthermore, per Graduate School policy, earning more than one C, D, F, or U may be grounds for dismissal from the program.

PROFESSIONAL DISPOSITIONS AND PERFORMANCE STANDARDS

Being an effective counselor requires more than what can be learned in a classroom setting. In addition to meeting the academic standards, students are expected to conduct themselves in an ethical, responsible, and professional manner. (See the Student Code of Conduct in NDSU policy 601.) They must adhere to the most current American Counseling Association (ACA) Code of Ethics. Students in the School Counseling track must adhere to the American School Counselor Association (ASCA) Ethical Standards for School Counselors. These codes serve as guidelines for students and professionals in the field of counseling.

As counselor educators, the faculty members expect prospective counselors to be emotionally stable and well adjusted (personally and professionally), to maintain effective interpersonal relationships, and to give and receive constructive feedback. Further, students are expected to behave in a manner that demonstrates fitness for a role in the counseling profession. Finally, faculty members expect students to be committed to continued personal growth and professional development and to demonstrate that commitment through self-reflection and responsiveness to supervision in all activities related to their degree program.

For the reasons cited above, the faculty will regularly monitor not only students' academic progress but also those personal characteristics, which will affect their performance as students and as future counselors. The purpose of this professional performance monitoring process is to ensure that all graduates of the North Dakota State University Counselor Education Program possess the personal and professional characteristics that ensure success in the field.

PROFESSIONAL PERFORMANCE REVIEW AND REMEDIATION PROCESS

At the end of each semester, the Counselor Education Program faculty members will formally review all students according to their compliance with the Professional Dispositions Performance Evaluation (PDPE). Concerns about a student's personal characteristics or professional performance may be addressed, formally or informally, at any time during the student's time in the counseling program. The Professional Performance Standards are as follows:

1. Openness to new ideas
2. Flexibility
3. Cooperativeness with others
4. Willingness to accept and use feedback
5. Awareness of own impact on others
6. Ability to deal with conflict
7. Ability to accept personal responsibility
8. Ability to express feelings effectively and appropriately
9. Attention to ethical and legal considerations
10. Initiative and motivation
11. Attention and sensitivity to diversity issues
12. Professionalism and professional identity

13. Self-care

Each Professional Performance Standard is rated on a scale of 1 (unacceptable) to 4 (acceptable) as described in the Criteria for Professional Performance Standards Evaluation table below. Students receiving anything below a 3 on any of the Professional Performance Standards will be subject to the following procedure:

1. Faculty Review: Faculty members will convene at least once a semester to discuss each student's professional performance. The student's advisor will document any concerns about a student's performance using the *Semester Dispositions Form* (see the Appendix). *Note: Faculty members may review a student's performance more than once a semester if necessary. For example, faculty members will initiate a review at any time for students who knowingly engage in illegal or unethical activities, for students whose professional performance is deemed an immediate threat to the well-being of others, for students who violate the NDSU Code of Student Conduct, and/or for any students whose well-being and professionalism concern the faculty. In this case, faculty will complete a *Dispositions Incident Report*. In such cases, and depending upon the level of perceived threat, the combined faculty may recommend discontinuation in the Counselor Education Program without opportunity for student remediation.
2. Advising Meeting: The student and the student's advisor and/or the issuing professor (if applicable) will meet to discuss the professional performance concern(s) and develop a remediation plan. First, the student will be presented with the *Semester Dispositions Form/Dispositions Incident Report* and the advisor's/issuing professor's explanation for the ratings. Next, the student, their advisor, and/or the issuing professor (if applicable) will discuss the plan for remediation. The remediation plan will be documented in the *Semester Dispositions Form/Dispositions Incident Report* and signed by both the student and their advisor/issuing instructor.

Faculty will also notify the Head of the Department within 7 days of the incident with a brief description of the incident and sanctions imposed. This reporting will aid in documentation and tracking purposes.

