



Arizona's First University.

**M.A. Degree in Counseling**

**Student Handbook  
2022-2023**



Disability and Psychoeducational Studies  
College of Education  
P O Box 210069  
University of Arizona  
Tucson, AZ 85721-0069  
520-621-7822 (Office)  
520-621-3821 (Fax)  
[dps@email.arizona.edu](mailto:dps@email.arizona.edu)

<https://new.coe.arizona.edu/programs/counseling-ma>

## TABLE OF CONTENTS

FOREWORD	3
CHAPTER I - WELCOME TO THE UNIVERSITY OF ARIZONA	4
A. The University of Arizona, 4	
B. The College of Education, 5	
C. The Department of Disability and Psychoeducational Studies, 6	
D. The Counseling Master's Degree Program, 6	
E. Program Faculty in Counseling, 7	
CHAPTER II - OVERVIEW OF COUNSELING & MENTAL HEALTH PROGRAM	11
A. Overview, 11	
B. Training Model and Philosophy, 12	
C. Goals and Objectives, 12	
D. Specialization in Rehabilitation and Mental Health Counseling, 13	
E. Specialization in School Counseling, 14	
CHAPTER III - ADMITTANCE TO THE PROGRAM	17
A. Admission Standards, 17	
B. Matriculation and Enrollment, 17	
C. UAccess, 19	
D. Course Registration, 19	
CHAPTER IV - MASTERS DEGREE IN COUNSELING	21
A. Academic Advising, 21	
B. Program of Study, 22	
C. Comprehensive Exam, 22	
CHAPTER V - CLINICAL PRACTICE EXPERIENCES IN COUNSELING	23
A. Clinical Practice Resources, 23	
B. Practicum, 23	
C. Internship, 23	
CHAPTER VI - STUDENT RESOURCES	25
A. Student Support Services, 25	
B. Research and Study Resources, 26	
CHAPTER VII - ADDITIONAL STUDENT INFORMATION	28
A. Coursework and Grades, 28	
B. Student Grievance Procedure, 30	
C. Diversity and Inclusion Statement	
D. Discrimination and Sexual Harassment Policy, 30	
E. Code of Academic Integrity, 30	
F. Rights and Responsibilities Regarding Disability Access, 30	
G. Endorsement Policy, 31	
H. Student Review and Retention, 31	
I. Evaluating Student Fitness and Performance, 32	
J. Evaluating Student Fitness and Performance, 32	
APPENDIX A - CURRICULUM STANDARDS	34
APPENDIX B - COURSE SEQUENCE	35
APPENDIX C - UA CATALOG COURSE DESCRIPTIONS FOR REQUIRED COURSES	37
APPENDIX D - PROFESSIONAL ORGANIZATIONS	38
APPENDIX E – SCHEDULE OF COURSES	39
APPENDIX F – PROFESSIONAL ORGANIZATIONS	40
FORM A – STUDENT ANNUAL REVIEW FORM	41



## FOREWORD

This Handbook is intended to familiarize students with the M.A. Degree in Counseling at The University of Arizona and serve as a primary source of information for students enrolled in the program. While it is not intended to take the place of direct contact with faculty and staff, the Handbook should be reviewed prior to seeking program-related information from them. Students are strongly encouraged to regularly interact with faculty, staff, and other students as they progress through their degree program.

Our program is designed to prepare students to excel in a variety of career settings available to them upon graduation. We are a professional counseling program and students who graduate from our program work in school, rehabilitation, and behavioral health settings with a wide-range of population groups including children, adolescents, and adults. As such, students acquire skills in synthesizing the general knowledge and practice of counseling as well as unique skills necessary for working in rehabilitation, behavioral health, and school settings. Our clinical practice experiences are designed to promote the development and application of sound counseling principles/knowledge in addressing the academic, medical, vocational, quality of life, behavioral, psychosocial, and emotional concerns of persons with disabilities, children, youth, adults, and families. Supervised experiences are included in course-related clinical practice activities as well as practicum and internship courses. While faculty and staff are willing to assist students to the greatest extent possible, each student must assume the primary responsibility for completing their graduate program.

While some overlap is inevitable between this Handbook and the Graduate Catalog, each student is responsible for all of the standards and policies set forth in the University of Arizona Graduate Catalog in addition to the materials contained in this Handbook. A copy of a current Graduate Catalog may be obtained at <https://catalog.arizona.edu/>.

For students seeking further information or assistance, please contact Dr. Amanda Tashjian, the Program Director of the M.A. Degree in Counseling, for either the School Counseling specialization or the Rehabilitation and Mental Health Counseling specialization.

Disability and Psychoeducational Studies  
College of Education  
P.O. Box 210069  
University of Arizona  
Tucson, Arizona 85721-0069  
Phone: 520-621-7822  
Fax: 520-621-3821  
E-mail: [amandaeaston@email.arizona.edu](mailto:amandaeaston@email.arizona.edu)  
<https://www.coe.arizona.edu/counseling>

## CHAPTER I

### WELCOME TO THE UNIVERSITY OF ARIZONA

Welcome! This *Handbook* should be helpful for answering various questions that you may have about our program and assist you in collaborating with your academic advisor to plan your course of study. The faculty encourages you to read all sections of this *Handbook* in order for you to become thoroughly informed about all aspects of the program, the Department of Disability and Psychoeducational Studies (DPS), and the University of Arizona.

#### A. The University of Arizona

The University of Arizona <http://www.arizona.edu/> is the flagship institution in the State of Arizona and one of the leading universities in the country. It is both a Research One Institution and a Land Grant University as well as a member of the prestigious Association of American Universities. The National Science Foundation ranks the UA 30th in research and development expenditures among public universities and colleges, and 33rd among public and private universities and colleges. U.S. News ranks the UA among America's Best Colleges and the Princeton Review lists the UA as one of "The Best Western Colleges." The UA ranks No. 89 in the world and No. 48 nationally according to the 2020 Center for University World Rankings. The UA is one of the nation's top producers of Fulbright Scholars. Student enrollment last Fall included roughly 36,503 undergraduates and 10,429 graduate and professional students.

In 1885, nearly three decades before Arizona became a state, the territorial legislature approved \$25,000 for building The University of Arizona in Tucson. The first classes convened in 1891, when thirty-two students and six teachers met in the original building now known as Old Main. The University developed in accordance with the Act of Congress of July 2, 1862, known as the Morrill Act, creating land-grant colleges and enabling the institution to obtain federal funds for its original schools of agriculture and mines.

In 1915, the University was re-organized into three colleges - the College of Agriculture; the College of Letters, Arts, and Sciences (later Liberal Arts); and the College of Mines and Engineering. The Arizona Bureau of Mines was established the same year. In 1922, the College of Education was organized and, in 1925, offerings in law, originally established in 1915, were organized under the College of Law. The School of Business and Public Administration, established in 1934, became a separate college in 1944. In 1985, the College of Mines combined with the College of Engineering to become the College of Engineering and Mines. In 1993, the Colleges of Medicine, Nursing, Pharmacy, the Department of Medical Technology, and the School of Health Related Professions merged to form the Arizona Health Sciences Center. In 1995, each of the four Arts and Sciences faculties - Fine Arts, Humanities, Social and Behavioral Sciences, and Science - were given separate college status.

The 40-acre campus of the 1890's has grown to 356 acres and 157 buildings. The University is maintained by funds appropriated by the State of Arizona and the United States government, and by tuition, fees, and collections, including private grants from many sources. Graduate studies at the University have been in progress continuously since the 1898-99 academic-year, with the Graduate College being established in 1934.

The mission of the Graduate College is to foster development of high-quality graduate education programs, which will attract outstanding faculty, graduate students, and resources to the University. It also provides support services to departments and students through the Dean's Office, the Graduate Admissions Office, the Graduate Degree Certification Office, and other subdivisions. The Graduate College is further responsible for administering a variety of special programs, including those which provide competitive fellowships, offer research and travel support, and recruit and retain underrepresented graduate students of color.

Building on a well-balanced undergraduate education, graduate students are expected to develop a thorough understanding of a specific academic discipline. A fundamental purpose of the Graduate College is to encourage each graduate student to demonstrate outstanding standards of scholarship and to produce high-quality original research, or creative, artistic work. Graduate education provides an opportunity to increase knowledge, broaden understanding, and develop research and artistic capability. The student's academic achievements, therefore, should reflect a personal and unique perspective to their discipline and to scholarly standards.

The university library system is regarded as one of the most outstanding library research facilities in the nation. The library system, ranked among the top 25 in the nation, contains more than 5,000,000 items, covering all fields of research and instruction.

The University is an exciting center for scholarship, education, and learning. It has grown rapidly over the last four decades, attracting distinguished scholars from across the United States and around the world to form one of the finest universities in the nation. The University has 15 Colleges and over 40 different research and public service divisions, with over 1800 faculty.

## **B. The College of Education**

The College of Education (<http://www.coe.arizona.edu/>) at The University of Arizona was founded in 1922 with an enrollment of 145 students. Today, the College of Education enrolls about 1,043 undergraduate students and 830 graduate students within our four academic departments, each featuring different curriculum, faculty, and degree opportunities. There are 54 full-time faculty members and 30 clinical and adjunct faculty members.

The mission of the College of Education is to advance the study and practice of education and to demonstrate relationships between study and practice. The College of Education accomplishes this mission by fulfilling, with the highest possible standards of excellence, four equally important and related functions:

1. Prepare persons for professional roles in education and education-related fields
2. Conduct research and engage in scholarship directly and indirectly related to educational concerns, issues, and activities
3. Provide leadership in the conduct, advancement, study, and evaluation of the process of education, education policy, and in educational organizations at local, state, national, and international levels
4. Provide service and support to local, state, national, and international educational agencies

The College of Education has evolved into a nationally recognized center for the study of teaching, learning, and development to meet the needs of children and families in the unique multicultural environment of the southwest. Working with other colleges, the College of Education is responsible for the vast majority of teacher education on campus. We prepare special educators, counselors, school principals and superintendents, and leaders for K-12 and higher education. In recent years, there has been a national call for increased scientific-based research in education. Research is a valuable part of our agenda, and we recognize that a highly respected college includes a wide range of scholarship and research — from insight-based, fundamental research to engineering-focused programs of research and development.

Our college consists of four academic departments offering bachelor's, master's, and doctoral degrees plus certification and endorsements:

- Disability & Psychoeducational Studies
- Educational Policy Studies & Practice
- Educational Psychology
- Teaching, Learning & Sociocultural Studies

### **C. The Department of Disability and Psychoeducational Studies (DPS)**

The Department of Disability and Psychoeducational Studies (DPS) <http://coe.arizona.edu/dps> is dedicated to advancing human and economic development through the empowerment and effective inclusion of culturally diverse individuals with disabilities and special abilities of all ages. This is accomplished by conducting research to promote the acquisition of knowledge and understanding of abilities, disabilities, adaptations, interventions, and support systems; preparing professionals to educate and facilitate the development of all individuals, including those with disabilities and special abilities; and providing leadership at the local, state, national, and international levels. To accomplish our mission, the department offers nationally recognized undergraduate, master's, educational specialist, and doctoral-level degrees to prepare practitioners and researchers in the areas of education, educational leadership, special education, school psychology, gifted education, sign language and deaf studies, educational interpreting.

The Department of Disability and Psychoeducational Studies (DPS) was titled: "Special Education, Rehabilitation, and School Psychology (SERSP)" before July 1, 2009. Please note that SERSP is found in older documentation and forms. Since 2009, all documentation and forms refer to DPS. However, department courses have retained the original prefix SERP in the University of Arizona course catalog.