3. Ongoing Monitoring: If a student fails to show reasonable progress in resolving deficiencies previously cited, they will be required to meet with their advisor (and the issuing instructor, if applicable) in accordance with the procedures previously outlined. Depending upon the nature of new performance concerns and/or the reasons for the student's failure to comply with previously determined remedial action plans, the advisor and/or issuing professor will consult the full Counselor Education Faculty regarding the development of alternative remedial strategies and/or evaluation of the student's fitness for continuation in the Counselor Education Program. The Head of the Human Development and Family Sciences Department will also be notified. Faculty members will retain copies of new or revised *Semester Dispositions Forms/Dispositions Incident Reports*.

4. Dismissal: If the problem has not been resolved, faculty may recommend student dismissal. Dismissal may also be recommended if a student engages in behavior deemed egregious enough (e.g., boundary violation, removal from internship, legal/ethical violations) to warrant dismissal without remediation. All Faculty recommendations for denial of a student's continuance in the Counselor Education Program will be forwarded to the Head of the Department, the Dean of the College of Health and Human Sciences, and the Director of Student Affairs, if applicable.

Please note that due to FERPA, faculty are not allowed to disclose the nature of a student's dismissal to other students in the program.

CRITERIA FOR PROFESSIONAL PERFORMANCE STANDARDS EVALUATIONS

4 = Acceptable, no concerns

3 = Minor concerns, no student/advisor meeting required, ongoing faculty monitoring

2 = Moderate concerns, student/advisor meeting required, remediation needed

1 = Unacceptable, major concerns, student/advisor meeting required, serious remediation needed and/or dismissal from program

APPEALS

Students are encouraged to follow the process below to appeal a grade and/or faculty decision.

1. The student should discuss the issue with the relevant professor and/or advisor.
2. If the student is not satisfied, they should discuss the issue with the Program Coordinator.
3. If the student is not satisfied, they should next meet with the Head of the Human Development and Family Sciences Department.
4. If the student is not satisfied, the Program Coordinator or the student may discuss the issue with the Dean of the College of Health and Human Sciences.
5. If the student is still not satisfied, the student may discuss the issue with the Academic Dean and/or Dean of the Graduate College.
6. The Graduate Dean may then bring the issue to a Graduate School Appeals Committee.

More specific information on the appeals process can be found:

<https://catalog.ndsu.edu/graduate/graduate-school-policies/graduate-student-appeals/>

Furthermore, a document titled "Rights and Responsibilities: A Code of Student Behavior" may be obtained from the Office of Vice President for Student Affairs.

LEAVES

LEAVE OF ABSENCE

Students who need to leave the program for personal reasons such as a psychological, medical, or financial concern should discuss the situation with their advisor. From there, students can fill out the *Leave of Absence* form, which can be found at:

https://www.ndsu.edu/gradschool/current_students/forms

FAMILY AND MEDICAL ACCOMMODATIONS

Students may apply for an extension to complete graduate school requirements in the case of family or medical need (e.g., new child, ill family member, personal medical concern). Students can read more about this policy in the *Graduate School Bulletin* at: https://catalog.ndsu.edu/past-bulletin-archive/2021-22/graduate/graduate-school-policies/graduate-school-policies_familyandmedicalaccommodationstext.pdf

CARE TEAM

NDSU takes students' physical and mental health very seriously. According to the website, "The Care Team is a collaborative interdisciplinary team of campus-community members that meets weekly to discuss students exhibiting behaviors indicative of crisis and elevated risk, as well as students who may need additional assistance and support to navigate challenges and experience success." When faculty members have significant concerns about students, they will contact the Care Team in order to ensure students' wellbeing at all times. To learn more about the Care Team, please see the following website:

<https://www.ndsu.edu/deanofstudents/advocacy/careteam>

PERSONAL COUNSELING

The Counselor Education Program is designed to increase students' self-awareness, and therefore, the activities have the potential of unearthing painful thoughts or feelings. If at any time, students feel concerned about their own mental health, they are encouraged to seek outside counseling services. Faculty members may empathize with students' concerns; however, they will not act as students' personal counselors. If at any time during the program, students threaten to hurt themselves or others, this will be reported. Students are encouraged to consult with their advisors for additional referrals, as needed or desired.

LOCAL COUNSELING AGENCIES

Prairie St. John's
(701) 476-7216

Sanford Emergency Room
(701) 234-2000

Southeast Human Service Center
(701) 298-4500

Solutions Behavioral Health
(866) 455-6417

Benson Psychological Services
(701) 297-7540

NDSU Counseling Center
(701) 231-7671

GRADUATION

When students have successfully completed the course work, the clinical experiences, and the comprehensive exam, they are eligible for graduation.

Students seeking the M.S. degree must successfully pass the oral defense. Two weeks prior to the defense date, M.S. students should complete the *Notification of Scheduled Examination* form and forward it to the Graduate School. When all defense requirements have been met, the faculty

will complete the *Report of Final Examination* form and send it to the Graduate School. These forms can be found at: https://www.ndsu.edu/gradschool/current_students/forms

ENDORSEMENT FOR LICENSURE/CERTIFICATION

As soon as possible, students should document and discuss with their advisor qualifications for any endorsement they seek from the program. All endorsements are subject to the students' abilities to demonstrate they have met the criteria for such endorsements and are subject to criteria established by professional counseling organizations and professional ethics.

The Counselor Education Program does not guarantee licensure, certification, credentialing, or placement of our graduates. Students who seek licensure, certification, and/or credentialing in any other state or jurisdiction need to check the specific requirements for that state or jurisdiction and, if needed, discuss the policies with their advisor.

Counselor licensure in the state of North Dakota is regulated by the North Dakota Board of Counselor Examiners (NDBCE). Information about the process of applying for licensure is on their website: <http://www.ndbce.org/>

School counselor licensure and credentialing is regulated by the ND Department of Public Instruction. Information about requirements can be found at the website: <https://www.nd.gov/dpi/>

As a CACREP-accredited program, students may obtain the National Board for Certified Counselor's (NBCC) National Certified Counselor (NCC) status while still in the master's program. Information about requirements can be found at the website: <http://www.nbcc.org/>

PROGRAM FACULTY

Counselor Education Program faculty members represent a diverse array of interests, experiences, styles, and backgrounds. At the same time, faculty members hold strong professional counseling identities, evidenced through their membership in professional counseling associations, maintenance of counseling licenses and/or certifications, service to the counseling profession, professional development, and research related to counseling. Faculty members seek to embrace an inclusive learning environment.

Jill R. Nelson, Ph.D.*Professor**Doctoral Program Coordinator***Doctorate:** Kent State University – 2005**Degree Field:** Counselor Education and Supervision**Areas of Specialization:** Shame and Shame resilience, Community Mental Wellness, Qualitative research, Leadership, Professional Coaching**Contact:** Morrill 221F

(701) 231-7415

Jill.R.Nelson@ndsu.edu**Carol E. Buchholz Holland, Ph.D., NCC***Associate Professor**School Counseling Coordinator***Doctorate:** Kansas State University – 2005**Degree Field:** Counselor Education and Supervision**Areas of Specialization:** School Counseling, Career Education, Crisis Management Preparation, Trauma, Solution-Focused Counseling**Contact:** Morrill 221D

(701) 231-7103

Carol.E.Buchholz@ndsu.edu**Todd F. Lewis, Ph.D., LPC, NCC***Professor**Program Coordinator***Doctorate:** Kent State University – 2002**Degree Field:** Counselor Education and Supervision**Areas of Specialization:** Addictive Behaviors; Collegiate Binge Drinking; Motivational Interviewing; Adlerian, Gestalt, and Existential Approaches to Counseling; Theoretical Explanations of Substance Abuse; Quantitative Research and Data Analysis Methodologies**Contact:** Morrill 221C

(701) 231-7306

Todd.Lewis@ndsu.edu

Jodi L. Tangen, Ph.D., LPC, NCC, ACS*Associate Professor**CMHC Program Coordinator***Doctorate:** The University of North Carolina at Greensboro – 2015**Degree Field:** Counseling and Counselor Education**Areas of Specialization:** Spirituality/religion in counseling; Existential and Jungian theories; counseling cancer patients, clinical supervision; relational depth**Contact:** Morrill 221H