Graduate programs in the Department of DPS include three major areas, each focusing on undergraduate or graduate degree programs and course work. Many of the programs in DPS are unique to the University of Arizona, and, in some cases, the only programs of their kind in the Southwestern United States. The three major areas are:

- Counseling
- School Psychology
- Special Education

### **D. The Counseling Masters Program**

The M.A. Degree Program in Counseling was established with the merger of the University of Arizona Rehabilitation and School Counseling programs in 2012. Sharing a common professional identity as counselors, the two programs joined together to create the M.A. Degree in Counseling with specializations in Rehabilitation Counseling and School Counseling. The Rehabilitation Counseling Program was renamed Rehabilitation and Mental Health Counseling to reflect the inclusion of the career scope of rehabilitation counseling in working with individuals with mental health concerns.

The profession of counseling has many specialties, and Rehabilitation, Mental Health, and School Counseling are specializations within the broader profession of Counseling. Prior to 2012, the Rehabilitation Counseling and School Counseling programs at the University of Arizona were independently training counselors with specialization and certification in Rehabilitation Counseling and School Counseling, respectively.

The program curriculum for the M.A. degree in Counseling permits graduates who have chosen to specialize in Rehabilitation and Mental Health Counseling to become Certified Rehabilitation Counselors (CRC) as well as Licensed Professional Counselors (LPC) in the State of Arizona; and graduates with specializations in School Counseling to achieve state certification from the Arizona State Department of Education as a School Guidance Counselor, as well as (LPC). The rehabilitation and mental health counseling specialization is accredited by CACREP in Clinical Mental Health Counseling and Clinical Rehabilitation Counseling. The school counseling specialization is accredited by CACREP in School counseling and also accepted by the state of Arizona Department of Education. The program's graduates, beginning with 2012, are qualified to pursue the Licensed Associate Counselor (LAC) credential on their way to become a LPC because the program has been approved by the State of Arizona Board of Behavioral Health Examiners.

**The program mission** is to educate professional counselors to work with persons across the lifespan, including those with disabilities. As such, our program curriculum draws from foundational content in clinical mental health, clinical

rehabilitation, and school counseling. Through leadership, advocacy, collaboration, use of data, and action, our graduates will be competent at identifying and overcoming barriers that impede equal access to educational, social, environmental, and career opportunities for all persons. Our graduates will be dedicated to promoting and facilitating the personal achievement, empowerment, and quality of life of all the populations we serve.

In addition to the general Counseling curriculum, students choose specializations in either Rehabilitation and Mental Health Counseling or School Counseling. Taught by faculty with extensive experience and expertise, each area of specialization includes courses and clinical experiences unique to each specialization.

We are fully committed to instilling the value of respect for multiculturalism and diversity, and encourage students to develop their knowledge and understanding of the provision of counseling services to a society that is diverse in terms of language, race, disability, gender, age, religion, cultural background, and sexual orientation. This is accomplished by discussing current research related to diversity and providing opportunities for clinical practice experiences with the diverse populations of the southwest. The makeup of our student body and faculty reflect a diversity of cultural backgrounds and age ranges.

### **Objectives**

- **Program Objective #1:** All students will demonstrate mastery of key performance indicators of the CACREP core and specialty standards by graduation.
- **Program Objective #2:** The program will recruit and retain a diverse student body that reflects the diverse communities in which they will be working post-graduation.
- **Program Objective #3:** The program will prepare its graduates to be certified and licensed as professional counselors as for employment in a variety of clinical settings.

Our three (3) main program objective encompass all of the following:

- Preparing counselors for state licensure and national counselor certifications.
- Preparing counselors to work effectively with diverse populations, their family-members, and their communities as well as program administrators and all other stakeholders.
- Preparing counselors who possess excellent skills in Counseling. Graduates will possess knowledge of theory and research, skills in appraisal, and expertise in intervention techniques, with emphasis in applications to persons with disabilities, including those with mental health disorders.
- Preparing counselors who have the knowledge and skills necessary to practice within rehabilitation, school, and mental health counseling programs.
- Preparing counselors who demonstrate healthy self-awareness and understanding, and who understand the importance of self-care for counselors.
- Preparing counselors who counsel within the ethical guidelines of the American Counseling Association (ACA), the American Mental Health Counseling Association (AMHCA), the American School Counselor Association (ASCA), and the Commission on Rehabilitation Counselor Certification (CRCC) as well as other relevant professional codes of ethics.
- Preparing counselors who counsel with sensitivity, caring, and appropriate approaches for diverse environments and populations.
- Preparing counselors who consult and advocate on behalf of the client as well as assist people to advocate for themselves.

### **E. Program Faculty in Counseling**

The faculty in the Program in Counseling is composed of nationally recognized scholars representing a broad range of scholarly and practice interests. The scholarly background as well as research and teaching interests of the Counseling Faculty at the University of Arizona are quite diverse and reflect the variety of specialization areas within the counseling profession. All core program faculty members with the exception of adjunct members are members of the Graduate Faculty. Core faculty consist of tenured or tenure accruing faculty and professors of practice. Adjunct faculty members work outside of the department but contribute teaching and/or practicum supervision to the Counseling Program. Support faculty are tenured or tenure-track professors at the university who are associated with other programs or departments but who teach courses within the Counseling curriculum. The Counseling Program core faculty are listed below:

*Sheri Bauman, Ph.D., Professor Emeritus*

Dr. Sheri Bauman is a professor and the Program coordinator of the School Counseling master's degree program at the University of Arizona. Prior to earning her doctorate in 1999, Dr. Bauman worked in public schools for 30 years, 18 of those as a school counselor. She is a licensed psychologist, and until recently, maintained a small private practice in Las Cruces, New Mexico. Her research foci are on bullying and cyberbullying, and group counseling. She has authored or co-authored six books, edited a new book on cyberbullying research, published more than 50 articles in peer-reviewed journals. She is a frequent presenter at local, national, and international conferences on bullying and cyberbullying or peer aggression.

*Lia Falco, Ph.D., Associate Professor*

Dr. Falco is an associate professor in the Department of Disability and Psychoeducational Studies Department. She earned an M.Ed. in School Counseling and a Ph.D. in Educational Psychology from the University of Arizona. Her research is in the area of career development in early adolescence with particular focus on gender differences in STEM motivation and decision-making. She is a certified school counselor (inactive) in the state of Arizona and worked as a middle school counselor for four years. Dr. Falco is currently the editorial assistant for the Journal for Specialists in Group Work and is on the review boards for the Middle Grades Research Journal and the School Counseling Research and Practice journal. She is a member of several professional organizations including AERA, ACA, ASCA, and AzSCA.

*Michael T. Hartley, Ph.D., C.R.C., Associate Professor*

Michael Hartley is an associate professor in the Department of Disability and Psychoeducational Studies at The University of Arizona. He earned an M.S. degree in Rehabilitation Psychology from The University of Wisconsin-Madison and a Ph.D. degree in Rehabilitation Counselor Education from The University of Iowa. In the past, he has worked as a rehabilitation counselor to assist individuals who met a nursing home level of care to live and work independently in the community. He also has experience working as a college counselor and university disability resource counselor as well as the interim director of a Center of Independent Living (CIL). Dr. Hartley is engaged in professional and ethical issues, serving on the Commission of Rehabilitation Counselor Certification (CRCC) Ethics Committee and 2017 Code of Ethics Revision Taskforce. His research, teaching, and service all revolve around critically framing the application of ethical principles within a dominant cultural context that has historically devalued and socially restricted the lives of people with disabilities. Much of his work targets distributive justice issues and therefore his scholarship on ethics has expanded to include the importance of promoting resilience and of advocating against ableism (i.e., the perceived inferiority of people with disabilities and preference for able-bodiedness).

*Marcela Kepic, Ph.D., Associate Professor of Practice*

Marcela Kepic, Ph.D. is an associate professor of counseling in the Disability & Psychoeducational Studies Department. She is a Licensed Professional Counselors in the state of NJ, VA, and DC and an Approved Clinical Supervisor. Her expertise is in child and adolescent counseling, crisis response, and life development of older adults. Her research agenda is primarily focused on issues related to life satisfaction and wellness of older adults who experience many losses, especially loss of a spouse or significant other. Dr. Kepic's further research interests include acculturation stress

in immigrant women and women's wellness. In addition, Dr. Kepic is a member of the Association for Adult Development and Aging (AADA) where she served in many different roles, including the president of the AADA. She also continues to serve on the Crisis, Disaster, and Trauma Task Force (CDT) of the ACA, and contributes to the development of the CDT competencies. As a member of the International Committee, Dr. Kepic is involved in exploring the understanding of counseling profession outside of the United States. She is trained in REBT, Gottman Method for couples, and biofeedback. She worked in hospitals, community agencies and private setting serving diverse populations as their counselor, supervisor and advocate, but her passion remains in education of future counselors.

*Sue Kroeger, Ph.D., Associate Professor of Practice and Director of the Counseling Undergraduate Program*

Sue Kroeger is an Associate Professor of Practice in the Dept. of Disability and Psychoeducational Studies at the University of Arizona where she teaches disability studies and coordinates the undergraduate program in Rehabilitation Studies and Services. Previously, she was the Director of Disability Resources at the University of Arizona from 1999-2017 and at the University of Minnesota from 1985-1999. She managed staffs of 40+ full and part-time employees that guided by a social model of disability and principles of universal design, provide services to faculty, staff, and students with disabilities, assist the University in meeting its legal obligations, and provide consultation and education on designing inclusive learning and working environments. She received her master's degree in rehabilitation counseling from the University of Arizona and her doctorate in human rehabilitative services from the University of Northern Colorado. Dr. Kroeger, in addition to her administrative duties, has presented at numerous conferences, published articles on disability and higher education, and co-edited a book entitled "Responding to Disability Issues in Student Affairs." She was the invited speaker for the 13<sup>th</sup> Annual Disability Lecture at the University of Cambridge in 2016. She has been President of the National Association of Higher Education and Disability, principal investigator for numerous federal grants, and a national and international consultant.

*Camelia Shaheed, Ph.D., CRC, LPC, Assistant Professor of Practice*

Camelia Shaheed, Ph.D. is an Assistant Professor of Practice in the Department of Disability & Psychoeducational Studies. Her research agenda is primarily focused on supervision, specifically its delivery. She is a Licensed Professional Counselor and an Accredited Clinical Supervisor in Arizona. Her areas of expertise – personality disorders and supervision delivery – have been the focus of many public and professional presentations. Dr. Shaheed has served diverse populations in her various roles as a regional adult service administrator, clinical director, clinical supervisor, clinician, and emergency room respondent. Furthermore, she has "given back" to the community with over two decades of *pro bono* clinical and vocational support. Finally, she considers her most significant role her current academic one -- that of instructor, advisor, and mentor to future counselors as well as counselor educators and supervisors.

*Renae D. Mayes, Ph.D., Associate Professor*

Dr. Renae D. Mayes is an associate professor in the Department of Disability and Psychoeducational Studies. She is a licensed school counselor and national certified counselor with experience in K-12 schools along with specialized educational settings. She completed her Ph.D. in Counselor Education at The Ohio State University where she was a Todd Anthony Bell Fellow. Dr. Mayes completed degrees at the University of Maryland, College Park (M.Ed. in School Counseling) and University of Missouri (B.S. in Middle School Math and Social Studies Education) where she was a McNair Scholar. Dr. Mayes was also Gates Millennium Scholar as an undergraduate and graduate student. Informed by Critical Race Theory, Critical Race Feminism, DisCrit, and bioecological systems theories, her research agenda centers around the academic success and college readiness for gifted Black students with dis/abilities and Black girls. Mayes has co-authored over fourteen book chapters and thirty-two peer-reviewed manuscripts, all of which detail the experience of students and families navigating schools, while also providing recommendations for dismantling systems of oppression through policy and practice. Further, Dr. Mayes has extended this research to include implications for leadership, advocacy, and collaboration for school counselors and school administrators.