(701) 231-7676

Jodi.Tangen@ndsu.edu**Jessica Danielson, Ph.D., LPCC-S, NCC***Clinical Associate Professor**Clinic & Field Experience Coordinator***Doctorate:** North Dakota State University - 2018**Degree Field:** Counselor Education and Supervision**Areas of Specialization:** Female partner family formation; creative pedagogy in counselor education and supervision; marginalized counselor identities; power and privilege in academia; feminist issues**Contact:** Morrill 221B

(701) 231-8077

Jessica.danielson.1@ndsu.edu

AGREEMENT

Please read, sign, and submit the following agreement *before* you begin your first course in the Counselor Education Program. Failure to submit this agreement may result in disciplinary action.

Student Name (Please Print): _____

I hereby attest that I have read and understand the most current *Counselor Education Master's Program Handbook* and *NDSU Graduate Bulletin* and will adhere to the policies, rules, standards, practices, and procedures located therein.

I understand that Counselor Education faculty members will closely monitor my academic progress, my professional and ethical performance, and my overall fitness for the counseling profession.

I acknowledge that I may be subject to disciplinary/remedial action and/or dismissal from the NDSU Counselor Education Program if I fail to maintain a 3.0 GPA, engage in unethical behavior, show signs of problems of professional competence, and/or characterological issues, and/or fail to demonstrate a satisfactory level of professional performance. Any documentation of such actions will become part of my permanent academic record.

I understand that I am responsible for my progression through the Counselor Education Program and that I should contact my advisor if I have any questions or concerns.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Received Date: _____

**APPENDIX A:
CACREP 2024 Standards**

<https://www.cacrep.org/for-programs/2024-cacrep-standards/>

APPENDIX B: Timeline

Dates	Clinical Mental Health Counseling	School Counseling
BEFORE ADMISSION		
February 1 st	<ul style="list-style-type: none"> • Apply to the program. 	<ul style="list-style-type: none"> • Apply to the program.
February-March	<ul style="list-style-type: none"> • Participate in an on-campus interview. 	<ul style="list-style-type: none"> • Participate in an on-campus interview.
UPON ACCEPANCE		
March-April	<ul style="list-style-type: none"> • Meet with your advisor to develop your plan of study and submit it to the graduate school. • Read the <i>Counselor Education Program Handbook</i>. • Read the <i>NDSU Graduate Bulletin</i>. • Read and sign the <i>Agreement</i> and submit to the Academic Assistant. • Set up your NDSU e-mail account. • Get your Bison ID card. • Register for Fall courses. 	<ul style="list-style-type: none"> • Meet with your advisor to develop your plan of study and submit it to the graduate school. • Read the <i>Counselor Education Program Handbook</i>. • Read the <i>NDSU Graduate Bulletin</i>. • Read and sign the <i>Agreement</i> and submit to the Academic Assistant. • Set up your NDSU e-mail account. • Get your Bison ID card. • Register for Summer and Fall courses.
FIRST SUMMER		
May-July		<ul style="list-style-type: none"> • Attend short new student orientation. • Take courses: <ul style="list-style-type: none"> ○ CNED 712 ○ CNED 715 ○ CNED 731
FIRST FALL		
August	<ul style="list-style-type: none"> • Attend the new student orientation. 	<ul style="list-style-type: none"> • Attend the new student orientation.
August-December	<ul style="list-style-type: none"> • Take courses: <ul style="list-style-type: none"> ○ CNED 710 ○ CNED 711 ○ CNED 720 	<ul style="list-style-type: none"> • Take courses: <ul style="list-style-type: none"> ○ CNED 710 ○ CNED 711 ○ CNED 720 ○ CNED 728
November	<ul style="list-style-type: none"> • Register for Spring courses. 	<ul style="list-style-type: none"> • Register for Spring courses. • Apply for Practicum by Nov 1st.
FIRST SPRING		
January-May	<ul style="list-style-type: none"> • Take courses: <ul style="list-style-type: none"> ○ CNED 713 ○ CNED 723 ○ CNED 730 	<ul style="list-style-type: none"> • Take courses: <ul style="list-style-type: none"> ○ CNED 713 ○ CNED 729 ○ CNED 794-Practicum
April	<ul style="list-style-type: none"> • Register for Summer and Fall courses. • Apply for Practicum by April 1st (for group A) 	<ul style="list-style-type: none"> • Register for Summer and Fall courses. • Apply to take comprehensive exam. • Apply for Internship by April 1st.
SECOND SUMMER		
May-July	<ul style="list-style-type: none"> • Take courses: <ul style="list-style-type: none"> ○ CNED 712 	<ul style="list-style-type: none"> • Take courses: <ul style="list-style-type: none"> ○ CNED 714

	<ul style="list-style-type: none"> ○ CNED 715 ○ CNED 731 	<ul style="list-style-type: none"> ○ CNED 732 ○ Teacher Ed Course or Elective
SECOND FALL		
August-December	<ul style="list-style-type: none"> • Take courses: <ul style="list-style-type: none"> ○ CNED 734 ○ CNED 732 ○ CNED 794-Practicum Group A or elective for Group B 	<ul style="list-style-type: none"> • Take courses: <ul style="list-style-type: none"> ○ CNED 734 ○ CNED 750 ○ CNED 794-Internship ○ Teacher Ed Course or Elective
November	<ul style="list-style-type: none"> • Register for Spring courses. • Apply for Practicum by November 1st (for group B) 	<ul style="list-style-type: none"> • Register for Spring courses. • Take comprehensive exam.
SECOND SPRING		
January-May	<ul style="list-style-type: none"> • Take courses: <ul style="list-style-type: none"> ○ CNED 716 ○ CNED 863 ○ CNED 794-Practicum Group B or elective for Group A 	<ul style="list-style-type: none"> • Take courses: <ul style="list-style-type: none"> ○ CNED 716 ○ CNED 794-Internship • M.S. students schedule oral defense, complete <i>Notification of Scheduled Examination</i>, and submit to the Graduate School two weeks before exam date. • M.S. students submit <i>Report of Final Examination</i> to the Graduate School after the defense. • Contact graduate school and ensure that all requirements have been met to graduate. • Complete <i>Intent to Graduate Form</i>
April	<ul style="list-style-type: none"> • Register for Summer and Fall courses. • Apply to take comprehensive exam. • Apply for Internship by April 1st. 	
May		<ul style="list-style-type: none"> • Graduate.
THIRD SUMMER		
May-July	<ul style="list-style-type: none"> • Take courses: <ul style="list-style-type: none"> ○ CNED 714 ○ CNED 750 	
THIRD FALL		
August-December	<ul style="list-style-type: none"> • Take course: <ul style="list-style-type: none"> ○ CNED 794-Internship ○ CNED 890 	
November	<ul style="list-style-type: none"> • Register for Spring courses. • Take comprehensive exam. 	
THIRD SPRING		
January-May	<ul style="list-style-type: none"> • Take course: <ul style="list-style-type: none"> ○ CNED 794-Internship ○ Elective • M.S. students schedule oral defense, complete <i>Notification of Scheduled</i> 	

	<p><i>Examination</i>, and submit to the Graduate School two weeks before exam date.</p> <ul style="list-style-type: none">• M.S. students submit <i>Report of Final Examination</i> to the Graduate School after the defense.• Contact graduate school and ensure that all requirements have been met to graduate.• Complete <i>Intent to Graduate Form</i>	
May	<ul style="list-style-type: none">• Graduate.	