Vanessa Perry, Ph.D., Associate Professor of Practice

Vanessa M. Perry, Ph.D., CRC, is an associate professor of practice in the Department of Disability and Psychoeducational Studies at The University of Arizona. She earned her Master of Science in Rehabilitation Counseling and an Advanced Certificate in Psychiatric Rehabilitation from San Diego State University. She completed her Ph.D. in Rehabilitation Counseling and Administration from East Carolina University (ECU) in 2016. Dr. Perry has worked for the California Department of Rehabilitation providing services to transition-aged youth. She also worked for the United States Marine Corps providing morale and social service support to a unit of nearly 1,100 Marines. While at ECU Dr. Perry worked as a counselor, clinic manager, and clinical supervisor for Navigate Counseling Clinic, a community-based mental health clinic. She also worked as a team leader and clinician for ECU's Operation Reentry North Carolina, a federal technology assisted care grant providing outreach and counseling services to homeless veterans via a mobile clinic. Additionally, she served as adjunct faculty and a teaching assistant for ECU's Department of Addictions and Rehabilitation Studies. Dr. Perry is an American Red Cross Disaster Mental Health Volunteer and responded to the aftermath of the 2014 tornadoes in Beaufort county, North Carolina. She was awarded the Louise O. Burevitch Scholarship award (2014) at East Carolina University, the Nancy Howell Scholarship Award (2014) by the Licensed Professional Counselors Association of North Carolina, and the Thelma Manjos Award (2011) at San Diego State University. She has given numerous talks and presentations on culture and Latinos, disability rights advocacy, and military culture. Her research interests include the clinical supervision experience of Spanish-English bilingual supervisees and shared decision making in psychiatric rehabilitation.

Amanda Tashjian, Ph.D., Associate Professor of Practice and Director of the Counseling Master's Program

Dr. Tashjian is an associate professor of practice in the Department of Disability and Psychoeducational Studies at The University of Arizona. She earned an M.S. degree in Rehabilitation Counseling, specializing in psychiatric rehabilitation and a Ph.D. degree in Rehabilitation Counseling Education with a minor in Clinical Psychology from The Illinois Institute of Technology in Chicago. In the past, she worked as a clinical rehabilitation counselor with transition age youth with disabilities, provided trainings around sexuality and gender to rehabilitation and mental health counselors in special education settings, and currently maintains a private practice serving individuals with and without disabilities. Dr. Tashjian has been an advocate for bridging the gap between the disability community and the LGBTQ community. Further, she has participated in efforts strengthening the clinical training of future rehabilitation counselors, focusing on clinical counseling skill development and clinical supervision. She is a University of Arizona Leadership Fellow (2022-2023) and serves on the Commission for Rehabilitation Counselor Certification and American Rehabilitation Counseling Association Boards. Her research interests are in the areas of psychosocial aspects of disability and counseling competency. Dr. Tashjian has conducted research in the areas of sexuality and disability, gender and disability, sense of community, disability rights, psychiatric rehabilitation, substance abuse, and clinical intervention. She has served as an expert witness in custody and psychiatric-related malpractice cases.

## CHAPTER II

### OVERVIEW OF COUNSELING PROGRAM

Standards governing admission to the Masters in Counseling Program are designed to ensure that students who are accepted to the program possess the academic aptitude and personal characteristics considered necessary for successful completion of the program.

#### **A. Overview**

The master's program in Counseling prepares graduates to design, implement, and evaluate comprehensive rehabilitation, school, and behavioral health counseling programs. Designed with the input of an advisory board of counselors from the community, the program responds to the needs of rehabilitation, school, behavioral health, and

mental health programs throughout the country while also preparing counselors to meet the particular needs of Arizona. It prepares graduates to be skillful in all components of Counseling.

Endorsing the scholar-practitioner model of graduate training in counseling, students are exposed to all aspects of professional practice in Counseling. Graduates of the program have a solid grounding in Counseling theory, research, and practice and meet educational requirements to become Certified Rehabilitation Counselors (national certification), Certified Guidance Counselors in the State of Arizona, and Licensed Professional Counselors (LPCs) in the State of Arizona.

The M.A. in Counseling requires a minimum of 60 credits of graduate level coursework. Students must choose a specialization in either Rehabilitation and Mental Health Counseling or School Counseling and become prepared to work with a wide-range of population groups including children, adolescents, and adults. Those who specialize in Rehabilitation and Mental Health Counseling meet the requirements to become a Certified Rehabilitation Counselor (CRC). Those who specialize in School Counseling meet the requirements to be certified by the Arizona State Department of Education as a Guidance Counselor (Prekindergarten-12).

**The Rehabilitation and Mental Health Counseling Specialization:** Prepares graduates to become Certified Rehabilitation Counselors (CRC), as well as Licensed Professional Counselors (LPC) in the State of Arizona. Upon graduation, students in this specialization will be qualified to work with individuals with a variety of disabilities (i.e., physical, emotional, cognitive, mental illness, substance abuse) in both public (i.e., governmental) and private rehabilitation and behavioral health settings. As practicing rehabilitation and mental health counselors, graduates from this program work collaboratively with individuals with physical, mental, developmental, cognitive, and emotional disabilities to achieve their personal, career, and independent living goals in the most integrated setting possible.

**The School Counseling Specialization:** Prepares graduates to achieve state certification as School Counselors, as well as Licensed Professional Counselors (LPC). In addition to positions in mental health, students who choose this specialization may obtain positions in School Counseling, where they become vital members of education teams, assisting all students in the areas of academic achievement, personal, social development, and career development.

The Counseling program is committed to the integration of teaching, research, and active involvement with the schools, rehabilitation, behavioral health and other community agencies of southern Arizona.

## **B. Training Model and Philosophy**

Given the range of professional work settings and roles in which counselors may function, it is important to provide a philosophy for a curriculum which contains both substance and flexibility. The philosophy of the program must help guide students in their development of expertise in the traditional and specialty domains of counseling, as well as psychological assessment and diagnosis, evidence-based interventions, instructional strategies, and methodologies to conduct research and evaluate outcomes. The curriculum designed for the M.A. degree in Counseling provides a foundation of basic knowledge and skills in Counseling.

The program philosophy is guided by the concept of the “scholar-practitioner” training model. The concept of the counselor as a scholar-practitioner is highly consistent with the conceptual framework adopted by the College of Education emphasizing the professional educator as a reflective decision maker. The program’s philosophy involves the conceptualization of the counselor as a collaborator and facilitator, who is capable of applying a range of counseling

principles, and theories, as well as evidence-based assessment and intervention procedures, to rehabilitation, school, and behavioral health related issues, within a multicultural and diverse society. In addition, the program fosters the belief that counselors should engage in life-long learning and contribute to advancements in the profession either through professional associations, and serving in leadership roles in national, state, and local professional organizations that foster the advancement of Counseling.

Aligned with the counseling profession, the Counseling Program is predicated on a distinct belief system regarding the best way to help people achieve their goals and resolve the environmental, emotional and personal issues that pose barriers to goal achievement. The Program philosophy is developmental, and its graduates learn that as people progress through life, they encounter and negotiate a number of personal, emotional, and environmental challenges. Under such circumstances, everyone can benefit from counseling whether the issue is disability-related, a career change, or a serious and persistent mental health disorder. Perhaps most importantly, the Counseling Program is couched in an empowerment perspective predicated on helping individuals assume control of and responsibility for their lives, thereby living in a manner which allows them to select and implement decisions that are in their best interests, as well as in the interest of their social systems, families and communities.

The program's mission is to educate professional counselors to work with persons with disabilities as well as children and youth in school settings. As such, our program curriculum draws from foundational content in rehabilitation, school, and mental health counseling. Through leadership, advocacy, collaboration, use of data, and action, our graduates will be competent at identifying and overcoming barriers that impede equal access to educational, social, environmental, and career opportunities for all persons. Our graduates will be dedicated to promoting and facilitating the personal achievement, empowerment, and quality of life of all the populations we serve.

### **C. Goals and Objectives**

1. To prepare counselors for state licensure and national counselor certifications.
2. To prepare counselors to work effectively with diverse populations, their family-members, and their communities as well as program administrators and all other stakeholders.
3. To prepare counselors who possess excellent skills in Counseling. Graduates will possess knowledge of theory and research, skills in appraisal, and expertise in intervention techniques, with emphasis in applications to persons with disabilities, including those with mental health disorders.
4. To prepare counselors who have the knowledge and skills necessary to practice within rehabilitation, school, and mental health counseling programs.
5. To prepare counselors who demonstrate healthy self-awareness and understanding, and who understand the importance of self-care for counselors.
6. To prepare counselors who counsel within the ethical guidelines of the American Counseling Association (ACA), the American Mental Health Counseling Association (AMHCA), the American School Counselor Association (ASCA), and the Commission on Rehabilitation Counselor Certification (CRCC) as well as other relevant professional codes of ethics.
7. To prepare counselors who counsel with sensitivity, caring, and appropriate approaches for diverse environments and populations.
8. To prepare counselors who consult and advocate on behalf of the client as well as assist people to advocate for themselves.

### **D. Specialization in Clinical Rehabilitation and Clinical Mental Health Counseling**

Rehabilitation and Mental Health Counseling has its origins in state-federal vocational rehabilitation programs. Today, Rehabilitation and Mental Health Counseling is a vibrant specialization of the counseling profession encompassing new

functions for rehabilitation counselors in a variety of settings. Rehabilitation and mental health counselors engage in a counseling process which includes communication, goal setting, and beneficial growth or change through self-advocacy, psychological, vocational, social and behavioral interventions. Rehabilitation and mental health counselors utilize many different techniques and modalities, including, but not limited to:

- assessment and appraisal;
- diagnosis and treatment planning;
- utilization review (UR) in agencies without medical personnel;
- career (vocational) counseling;
- psychoeducational and prevention programs;
- individual and group counseling treatment interventions focused on facilitating adjustments to the medical and psychosocial impact of physical and mental health disabilities;
- brief and solution-focused therapies for individuals (adult and birth to 18), families couples, groups;
- crisis management;
- case management, referral, and service coordination;
- licit and illicit substance abuse treatment;
- treatment and program evaluation and research;
- interventions to remove environmental, employment, and attitudinal barriers;
- referral and consultation services among multiple parties and regulatory systems;
- job analysis, job development, and placement services, including assistance with employment and job accommodations; and
- the provision of consultation about and access to rehabilitation technology.

Rehabilitation and mental health counselors are specifically trained to provide a variety of essential services to persons with disabilities, including counseling. This expanded scope of practice includes services such as case management, advocacy, and consultation. As a result, rehabilitation and mental health counselors are uniquely positioned to work in a wide-range of rehabilitation and mental health settings that provide these services.

The Rehabilitation and Mental Health Program at the University of Arizona, formerly known as the Rehabilitation Counseling Program, enjoys a rich history in Arizona and at the national level. The Program was established in 1961, with the first class graduating in 1963. We have continually attracted students from diverse racial and ethnic backgrounds as well as students with disabilities throughout the history of our program. The Rehabilitation Program, which was ranked 6<sup>th</sup> nationally by US News and World Report (2013), is the only program approved by the Arizona Board of Regents to deliver academic degrees in Rehabilitation in the State of Arizona. The Program has the further distinction of becoming the first CORE (Council on Rehabilitation Education) accredited Rehabilitation Master's program in the United States (1975) and, more recently in Fall 2014, CACREP-accredited for Clinical Rehabilitation Counseling and Mental Health Counseling. Our undergraduate rehabilitation program was the first CORE registered Bachelor of Science program in the United States (1999).

Faculty members recognize the importance of scholarships and have expended a considerable amount of effort to obtain grants to meet the financial needs of their students. The rehabilitation program has a long history of successful grant activities for student support (e.g., Rehabilitation Services Administration long-term training grant) and community services (e.g., Technical Assistance and Continuing Education grant). Currently, an Arizona Rehabilitation Services Administration (RSA) intergovernmental service agreement will provide tuition and stipends to support 50 part-time Master's students, employed by RSA, for the next 5 years (2014 – 2019). Rehabilitation and mental health faculty will continue to be dedicated to pursuing grants for the betterment of the program. Additionally, a five-year RSA grant provides non-RSA students with access to financial support as well as hands-on experience in the Arizona RSA system.

Rehabilitation and Mental Health Counseling has an excellent career outlook because of the variety of occupational opportunities available to graduates. Today's rehabilitation and mental health counseling training programs offer students the competencies and skills to work with consumers/clients in diverse employment settings that include, but are not limited to: public and private vocational rehabilitation, community-based rehabilitation and case management settings, residential and outpatient psychiatric and substance abuse treatment programs, hospital-based rehabilitation units, counseling programs/agencies in the private sector, as well as independent living and assistive technology programs.

*More information about the history and practice of Rehabilitation and Mental Health Counseling can be found at <http://www.crc certification.com/>*

### **E. Specialization in School Counseling**

Professional School Counseling, with its roots in vocational guidance, emerged during the early 1900s when the United States saw an expansion of counseling roles that paralleled the social reform movement (Southern, Erford, Vernon, & Davis-Gage, 2010). Jesse B. Davis, a high school principal, is generally credited with establishing the first school guidance program in 1907. The American School Counselor Association (ASCA) was founded in 1952, which placed new emphasis on group and individual counseling to increase academic achievement and improve the school climate (Southern, et al.). In the 1960s, federal funds contributed to the expansion of university programs to train school counselors, and the profession expanded its focus beyond vocational guidance to include personal and social development. Professional school counselors provide culturally competent services to students, parents/guardians, school staff and the community in the following areas:

- School Guidance Curriculum – consists of structured lessons designed to help students achieve the desired competencies and to provide students with the knowledge and skills appropriate for their developmental level.
- Individual Student Planning – school counselors coordinate ongoing systemic activities designed to help students establish personal goals and develop future plans.
- Responsive Services – consist of prevention and/or intervention activities to meet students' immediate and future needs. These needs can be necessitated by events and conditions in students' lives and the school climate and culture, and may require any of the following: 1) individual or group counseling; 2) consultation with parents, teachers and other educators; 3) referrals to other school support services or community resources; 4) peer helping; 5) psychoeducation; 6) intervention and advocacy at the systemic level.

Professional school counselors incorporate organizational processes and tools that are concrete, clearly delineated, and reflective of the school's needs. Processes and tools include:

- agreements developed with and approved by administrators for each school year addressing how the School Counseling program is organized and what goals will be accomplished
- advisory councils including: students, parents/guardians, teachers, counselors, administrators and community members to review School Counseling program goals and results and to make recommendations
- the use of student data to effect systemic change within the school system so every student receives the benefit of the School Counseling program
- action plans for prevention and intervention services defining the desired student competencies and achievement results
- allotment of the professional school counselor's time in direct service with students as recommended in the ASCA National Model

- the use of annual and weekly calendars to keep students, parents/guardians, teachers, administrators, and community stakeholders informed and to encourage active participation in the School Counseling program

Professional school counselors develop confidential relationships with students to help them resolve and/or cope with problems and developmental concerns.

The School Counseling program in the College of Education began in the 2000-2001 academic year. It was originally housed in the Department of Educational Psychology, and moved to the new Disability and Psychoeducational Studies in 2009 as part of the university's transformation initiative.

Graduates are employed as K-12 school counselors in Arizona and many other states around the country. Several of the graduates have gone on to earn doctoral degrees, another was a Fulbright scholar working in Malaysia schools, and several have positions in higher education in various student service positions. Employment of school counselors is expected to grow by 19 percent from 2010 to 2020, about as fast as the average for all occupations. The number of students attending schools at all levels is expected to increase during the projections decade, boosting demand for both school and career counselors.

### **PreK-12 Guidance Counselor Certification in Arizona for School Counselor**

The most recent criteria for obtaining a Guidance Counselor Certificate (PreK-12) from the Arizona Department of Education are available at:

<https://cms.azed.gov/home/GetDocumentFile?id=58fe4f961130c01f0c1cfd36>

These include:

1. A Master's or more advanced degree from an accredited institution.
2. Completion of a graduate program in guidance and counseling from an accredited institution or a valid guidance counselor certificate from another state.
3. One of the following:
  - a. Completion of a supervised counseling practicum in School Counseling from an accredited institution;
  - b. Two years of verified, full-time experience as a school guidance counselor (verified by letter from District Superintendent or Personnel Director); or
  - c. Three years of verified teaching experience (verified by letter from District Superintendent or Personnel Director)

---

*Portions of this document are from the American School Counselor Association.*  
<http://www.schoolcounselor.org/content.asp?pl=325&sl=133&contentid=240>

### ***Additional Professional Organizations***

School Counseling students can visit the Department of Education websites for additional information on any state's school districts (AZ example: <http://www.ade.state.az.us/>).

ACA policies cover mental health, rehabilitation, and school counseling field placements. ACA coverage: <https://www.counseling.org/membership/aca-and-you/students>

*American School Counseling Association at <http://www.schoolcounselor.org/>*

*American Mental Health Counselors Association (AMCHA) <http://www.amhca.org>*

*Commission on Rehabilitation Counselor Certification <http://www.crccertification.com/>*

*National Board for Certified Counselors (NBCC) <https://www.nbcc.org>*

*American Counseling Association (ACA) [www.counseling.org](http://www.counseling.org)*

*Council for Accreditation of Counseling and Related Educational Programs <https://www.cacrep.org>*

## CHAPTER III

### ADMISSION TO THE PROGRAM

#### A. Admission Standards

All applicants to the University of Arizona's Counseling Program must submit applications and be accepted by the Graduate College *and* the DPS Department.

The minimum Graduate College entrance requirements for the Counseling Program are as follows:

- a. A completed bachelor's degree from an accredited institution with a Grade Point Average (GPA) of at least 3.0 on a 4.0 scale in the last 60 credit hours. Alternatively, 12 credits of graduate coursework from an accredited institution with a GPA of at least 3.0 on a 4.0 scale.
- b. A completed application, official undergraduate and graduate transcripts, and payment of Graduate College application fees. The application deadline for admission to Fall term is **January 15**. Based on resources, including availability of faculty advisors, the department will limit the number of applicants accepted. Admission information and the application are available on the Graduate College Website: <http://grad.arizona.edu/admissions>
- c. Completed Personal Data Form.
- d. TOEFL: Total and TWE scores must be submitted for students for whom English is a second language.
- e. Long Range Goals: A brief statement (200-500 words) of the applicant's long-range professional goals.
- f. Statement of purpose: A brief statement (1-2 pages doubled spaces) of the applicant's desire to pursue graduate studies, long-range professional goals, and experience working with diverse communities or persons.
- g. Letters of recommendation are completed by three persons (including one who has been a supervisor) who can attest to successful work experience and/or potential as a counselor.
- h. An interview, following the initial screening of the above material. This can occur in person or via other forms of communication (e.g., Zoom)

#### B. Matriculation and Enrollment

Once a student is admitted to the Counseling Program, the student will:

1. Contact the advisor assigned in the acceptance letter to plan first semester courses. See the list of courses (Appendix B) and register.
2. Take the core 48 graduate credits in *Counseling* plus 12 credits in the specialization area: *Rehabilitation and Mental Health Counseling* or *School Counseling* (total credits 60).

3. Maintain a minimum grade point average (GPA) of 3.0, and earning a B or better in all of the clinical course work.
4. Develop in conjunction with the assigned advisor, a Plan of Study as early as the second semester, to be submitted to the Graduate College. There are two very important links, one is for the departmental forms: <http://www.coe.arizona.edu/dps/students> . The other link can be found by logging into GradPath at <http://grad.arizona.edu/gsas/gradpath>.

a GRATHPATH FORMS

Please follow the instructions below to access GradPath:

- Go to [UAccess.arizona.edu](http://UAccess.arizona.edu)
- Click on the link to the Student Center
- Log in
- Select GradPath forms from the “other academic” drop down menu
- Click on the double blue arrow
- Select GradPath forms

This should take you to your GradPath forms. The first form you will need to complete is the Responsible Conduct of Research Statement. After you have submitted the Responsible Conduct of Research Statement you will be able to create, fill out and submit a Plan of Study. When you submit your Plan of Study it will begin routing to the various approvers in your department, then come to the Graduate College.

Once the Plan of Study has been approved by all the reviewers you will have access to complete and submit the Master’s/Specialist Committee Appointment form. That form is required even if you did not have a committee – in that case you can pick a box on the form to indicate that you did not have a committee and just list your advisor.

The final GradPath form, the Master’s/Specialist Completion Confirmation will need to be submitted by your graduate coordinator.

Please feel free to contact your Degree Counselor, Lauren Joiner ([lmjoiner@email.arizona.edu](mailto:lmjoiner@email.arizona.edu)) if you have any questions or concerns.

b. Graduation requirements

- There is one very important last milestone for students to submit in GradPath when completing the degree called: *Master’s/Specialist Committee Appointment Form* in GradPath. Without submitting the form we cannot initiate the Completion of Degree and the diploma is not awarded to the student. One of the requirements that must be met before we award a degree is that all of the GradPath forms have been submitted and received final approval.
- It is important for students to know who to get in contact with in case of Convocation questions, or where to register. If you have specific questions after you have completed the online registration for Convocation please contact Tracy Kenyon, [tekenyon@email.arizona.edu](mailto:tekenyon@email.arizona.edu) or call the Student Services Office at 621-7865.

5. Prior to enrolling in Practicum, the student will complete and receive a minimum grade of B in the following prerequisite courses:
  - a SERP 546 (Counseling Skills and Techniques) and
  - b SERP525 (Counseling Theories) and
  - c SERP 506 (Introduction to School Counseling) or SERP 565 (Principles of Rehabilitation and Mental Health) depending on specialization.
  - d SERP 588 (Ethics) can be taken during Fall or Spring of your first year.
  - e SERP 547 (Group Counseling) can be taken prior to or during first Practicum.

If a student receives a grade of C in any of the courses listed above, the student must retake and receive a minimum grade of B.

6. Register for the comprehensive exam administered the final semester of the student's program. Students shall register and complete the Counselor Preparation Comprehensive Examination (CPCE) prior to graduation. Information can be obtained at <https://www.cce-global.org/>
7. Complete all course work and register for graduation. Refer to the graduation deadlines online at the Graduate College website for commencement and information regarding deadlines:  
<http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation>

### **C. UAccess**

UAccess is our portal to all your personal information and it will list the courses you are enrolled for in the current semester, including associated links to course readings in the digital library and to Desire 2 Learn (D2L). You can see your grades, look at your schedule, and get your SAPR (Student Academic Progress Report).