**APPENDIX C:
Program Requirements**

Clinical Mental Health Counseling M.Ed. Program

Curriculum Category & Required Courses	
I. Professional Counseling Orientation and Ethics	
	CNED 715 Professional Orientation and Ethics
II. Social and Cultural Diversity	
	CNED 716 Social and Cultural Foundations of Counseling
III. Helping Growth and Development	
	CNED 712 Counseling Across the Lifespan
	CNED 731 Counseling Children and Adolescents
IV. Career and Lifestyle Development	
	CNED 714 Career Counseling and Testing
V. Counseling and Helping Relationships	
	CNED 710 Counseling Techniques
	CNED 711 Counseling Theory
	CNED 732 Family Counseling
VI. Group Counseling and Group Work	
	CNED 720 Group Counseling
VII. Assessment and Testing	
	CNED 713 Assessment Techniques
	CNED 863 Advanced Clinical Assessment, Report Writing, and Treatment Planning
VIII. Research and Program Evaluation	
	CNED 750 Research and Program Evaluation in Clinical Practice
IX. Clinical Practice	
	CNED 723 Psychopathology and Diagnosis
	CNED 730 Crisis and Trauma in Counseling Practice
	CNED 734 Dynamics of Addiction
	CNED 890: Graduate Seminar: Topics vary
X. Practicum: CNED 794A Practicum	
XI. Internship: CNED 794B Internship	
XII. Elective (if doing 6 credits of Internship)	
Total Credits = 60	

*Add 6 credits of thesis if completing the M.S. degree.

School Counseling, M.Ed. Program

Curriculum Category & Required Courses	
I. Professional Counseling Orientation and Ethics	
	CNED 715 Professional Orientation and Ethics
II. Social and Cultural Diversity	
	CNED 716 Social and Cultural Foundations of Counseling
III. Helping Growth and Development	
	CNED 712 Counseling Across the Lifespan
	CNED 731 Counseling Children and Adolescents
IV. Career and Lifestyle Development	
	CNED 714 Career Counseling and Testing
V. Counseling and Helping Relationships	
	CNED 710 Counseling Techniques
	CNED 711 Counseling Theory
	CNED 732 Family Counseling
VI. Group Counseling and Group Work	
	CNED 720 Group Counseling
VII. Assessment and Testing	
	CNED 713 Assessment Techniques
VIII. Research and Program Evaluation	
	CNED 750 Research and Program Evaluation in Clinical Practice
IX. School Counseling Practice	
	CNED 728 Guidance Administration and Consulting
	CNED 729 Professional K-12 School Counseling
	CNED 734 Dynamics of Addiction
	<i>Teacher Education Course or Elective</i>
	<i>Teacher Education Course or Elective</i>
X. Practicum CNED 794A Practicum	
XI. Internship CNED 794B Internship	
XII. Elective (if doing 6 credits of Internship)	
	Total Credits = 60

*Add 6 credits of thesis if completing the M.S. degree.

Dual Track

Curriculum Category & Required Courses	
I. Professional Counseling Orientation and Ethics	
	CNED 715 Professional Orientation and Ethics
II. Social and Cultural Diversity	
	CNED 716 Social and Cultural Foundations of Counseling
III. Helping Growth and Development	
	CNED 712 Counseling Across the Lifespan
	CNED 731 Counseling Children and Adolescents
IV. Career and Lifestyle Development	
	CNED 714 Career Counseling and Testing
V. Counseling and Helping Relationships	
	CNED 710 Counseling Techniques
	CNED 711 Counseling Theory
	CNED 732 Family Counseling
VI. Group Counseling and Group Work	
	CNED 720 Group Counseling
VII. Assessment and Testing	
	CNED 713 Assessment Techniques
	CNED 863 Advanced Clinical Assessment, Report Writing, and Treatment Planning
VIII. Research and Program Evaluation	
	EDUC 750 Research and Program Evaluation in Clinical Practice
IX. School Counseling Practice	
	CNED 728 Guidance Administration and Consulting
	CNED 729 Professional K-12 School Counseling
IX. Clinical Practice	
	CNED 723 Psychopathology and Diagnosis
	CNED 730 Crisis and Trauma in Counseling Practice
	CNED 734 Dynamics of Addiction
X. Practicum: CNED 794A Practicum	
XI. Internships: CNED 794B School Counseling Internship CNED 794B CMHC Internship	
Total Credits = 66	

*Add 6 credits of thesis if completing the M.S. degree.