### **D. Course Registration**

#### **How to register for your SERP course through UAccess:**

1. Go to the UAccess: <http://uaccess.arizona.edu/>
2. Click on "Student Center"
3. Log in using your UANetId
4. In the Academics section, click on "Enroll". This will take you to the Add Classes screen.
5. Click on the SEARCH tab at the top of this screen. This will take you to the Search Criteria screen.
6. For TERM, select the semester you will be taking this class - (Fall 2016)
7. In SUBJECT, type in or select SERP.
8. For CAMPUS verify is says UAOnline.
9. Click the green SEARCH button. You should see all the SERP courses on the screen.
10. Scroll down to select your class and click on "Enroll" at the bottom of the screen to register for the course.

**CHAPTER IV**  
**MASTERS DEGREE IN COUNSELING**

**A. Academic Advising**

Each student is assigned an advisor. Chosen from the Counseling Faculty, the advisor's responsibilities include:

1. Approving the Plan of Study
2. Monitoring student progress
3. Determining readiness for clinical practice experiences
4. Approving field experience placement
5. Advising students about employment possibilities

**Current Faculty and Advisors**

Bauman, Sheri, Ph.D., NCC  
[sherib@email.arizona.edu](mailto:sherib@email.arizona.edu)

Falco, Lia, Ph.D.  
[ldf@email.arizona.edu](mailto:ldf@email.arizona.edu)

Hartley, Michael, Ph.D., CRC  
[mthartley@email.arizona.edu](mailto:mthartley@email.arizona.edu)

Kepic, Marcela, Ph.D., LPC  
[mkepic@email.arizona.edu](mailto:mkepic@email.arizona.edu)

Mayes, Renae Ph.D., NCC  
[rdmayes@email.arizona.edu](mailto:rdmayes@email.arizona.edu)

Perry, Vanessa, Ph.D., CRC, LAC  
[vmpperry@email.arizona.edu](mailto:vmpperry@email.arizona.edu)

Shaheed, Camilia, Ph.D., CRC, LPC  
[camysmarvel@email.arizona.edu](mailto:camysmarvel@email.arizona.edu)

Tashjian, Amanda, Ph.D., CRC, LPC, LCPC  
[amandaeaston@email.arizona.edu](mailto:amandaeaston@email.arizona.edu)

It is recommended students meet with their advisors regularly. It is the student's responsibility to contact their advisor and make an appointment. Group advising meetings may be held in lieu of individual meetings.

Scheduling of courses in each program is designed to accommodate full-time and part-time students. The 60-credit semester sequence can be completed in a minimum of two years (for full-time students including summer classes) Most students should plan to take two-to-three years to complete their program.

## **B. Program of Study and Students Expectations**

A student's program of study for the MA degree in Counseling has three objectives: (a) to offer a broad based curriculum in Counseling consistent with the scholar-practitioner model of training; (b) to meet the appropriate accreditation criteria; (c) to permit graduates of the program to become certified and become licensed professionals in the state of Arizona, and (d) to permit students to specialize in either School Counseling or Rehabilitation and Mental Health Counseling.

The MA Program in Counseling requires a minimum of 60 credits. For those students wishing to transfer courses into their Program of Study from another university, a petition must be submitted to the student's academic advisor (a maximum of 12 credits may be applied). For those courses which a student has taken more than five years prior to admission, program faculty may request that these courses be repeated. In conjunction with their advisor, each student is responsible for developing a Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College no later than the second semester in residence. All deficiencies must be satisfied before the Plan of Study is approved.

The Graduate Program in Counseling at the University of Arizona includes coursework based on the curriculum standards from CACREP, CORE and ASCA (Appendix A). Students will graduate with a MA degree in the major area of Counseling with a specialization in Rehabilitation and Mental Health Counseling or School Counseling. (Appendix B)

Appendix B contains a complete listing of core courses required of all students and 12 additional units for each specialization. Please refer to the course descriptions in the Academic Catalog (<http://catalog.arizona.edu/>) for a general description of all courses in the DPS department and elective courses that can be chosen in the College of Education and the Department of Disability & Psychoeducational Studies. The course numbering system is explained at the Graduate College website (<https://grad.arizona.edu/academics/course-listing-and-numbering>). All courses are three credit hours unless otherwise noted. Appendix C presents the recommended course sequence for a full-time and a part-time student.

## **C. Comprehensive Exams**

Students must complete a comprehensive exam in their last semester prior to graduating. Students are required to pass the Counselor Preparation Comprehensive Exam (<https://www.cce-global.org/assessmentsandexaminations/cpce>) in order to graduate. Students should expect to pay \$150 for the computer-based exam and \$75 for the internet-based exam. In the instance a student does not pass the CPCE exam, they will be required to sit and pass an oral comprehensive exam. The oral comprehensive exam is approximately 30-45 minutes. Prior to the oral exam, students are assigned case scenarios and given instructions with respect to what information they need to gather and present on during the oral exam. More explicit directions will be provided to the student in advance of the oral exam test date. If a student does not pass the oral comprehensive exam, they will be asked to retake the CPCE exam with a passing cutoff score.

## **CHAPTER V**

### **CLINICAL PRACTICE IN COUNSELING**

Clinical practice experiences organized through the University of Arizona's Counseling Program are carefully integrated into the training program and serve the following functions: (a) refining supervised clinical experiences obtained in applied courses in Counseling Program, (b) extending scholarly knowledge from coursework under supervision directly to applied settings, (c) implementing evidence-based assessment and intervention methods learned in courses, (d) experiencing professional practice issues associated with the delivery of counseling services, and (e) receiving feedback from clinical supervisors regarding professional competencies and skills in the delivery of counseling services.

All students will complete a mental health practicum. In addition, students complete a practicum and internship in their specialization.

### **A. Clinical Practice Resources**

The University of Arizona, Counseling Program has strong affiliations with a number of on-campus and off-campus service organizations approved for supervised clinical practice experience. These affiliations provide students with a broad range of opportunities to develop consultation skills, therapy skills, assessment and diagnostic skills, and direct intervention skills under the supervision of qualified professionals. Additionally, we have a Clinical Placement Coordinator to help with placements.

All students are required to meet with the program's Clinical Placement Coordinator to discuss available practicum and internship sites. No placement is considered complete until the clinical placement coordinator reviews the prospective site and Site Supervisor credentials for appropriateness. The consultation and placement Site Agreement, which you receive during your practicum/internship class, needs to be completed no later than the semester prior to the semester in which the student intends to complete their first practicum.

Students are expected to obtain liability insurance prior to the start of practicum and internship. Student Liability insurance can be obtained through the American Counseling Association and typically costs \$100 per year.

In addition to student liability insurance, students are to submit and complete the Arizona Level One Fingerprint Clearance Card.

### **B. Practicum** (100 hours)

Practicum experiences are expected to be consistent with the scholar-practitioner orientation of the Counseling Program. All clinical placements are consistent with the established ethical standards and accreditation guidelines of the American School Counseling Association (ASCA) and Council for the Accreditation of Counseling and Related Programs (CACREP). Refer to the Clinical Practice Manual for Students & Faculty for a complete list of requirements, goals, objectives, and responsibilities. Students enrolled in a practicum are expected to complete no less than 3 recorded counseling sessions or provide documentation of live observation from their site supervisor. The recordings are a mechanism to display counseling skill competency requisite to counselor development. Both site and faculty supervisors may request additional recordings or live observations in efforts to support counseling skill development and evaluate professional disposition and competency.

### **C. Internship** (600 hours)

The internship is a more intensive experience wherein the student is expected to demonstrate broader skills in all aspects of professional functioning. Internship experiences should be at sites that are appropriate to students' career goals. Refer to the Clinical Practice Manual for Students & Faculty for a complete list of requirements, goals, objectives, and responsibilities.

*Sample sites who historically provided supervision of counseling services to MA students (subject to change):*

Amphitheater Public Schools  
Las Familias Counseling Agency (internship)  
AZ Center for the Blind & Visually Impaired (ASL required)  
Marana School District  
Native American Connections (Phoenix)  
Arizona School for the Deaf & Blind (ASL required)  
National Council on Alcoholism and Drug Dependence (NCADD) (Phoenix)  
Office of Special Education and Rehabilitative Services (OSERS)  
Beacon Group  
Page Unified School District  
Paradise Valley School District  
Calvary Addiction Recovery Center  
Phoenix Unified School District  
Casa De Vida  
Pima Com. Col. Downtown & East Campus  
Catalina Foothills School District  
Cedar Ridge Counseling  
Cottonwood (internship and behavioral experience only)  
Pima County Juvenile Court Center  
Child Family Resources (internship)  
Pinal Hispanic Council  
Our Family  
CODAC  
Primavera Services  
DES/RSA  
The Center for Living Skills  
Project PEPP  
Providence of Arizona  
University of Arizona Disability Resource Center  
Safford Arizona Public Schools  
Douglas Arizona School District  
Sahuarita Unified School District  
Easter Seals Blake Foundation  
Sunnyside Unified School District  
Flowing Wells School District  
Tanque Verde Unified School District  
Focus Employment Services  
The Salvation Army  
Gilbert Arizona Public Schools  
Tucson Unified School District  
Helping Associates Inc.  
Vail Unified School District  
Indian Oasis Unified School District

## Yaqui Tribal Health Center La Paz Counseling

For School Counseling specialization students, additional information on school districts listed above can be obtained via Camelia Shaheed and by visiting the Arizona Department of Education (ADE) website at: <http://www.ade.state.az.us/>.

### CHAPTER VI

#### STUDENT RESOURCES

The Program encourages students to become involved in research and supervised practice related to counseling. A number of on-campus and community resources are also utilized to provide research and clinical placement experiences for students.

##### **A. Student Support Services**

###### **1. Counseling and Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS), located in the Campus Health Service building offers psychological counseling to students to help them cope with personal problems so that they can successfully achieve their educational goals. Licensed professionals are available to provide brief treatment for anxiety, depression, difficulties with relationships, family problems, food/body image concerns, alcohol and drug (ADD) concerns, life crises and other issues. Other available services include consultative services by phone, online screenings for depression, eating disorders, suicide, alcohol, and anxiety, and support groups for eating and body image. There are also classes specifically for graduate students on strategies for success.

###### **2. The Strategic Alternative Learning Techniques (SALT) Center**

The Strategic Alternative Learning Techniques (SALT) Center is a freestanding, fee-based (<http://www.salt.arizona.edu/admissions/fees.shtml>) department within the Division of Campus Life that serves the needs of many students diagnosed with Learning Disabilities or Attention Deficit Hyperactivity Disorder (ADHD). SALT students receive individualized educational planning and monitoring, assistance from trained tutors with course work, and an array of workshops geared toward the individual academic needs of these students. Additionally, students have the opportunity to use the SALT computer lab (complete with an array of assistive technology) and/or "drop-in" to either the SALT Writers Lab or the SALT Math Lab, both staffed with highly trained tutors.

Upon requesting SALT services, each student is assigned to a Learning Specialist. These individuals assist students as they navigate through the University of Arizona. Each Learning Specialist is an individual who demonstrates encouraging, accepting, and nonjudgmental behaviors creating a secure environment for students to prosper. This safe atmosphere also enables students to successfully collaborate with Learning Specialists to create a unique learning plan, entitled Individualized Learning Plans (ILP). Each specially designed ILP is created to meet the postsecondary environmental needs of the student. The SALT Center also provides students with the opportunity to learn about other available resources.

###### **3. Disability Resource Center**

The Disability Resource Center collaborates with students, faculty and staff to create educational environments that are usable, equitable, sustainable and inclusive of all members of the university community. However, if you encounter academic or physical barriers on campus, DRC staff is available to partner with you in finding

good solutions or to implement reasonable accommodations. DRC works proactively with instructors in re-imagining the design of their courses. Our goal is to encourage faculty to think broadly about all the different characteristics students may bring to the classroom and to create educational experiences that will be meaningful to each of them. When we are successful in this partnership, you may not need to use the individual classroom accommodations you have used before. An example is notetaking. When an instructor posts class notes on an open Website for all students, the individual accommodation of 'note-taking' may not be required. Additional information is available at <http://drc.arizona.edu/students>.

#### **4. Financial Assistance**

In terms of financial assistance, the university maintains the Office of Financial Aid in the Administration Building that is available to students for applying for such loans as federal Stafford loans, university scholarships, and scholarship and loans from various private foundations. In addition, scholarship funds and tuition waiver funds are available through the Office of the Associate Dean of the Graduate College for students who are from diverse backgrounds.

In the past, the DPS department has been able to offer some financial assistance to students in the form of tuition remissions, scholarships/fellowships, and assistantships. When opportunities arise, the program faculty make every effort to inform eligible students of all potentially available funding sources. Students are encouraged to contact their adviser or the program director for information on other sources of possible funding. Student funding is not guaranteed. Students are also urged to contact the Graduate College and the Psychology Department for possible funding opportunities. In addition, students should discuss their financial needs with personnel at the Office of Financial Aid, Administration Building – Room 203, Tucson, AZ 85721. (520) 621-1858 or email at [askaid@arizona.edu](mailto:askaid@arizona.edu).

### **B. Research and Study Resources**

#### **1. University Information and Technology Services (UITS)**

The University Information and Technology Services (UITS) Lab is located on the subfloor of the College of Education building, and is available for use as an electronic classroom equipped with 20 student machines containing the latest software. Also on the same floor is a room for distance education and videotape editing rooms. Computer equipment from the UITS can be borrowed both by faculty and students for making presentations in classes. For further information, please visit the UITS website at: <http://oscr.arizona.edu> or 520-621-6727.

#### **2. Center for Computing Information Technology (CCIT)**

The Center for Computing and Information Technology (CCIT/UITS) houses the University's mainframe computers. The mainframe machines are linked to personal computers in the College of Education. Educational and informational facilities are also available in the Center and a technical reference room contains reference manuals, various technical books and periodicals. Many Computer Center publications are available. The Center provides programming consulting services and conducts non-credit short courses open to the public. For further information about their services visit the UITS website at <http://uits.web.arizona.edu/> or 520-621-2248.

#### **3. Main Library**

The University of Arizona Library contains more than 1.5 million books, bound periodicals, microforms, maps, government publications and other materials. The library is committed to providing all possible support services

to students to facilitate their learning and obtaining scholarly documents either within the library system, through inter-library loan, or via online computer database searches by visiting <http://www.library.arizona.edu>. The library even emails documents to students upon request.

#### **4. Library (College of Law)**

The College of Law Library is one of the best legal research facilities in the Southwest, with a collection of over 300,000 volumes. The latest in computer-based legal research is available through LEXIS and WESTLAW, and there is a computer lab for word processing, computer assisted legal instruction, and research.

#### **5. Library (Banner University Medical Center)**

The Arizona Health Sciences Library (AHS) is a member of the National Network of Libraries of Medicine founded by the National Library of Medicine (NLM) and serves as the designated resource library for Arizona through the Pacific Southwest Regional Medical Library Service (PSRMLS). The Arizona Health Sciences Library is a founding member of the Arizona Health Information Network (AZHIN). In addition to AHSL, the AZHIN consortium is made up of the University of Arizona, the major teaching hospitals in Arizona, and a growing number of other Arizona health-related organizations.

The University of Arizona Medical Center Library's primary purpose is to serve the students, faculty, and staff of the University of Arizona Colleges of Medicine, Nursing, and Pharmacy, as well as University Medical Center. A strong secondary purpose is to serve as an informational resource for licensed health-related personnel throughout the state. Library collections are also accessible for other members of the University of Arizona community who have need of material found only in this library. The library maintains a state-of-the-art information retrieval system enabling students to locate references by computer from their homes or from University offices. The AHS library collection contains 225,195 cataloged volumes, 95,357 monographs, 129,838 journals, micro fiche/files/cards 1799, and 90 computer software(s)/CD-ROM.

#### **6. Office of the Vice President for Research**

The Office of the Vice President for Research processes all sponsored research proposals submitted by the faculty, students, and staff, maintains records of all sponsored research, assists the faculty and staff in certain aspects of proposal preparation, and helps in locating sponsors for research projects.

A computerized information system maintained by this office can produce various reports on many aspects of the University's total research program. Information contained in reports generated by this office is available to the general public and may be of value to local and state government agencies. For further information about the services this office provides, please visit <http://vpr.arizona.edu/>

A collection of books and periodicals that provide information on the research programs of many federal agencies and foundations is available in this office. Copies of monthly publications that provide information on research programs that have recently been announced also are on file.

## CHAPTER VII

### ADDITIONAL STUDENT INFORMATION

#### A. Coursework and Grades

##### 1. Course Syllabi

At the beginning of each semester, professors are required to provide students with a course syllabus. The syllabus contains an outline of course content and requirements that are to be completed by the student throughout the semester. A course syllabus is considered to be a contract between the professor and each student; therefore, you must keep those for future reference. The syllabus specifies particular requirements that must be completed by students in order to receive a grade in the course. A syllabus may be changed by a professor during the semester at any time with reasonable notice. Students should retain their syllabi after completing their courses as they may be asked to produce them many months or years later when applying for licensure or other credentials.

##### 2. Desire2Learn (D2L)

D2L (Desire2Learn) provides instructors and students with an online space for traditional classroom, online, and hybrid courses. Students can find course syllabi, readings, assignments, quizzes, grades, course files, classmate lists, assignments, and online discussions through D2L. For help and support using D2L students can access the D2L help page (<https://help.d2l.arizona.edu/>).

##### 3. Grades

At the end of each semester, students will receive their grade. Grades received for the courses taken in this department are an A, B, C, D, or E. Other grades for courses include Pass (P) and Superior (S). According to the University of Arizona grading policies (as described in the latest edition of the Graduate Catalog), a "C" grade is a passing grade but does not show adequate competence. For our practicum and internship course, if a student receives less than a B, they may not be able to continue in the program.

##### **Grades of "I" (Incomplete)**

The grade of "I" for "Incomplete" may be awarded only at the end of the semester when all but a minor portion of the student's course work has been satisfactorily completed. Students should make arrangements with the instructor to receive an incomplete grade before the last day of classes in a semester. Students have a maximum of one calendar year to remove an Incomplete. Incomplete grades are not included in the calculation of the grade-point average until one year from the date of the award. Instructors are encouraged to use the *Report of Incomplete Grade Form* as a contract with the student as to what course work must be completed by the student for the "I" grade to be removed and replaced with a grade. On the form, the instructor states: (1) which assignments or exams should be completed and when; (2) how this work will be graded; and (3) how the student's course grade will be calculated. Both the instructor and student sign this agreement and both should retain copies. After the course work is completed, the instructor should assign the appropriate grade on the UAccess Grade Roster. After posting, the new grade will be included in the calculation of the student's GPA. An Incomplete not removed within one year is replaced by a failing grade of "E" and counted as an "E" in determining the grade-point average. If there is a possibility that the student's cumulative grade-point average will fall below 3.00 through the conversion of Incomplete grades to failing grades, a student will not be permitted to graduate. Note: in rare situations, an instructor may grant an Incomplete in a Practicum course. It is up to the instructor to determine whether the student needs to do all 100 hours the next semester. That

decision will depend on the specific situation. If a student fails practicum, the student will need the advisor's permission to enroll in a subsequent semester.

### **Independent Study**

Independent study courses can be arranged with a professor to pursue a research project or other activity that is outside of, or an extension of, the regular curriculum. Independent Study may NOT be used to take a required course at a time other than the scheduled semester. Rare exceptions may be made in the case of pressing extenuating circumstances. There is an *Independent Study Form* that must be completed by the student and the faculty member prior to registering for an Independent Study course.

### **Withdrawal from Class**

Withdrawal from a course within the first four weeks after registration will result in the deletion of the course from the student's academic record. After the fourth week and through the end of the tenth week of classes, the grade of "W" may be awarded to students earning a passing grade at the time of the official withdrawal. After the 10<sup>th</sup> week, students will receive a failing grade of "E". Consult <http://grad.arizona.edu/academics/policies/grading-policies> to obtain detailed information about withdrawal from courses.

### **Grade Appeal Policy**

A student may appeal a grade during the first regular semester after the semester or summer term in which the grade was awarded. Grade appeals are not processed during the summer sessions unless the dean of the college in which the course is offered determines that the case warrants immediate review. The appeal involves a stepwise and formal process, progressively involving the instructor, the department head, and the dean of the college which offers the course. It may also involve a committee appointed by the dean to review and make recommendations. Written verification of each step as well as close adherence to a timetable is indispensable. The dean of the college offering the course has the final authority to make a decision regarding the grade appeal. There is no special form for appeals. The student should detail the reasons for their appeal in a formal letter. The Graduate College does not process or become involved in such appeals. The Grade Appeal Policy and timetable can be found in The University of Arizona electronic catalog.

### **Transfer Credit Policy**

A student may request the transfer for graduate credits to apply to their current program. Students who wish to transfer course work toward a UA graduate program must submit an [Evaluation of Transfer Credit\(link is external\)](#) form in UA GradPath to have transfer course work evaluated for eligibility. This should be done before the end of their first year of graduate study. For master's degree programs, no more than 20% of the required units for the degree can be transfer units (e.g., a student in a 36-unit degree program may use no more than 7 transfer units), except in the case of institutionally approved international dual degree programs. A student in a graduate certificate program should check the transfer unit limit for that specific certificate; some certificate programs do not allow any transfer credit. For more information on the UA Transfer policy please see: <https://catalog.arizona.edu/policy/acceptability-graduate-transfer-credit>

### **Technology, Social Media and Distance Counseling**

Counselors recognize that service provision is not limited to in-person, face-to-face interactions. Counselors actively attempt to understand the evolving nature of technology, social media, and distance counseling and how such resources may be used to better serve their clients. Counselors appreciate the implications for legal and ethical practice when using technology, social media, or distance counseling and are particularly mindful of issues related to confidentiality, accessibility, and online behavior.

Technology, social media, and distance counseling are changing the way we communicate and work, offering new models to engage with our clients, colleagues, and the general public. We believe this kind of interaction may:

- enhance and embrace evolving communication styles;
- expedite service provision; and
- reduce and/or eliminate barriers.

Regardless of the technology used or its application, counselors are held to the same level of expected behavior and competence as defined by the *Code of Professional Ethics for Counselors*. They need to be aware of risks and limitations, which may include but are not limited to:

- confidentiality, privacy, and security;
- actual or perceived unethical behavior; and
- inability to establish or maintain good rapport.

### **ZOOM Technology Policy**

Students outside of the Tucson greater area who are considered distance students will be allowed to use Zoom teleconference technology to attend courses when enrolled in a “Distance Section”. Other Students within the Tucson Area must request permission and have approval from the professor **14 days prior** to the date they plan to attend class via Zoom.

### **B. Student Grievance Procedure**

The Graduate College has a student grievance procedure to ensure that students who feel they have been treated unfairly have access to a standard procedure for resolving that grievance. Consult the University of Arizona Student Handbook via internet at <http://grad.arizona.edu/academics/policies/grading-policies> for more information about this procedure.