APPENDIX D: SEMESTER DISPOSITIONS FORM / DISPOSITIONS INCIDENT REPORT

Counselor Education Program Professional Performance Review Policy

Note: Faculty issuing this notification shall rate each area and describe the concern(s) below. Remediation plans, if applicable, will be created to address any area with a score of 2 or below. Copies shall be provided to the student and the student's academic advisor.

Student: _____

Date: _____

Advisor/Instructor: _____

4 = Acceptable, no concerns

3 = Minor concerns, no student/advisor meeting required, ongoing faculty monitoring

2 = Moderate concerns, student/advisor meeting required, remediation needed

1 = Unacceptable, major concerns, student/advisor meeting required, serious remediation needed and/or dismissal from program

1. Openness to new ideas	1	2	3	4
2. Flexibility	1	2	3	4
3. Cooperativeness with others	1	2	3	4
4. Willingness to accept and use feedback	1	2	3	4
5. Awareness of own impact on others	1	2	3	4
6. Ability to deal with conflict	1	2	3	4
7. Ability to accept personal responsibility	1	2	3	4
8. Ability to express feelings effectively and appropriately	1	2	3	4
9. Attention to ethical and legal concerns	1	2	3	4
10. Initiative and motivation	1	2	3	4
11. Attention to and sensitivity to diversity issues	1	2	3	4
12. Professionalism and professional identity	1	2	3	4
13. Self-care	1	2	3	4

CONCERN(S)

REMEDIATION PLAN

SIGNATURES (Only needed from student if there are any scores under a 3. Signatures indicate that the student and issuing faculty/advisor have met to discuss this notification and that the student has received a completed copy.)

Student: _____

Date: _____

Advisor/Instructor: _____

Date: _____

APPENDIX E:
Counseling Assessment Plan: Assessment Points Checklist

Assessment Points	Actions and Expectations
Assessment Point I: Admissions Process	<ul style="list-style-type: none"> • Review application <ul style="list-style-type: none"> ○ 3.0 GPA ○ Satisfactory letters of recommendation ○ Satisfactory admissions essay • Interview prospective students <ul style="list-style-type: none"> ○ Satisfactory responses in group interview ○ Satisfactory responses in individual interview ○ Satisfactory professional comportment in activity
Assessment Point II: Professional Dispositions Assessment	<ul style="list-style-type: none"> • Review students' professional performance each semester <ul style="list-style-type: none"> ○ Scores of 3 on all areas of the Professional Performance Standards Evaluation ○ Scores below 3 recorded in an Incident Review Report and addressed in Remediation Plan
Assessment Point III: Student Learning Outcomes	<ul style="list-style-type: none"> • Align learning objectives and signature assignments with CACREP standards • Assess students' progress on signature assignments <ul style="list-style-type: none"> ○ Satisfactory scores on assessed CACREP standards
Assessment Point IV: Pre-Practicum	<ul style="list-style-type: none"> • Require Practicum application <ul style="list-style-type: none"> ○ Documented successful completion of prerequisites ○ Signed agreement to abide by ethical standards of conduct
Assessment Point V: Pre-Internship	<ul style="list-style-type: none"> • Require Internship application <ul style="list-style-type: none"> ○ Documented successful completion of Practicum ○ Satisfactory evaluations from Practicum instructor and/or site supervisor ○ Signed agreement to abide by ethical standards of conduct
Assessment Point V: Pre-Graduation	<ul style="list-style-type: none"> • Assess comprehensive exam scores <ul style="list-style-type: none"> ○ Passing scores on comprehensive exam or retake exam • Review Internship progress <ul style="list-style-type: none"> ○ Satisfactory evaluations from Internship instructor and/or site supervisor • Review readiness for graduation <ul style="list-style-type: none"> ○ Successful audit of graduation requirements

This handbook is a work in progress and we invite feedback from interested parties.