In cases of discrimination, including sexual harassment, case summaries are sent to the University Affirmative Action Officer. For more information, please visit <http://equity.arizona.edu/>

### **C. Diversity and Inclusion Statement**

Counseling as a profession addresses social justice, equity, and antiracism in schools and communities. Counselors readily acknowledge that inequities and systemic barriers exist in preK-12 schools, behavioral health settings, communities, and beyond that impact individuals'/students' holistic development. As such, counselors are charged to ensure the success of all individuals/students by playing a role as leaders, systemic change agents, and advocates who dismantle and remove barriers while providing antiracist, systemic prevention and intervention practices that bring about equity in communities/schools. The Counseling Program at University of Arizona is committed to meeting this call for counselors. Thus, social justice, antiracism, and advocacy are at the core of the training experience and are a common thread in every class. Students will engage in course readings and discussions as well as assignments regarding social justice, antiracism, identity, and community.

In addition to course activities and assignments, this program aims to be welcoming of students from all diverse backgrounds and perspectives. This means that our individual experiences and perspectives are a resource, strength, and benefit to our collective learning as a part of this program. As such, it is our intent and goal to present materials and activities that are respectful of identity (gender identity, sexuality, disability status, age, socioeconomic status, ethnicity, race, culture, etc.). Let's make kindness the norm and work together on becoming socially just, antiracist counselors.

#### **D. Discrimination and Sexual Harassment Policy**

A student who believes that he or she has experienced discrimination or sexual harassment should call the Affirmative Action Office at 621-9449. The student will be referred to an individual with expertise in these areas for confidential advice on handling the situation or filing a written complaint. Students with disabilities who would like information on University policies with regard to the Americans with Disabilities Act (ADA) should contact the Disability Resource Center at 621-3268 <http://drc.arizona.edu>. Students are also encouraged to access the Affirmative Action homepage <http://equity.arizona.edu> for information on discrimination, including sexual harassment, and the ADA.

#### **E. Code of Academic Integrity**

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students engaging in academic dishonesty diminish their education and bring discredit to the academic community. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the provisions of the Code whether or not faculty members establish special rules of academic integrity for particular classes. Failure of faculty to prevent cheating does not excuse students from compliance with the Code. Any attempt to commit an act prohibited by these rules will be subject to sanctions to the same extent as completed acts. The procedures for reviewing a suspected violation are found in the complete Code of Academic Integrity available in the Dean of Students Office, Old Main, Room 203, or visit <http://deanofstudents.arizona.edu/codeofacademicintegrity>.

#### **F. Rights and Responsibilities Regarding Disability Access**

The University of Arizona is committed to equal educational opportunities for students with disabilities and recognizes that reasonable accommodations or modifications may be necessary to ensure access to campus courses, services, activities, and facilities. The Disability Resource Center (DRC) is the office designated by the University to review disability documentation, determine reasonable accommodations, and develop plans for the provision of such accommodations. An equally important part of the DRC is serving faculty in designing educational environments that are inclusive. For more information, visit the DRC website at <http://drc.arizona.edu/>

#### **G. Counseling Credentials**

The Counseling program is designed to prepare graduates to obtain initial state licensure and/or certification as a counselor. Counselors are required to keep skills current by taking additional training for licensure/certification renewal. Each state has its own requirements for continuing education.

Students completing the rehabilitation and mental health specialty may apply during their last semester of coursework to become Certified Rehabilitation Counselors (CRC), a credential administered by the CRCC. Information about this credential can be found at <http://crccertification.com>

After an appropriate period of supervised practice, graduates with the School Counseling specialization may seek to obtain a Nationally Certified School Counselor certification from the National Board for Certified Counselors. Information about this credential can be found at <http://nbcc.org/ncsc>

Depending on the state in which they practice, all graduates are encouraged to become Licensed Professional Counselors (LPC). In the state of Arizona, the Board of Behavioral Health Examiners regulates the LPC. Information about the LPC in the state of Arizona can be found at <http://azbbhe.us/>

After becoming licensed, graduates are encouraged to stay current on information regarding portability to other states through the Association of State Counseling Boards (AASCB). For more information go to: <http://www.aascb.org>

## **H. Student Review and Retention**

Students in the Counseling Program at The University of Arizona are evaluated on a regular basis on both academic and nonacademic standards.

### **Academic Standards**

- A minimum grade of C must be achieved on all course work to obtain graduate credit.
- A cumulative B average must be maintained in all graduate level courses.
- Students unable to meet these requirements become ineligible for graduation and are placed on academic probation.
- Students will remain on probation until an additional 9 credit hours have been attempted. Those unable to remove the probationary status are subject to academic dismissal. Withdrawal from a course while on probation will not be allowed.

### **Nonacademic Standards**

In addition to maintaining high scholastic standards, students enrolled in the program must develop skills necessary to work with people with diverse needs. The faculty expects students, as future mental health, rehabilitation, and school counselors, to:

- be committed to personal growth and professional development;
- demonstrate appropriate social skills;
- be concerned about people;
- demonstrate emotional and mental fitness in their interactions with other students and faculty; and be able to receive and give constructive feedback; and
- use the skills and techniques that are generally accepted by others in the profession.

Further, students are expected to adhere to the codes of ethics of their professional associations (ACA, ASCA, CRCC, etc.)

[ACA-code-of-ethics.pdf](#)

[CRCC Code of Ethics](#)

[ASCA Ethical Standards](#)

[AMHCA Code of Ethics](#)

[AZ Behavioral Board of Health Examiners](#)

and the relevant regulatory boards of the state of Arizona. A student's acceptance in the program does not guarantee their fitness to remain in the program. The faculty are responsible for assuring that only those students who continue to meet program standards are allowed to continue in the program.

Each year, a review of every student's progress in the program will be conducted by program faculty. See Form A below that guides this review. The purpose of the review is to provide students with specific feedback that goes beyond what is conveyed in the course grade. In some cases, the review could result in the creation of an Improvement Plan to give the student an opportunity to address areas in which improvement is needed.

Multicultural sensitivity and appreciation of diversity in the broadest sense is an essential component of being an effective professional counselor. If a student demonstrates deficits in these areas, and/or does not act in a manner consistent with the ACA Code of Ethics, an Improvement Plan will be developed by the student, their advisor, and the program director.

## **I. Endorsement Policy**

Site and Faculty Supervisors endorse supervisees (Counseling Program students) for certification, licensure, employment, or completion of an academic or training program only when they believe that supervisees are qualified for the endorsement. Regardless of qualifications, Site and Faculty Supervisors do not endorse supervisees whom they

believe to be impaired in any way that would interfere with the performance of the duties associated with the endorsement.

#### **J. Evaluating Student Fitness and Performance**

Members of the faculty evaluate student fitness and performance at the end of each semester. The faculty make judgments as to the student's professional fitness and performance based on observations of course performance, evaluations of students' performances in simulated practice situations (role plays), supervisor's evaluations of students' performances in clinical situations (practicum and internship), and their adherence to their discipline's codes of ethics. Faculty will identify additional help students may need to be successful, and to recognize outstanding achievements of students in their work. In addition to reviewing student's academic performance, students' professional fitness will be evaluated using the Professional Disposition Form (See Appendix). All students will receive feedback after any formal evaluation by the faculty. If a student is not making satisfactory progress as evidenced by grades **and/or** professional/personal behaviors, the faculty advisor will meet with the student to discuss evaluation. A growth plan will be completed by the faculty member and signed by both the faculty member and student outlining to proposed plan of support and outlined expectations of the student.

On rare occasions, faculty may become concerned about a student's suitability for entry into the counseling profession even though the student may be evidencing satisfactory performance in academic course work.

**Examples of behaviors that may be evidence of professional impairment include, but are not limited to, the following:**

- Violation of professional standards or ethical codes;
- Inability or unwillingness to demonstrate appropriate professional skills at an acceptable level of competency;
- Behaviors that can reasonably be predictive of poor future professional functioning, such as extensive lateness in client record-keeping or poor compliance with supervisory requirements;
- Interpersonal behaviors and interpersonal functioning that impairs one's professional functioning; and
- Inability to exercise sound clinical judgment, exhibiting poor interpersonal skills, and pervasive interpersonal problems.

An effort will be made to identify the problem and to work out a solution with the student and the program. When student difficulty is noted by the individual professor, the following procedures will be used:

- Professor initiates a meeting with the student to discuss their concerns;
- Faculty member presents in writing their concern to the Program Director;
- The concerns of the faculty member are discussed in a faculty meeting;
- The advisor will arrange an advisor-student conference in which the concerns of the Program Faculty are shared with the student and an agreement of remedial steps is contracted;
- The advisor presents the contract to the other faculty members;
- The advisor will monitor subsequent progress in carrying out the recommendations of the Program Faculty;
- The advisor presents an evaluation to Program Faculty;
- The advisor provides feedback to the Program Faculty on student progress;
- A student not satisfied with the decision can follow the Graduate College Grievance Policy available at: <http://grad.arizona.edu/academics/policies/academic-policies/grievance-policy>.
- If it is deemed that a student's professional fitness is in question, the faculty may recommend the following actions:
  - A formal reprimand;
  - Additional practicum and/or clinical work;

- Additional Assignments
- Personal mental health counseling (individual or group);
- Temporary leave of absence from the program;
- Additional academic course work;
- Additional supervision;
- Formal probation;
- Encouragement to withdraw from the program; and/or
- Formal dismissal from the program.

**APPENDIX A  
REQUIRED COURSES**

**I. CORE COURSES (48 UNITS)<sup>1</sup>**

<b>SERP</b>	<b>Course Title</b>	<b>Completed</b>
525	Counseling Theories	_____
545	Psychosocial, Cultural, and Familial Diversity in Counseling	_____
546	Counseling Skills and Techniques	_____
547	Group Counseling	_____
556	Research Methods	_____
563	Assessment in Counseling	_____
579B	Diagnosis & Treatment of Mental Health Disorders	_____
580	Medical Aspects of Disability	_____
584	Problems of Drug Abuse	_____
588	Ethical, Legal, & Professional Issues in Counseling	_____
594	Practicum: Mental Health	_____
593	Internship	_____
579C	Counseling with Couples and Families	_____

**II. SPECIALIZATION IN REHABILITATION AND MENTAL HEALTH COUNSELING (12 UNITS)**

<b>SERP</b>	<b>Course Title</b>	<b>Completed</b>
565	Intro to Rehabilitation and Clinical Mental Health Counseling	_____
585	Career and Vocational Planning	_____
594	Practicum Rehabilitation Specialty	_____
587	Lifespan Development and Disability	_____

**OR**

---

<sup>1</sup> Students may **not** take two practicum experiences in the same semester, nor may they take practicum and internship at the same time. Students who require a 3 unit elective to complete the 60 credit hour degree requirement should work with their advisor to identify an elective course within or outside of the department.

**III. SPECIALIZATION IN SCHOOL COUNSELING (12 UNITS)**

<b>SERP</b>	<b>Course Title</b>	<b>Completed</b>
506	Introduction to School Counseling	_____
510	Counseling over the Lifespan	_____
550	Career Development and Advanced Educational Planning for School Counselors	_____
594	Practicum – School Counseling Specialty	_____

**APPENDIX B**

**UA CATALOG COURSE DESCRIPTIONS FOR REQUIRED COURSES**

The Master’s Degree in Counseling Program curriculum is guided by the state standards for professional counselors, which are based on existing CACREP, ASCA and CORE Standards.

**SERP 506 – Introduction to School Counseling (3 units)**

Description: Orientation to the role and activities of a K-12 school counselor. Emphasis on the components of a developmentally-oriented school guidance counseling program. Grading Basis: Regular Grades: A, B, C, D, E

**SERP 510 - Counseling over the Lifespan (3 units)**

Description: School Counseling strategies to enhance human development, based on major findings of developmental theories and research from infancy to late adulthood. Grading Basis: Regular Grades: A, B, C, D, E

**SERP 525 - Counseling Theory (3 units)**

Description: This course provides a basis in theories of individual counseling. Grading Basis: Regular Grades: A, B, C, D, E

**SERP 545 - Psychosocial, Cultural, and Familial Diversity in Counseling (3 units)**

Description: Individual, family, and community diversity are examined in relation to working with community agencies, individual counseling, and small group facilitation. Grading Basis: Regular Grades: A, B, C, D, E

**SERP 546 - Counseling Skills and Techniques (3 units)**

Description: Knowledge and application of basic counseling skills in response to individuals/families in a variety of settings; crisis intervention strategies and ethical issues for the counselor. Grading Basis: Regular Grades: A, B, C, D, E

**SERP 547 - Group Counseling (3 units)**

Description: This course will address small group counseling techniques. Grading Basis: Regular Grades: A, B, C, D, E

**SERP 550 - Career Development and Advanced Educational Planning for School Counselors (3 units)**

Description: Emphasizes decision making for school counselors related to assisting students with assessment of interests, personality, values, skills, and goals for career planning and attainment of necessary advanced education and/or training to meet career planning objectives. Grading Basis: Regular Grades: A, B, C, D, E

**SERP 556 - Research and Program Evaluation in Counseling (3 units)**

Description: Basic concepts essential to the comprehension of research in counseling, including measurement principles, descriptive statistics, and program evaluation. Grading Basis: Regular Grades: A, B, C, D, E

**SERP 563 - Assessment in Counseling (3 units)**

Description: The emphasis is on instruments, techniques, and issues related to assessment. The course examines theoretical, legal, and ethical issues that stem from the administration, use, and interpretation of assessment instruments. Grading Basis: Regular Grades: A, B, C, D, E

**SERP 565 - Introduction to rehabilitation and clinical mental health counseling (3 units)**

Description: Principles underlying rehabilitation and mental health programs and interdisciplinary relationships of agencies engaged in rehabilitation services. Graduate-level requirements include submission of a group research exercise/presentation, conduct NCRE email networking, submit scholarly paper.

Grading Basis: Regular Grades: A, B, C, D, E

**SERP 579B - Diagnosis and Treatment of Mental Health Disorders (3 units)**

Description: Examination of the diagnostic and treatment process used in assessing and counseling persons with psychiatric disabilities. The course is organized and structured using the Diagnostic and Statistical Manual of Mental Disorders.

Grading Basis: Regular Grades: A, B, C, D, E

**SERP 580 - Medical Aspects of Disability (3 units)**

Description: Etiology, therapy, and prognosis of the major disabilities, including drug and alcohol; assessment of physical capacities and limitations; typical restorative techniques. Grading Basis: Regular Grades: A, B, C, D, E

**SERP597C – Counseling with Couples and Families ( 3 units)**

Description: This course will focus on the theories, skills and techniques associated with the practice of counseling with couples and families. Grading Basis: Regular grades: A, B, C, D, E

**SERP 584 - Problems of Drug Abuse (3 units)**

Description: Survey course for counselors concerned with drug abuse; diagnostic and counseling approaches to drug use and abuse. Grading Basis: Regular Grades: A, B, C, D, E

**SERP 585 - Career and Vocational Planning (3 units)**

Description: Problems of physical, mental, social, and emotional disability, as they relate to the formulation of a rehabilitation plan; exploration of the various sources of occupational and career choice information, case management and job placement and development. Grading Basis: Regular Grades: A, B, C, D, E

**SERP 587- Lifespan Development and Disability (3 units)**

Description: Exploration of the psychological, sociological, cultural, and familial aspects of disability throughout the lifespan and implications; foundations for empowerment and enhancing self-esteem. Graduate-level requirements include submitting an additional experiential paper (focusing on culture) plus a project, as delineated in syllabus. Regular Grades: A, B, C, D, E

**SERP 588 - Ethical, Legal, and Professional Issues in Counseling (3 units)**

Description: Examination of various issues crucial to the practice of counseling. Topics include ethical, cultural, legal, and professional concerns. Grading Basis: Regular Grades: A, B, C, D, E

**SERP 593 - Internship (12 units)**

Description: Specialized work on an individual basis, consisting of training and practice in actual service in a technical, business, or governmental establishment. Flat Fee \$35.00 Grading Basis: Regular Grades: S, P, F

**SERP 594 - Practicum (3 units)**

Description: The practical application, on an individual basis, of previously studied theory and the collection of data for future theoretical interpretation. Grading Basis: Regular Grades: S, P, F

**SERP 597K-Sexuality and Disability (3 units)**

Description: This is an elective course offered over the summer. The course will provide a general overview of human sexuality and focus on application of sexuality as related to disability.

**SERP 554 – Motivational Interviewing (3 units)**

Description: This is an elective course. Explore a more advanced practice of motivational interviewing skills and techniques.

**SERP 576 – Trauma, Loss, and Grief (3 units)**

Description: Taken as either a core or elective course. Specialized focus on the impact of trauma, grief, and loss on overall psychological well-being with clinical application.

\*\*Students should have a total of 60 credits to graduate. Students in the clinical rehabilitation and clinical mental health counseling specializations may require an elective course (3 units). This should be arranged with your advisor.

## APPENDIX C

### EXAMPLE RECOMMENDED 2 YEAR PLAN OF STUDY (FULL-TIME STUDENTS)

#### **Fall, Year One**

1. SERP 525 Counseling Theory
2. SERP 546 Counseling Skills and Techniques
3. SERP 580 Medical Aspects of Disability
4. SERP 588 Ethical, Legal, and Professional Issues in Counseling
5. SERP 565 Intro to Rehabilitation and Clinical Mental Health Counseling (Specialization in Rehabilitation) **OR**  
SERP 506 Introduction to School Counseling (Specialization in School)

#### **Spring, Year One**

1. SERP 545 Psychosocial, Cultural, and Familial Diversity in Counseling
2. SERP 587 Lifespan Development and Disability (Specialization in Rehabilitation) **OR**  
SERP 510 Counseling over the Lifespan (Specialization in School)
3. SERP 547 Group Counseling
4. SERP 584 Problems of Drug Abuse
5. SERP 594 Practicum (Specialization in Rehabilitation) **OR**  
SERP 594B Practicum (School Counseling)

#### **Summer, Year One**

1. SERP 594D Practicum Mental Health Setting (Specialization in School)
2. Elective option (check with advisor based on plan of study: SERP 554, 576, or SERP 597K)

#### **Fall, Year Two**

1. SERP 579B Diagnosis and Treatment of Mental Health Disorders
2. SERP 597C Counseling with Couples and Families
3. SERP 563 Assessment in Counseling
4. SERP 585 Career and Vocational Planning (Specialization in Rehabilitation)

#### **Spring, Year Two**

1. SERP 556 Research and Program Evaluation in Counseling
2. SERP 593 Internship
3. SERP 550 Career Development and Advanced Educational Planning (Specialization in School)

#### **Summers**

\*Students may complete required courses during the summers to reduce their course load during the academic year. The following courses frequently are offered during the summer:

SERP 556 Research and Program Evaluation in Counseling  
SERP 580 Medical Aspects of Disability  
SERP 584 Problems of Drug Abuse  
SERP 594D Practicum (Mental Health Setting)

SERP 576 Trauma, Grief, and Loss  
SERP 597K Sexuality and Disability  
SERP 554 Motivational Interviewing

**\*Students need a total of 60 credit hours to fulfill degree requirements. Students are responsible for working with their academic advisor to select an elective if needed to complete their plan of study.**

## **APPENDIX D**

### **RECOMMENDED 3 YEAR PLAN OF STUDY (PART-TIME STUDENTS)**

#### **Fall, Year One**

1. SERP 525 Counseling Theory
2. SERP 546 Counseling Skills and Techniques
3. SERP 565 Intro to Rehabilitation and Clinical Mental Health Counseling (Specialization in Rehabilitation) **OR**  
SERP 506 Introduction to School Counseling (Specialization in School)

#### **Spring, Year One**

1. SERP 587 Lifespan Development and Disability (Specialization in Rehabilitation) **OR**  
SERP 510 Counseling over the Lifespan (Specialization in School)
2. SERP 547 Group Counseling
3. SERP 584 Problems of Drug Abuse

#### **Summer, Year Two**

1. SERP 556 Research and Program Evaluation in Counseling

#### **Fall, Year Two**

1. SERP 580 Medical Aspects of Disability
2. SERP 588 Ethical, Legal, and Professional Issues in Counseling
3. SERP 585 Career Vocational Planning (Specialization in Rehabilitation)

#### **Spring, Year Two**

1. SERP 545 Psychosocial, Cultural, and Familial Diversity in Counseling
2. SERP 594 Practicum (Specialization in Rehabilitation) **OR**  
SERP594B Practicum (School Counseling)
3. SERP 550 Career Development and Advanced Educational Planning (Specialization in School)

#### **Summer, Year Three**

1. SERP 594D Practicum Mental Health Setting (Specialization in School or Rehabilitation Counseling)

#### **Fall, Year Three**

1. SERP 563 Assessment in Counseling
2. SERP 597C Counseling with Couples and Families
3. SERP 579B Diagnosis and Treatment of Mental Health Disorders

#### **Spring Year Three**

SERP 593 Internship

**\*Students need a total of 60 credit hours to fulfill degree requirements. Students are responsible for working with their academic advisor to select an elective if needed to complete their plan of study.**

**APPENDIX E**  
**Schedule of Courses**

**Fall**

Intro to School Counseling – 506

Principles of Rehab – 565

Med Aspects – 580

Ethics – 588

Theories – 525

Skills – 546

Assessment - 563

Marriage & Family Counseling – 597C

Vocational Planning – 585

Diagnosis & Treatment – 579

MH & Rehab Practicum – 594

School Practicum – 594b

Internship – 593 (or 593b for school)

**Spring**

Lifespan Development - 510

Multicultural Counseling – 545

Psychosocial Aspects - 587

Research Methods – 556

Group Counseling – 547

Internship – 593

Practicum – 594b

Career Planning - 550

Prob in Drug Abuse – 584

**Summer I**

MH Practicum – 594

Med Aspects – 580

Trauma, Grief, Loss -- 576

**Summer II**

Problems in Drug Abuse - 584

Research Methods – 556

Sexuality and Disability – 597K

## APPENDIX F

### PROFESSIONAL ORGANIZATIONS

Students and graduates are encouraged to join and become active in professional organizations or associations. There are many benefits derived from membership in a professional organization. As a member of a professional organization, the student:

1. Will receive publications and other material (e.g., conference announcements, online forum digests, job announcements, etc.) available to the organizations' and associations' membership
2. Is entitled to reduced membership rates and reduced registration rates for professional meetings/workshops
3. Is eligible for such membership services as professional liability insurance, legal defense fund, library resource use, etc.
4. Has a method of direct involvement with activities and issues pertinent to the profession.
5. Is affiliated with other professionals having interests and areas of similar expertise.
6. Has a way to stay up-to-date in the knowledge, practices, and research findings in the field.

Students in the Counseling program should follow the professional code of ethics and certification guidelines established by the following organizations:

**American School Counseling Association (ASCA)**

1101 King Street, Suite 625  
Alexandria VA 22314  
<http://www.schoolcounselor.org>

**American Counseling Association (ACA)**

5999 Stevenson Ave.  
Alexandria, VA 22304  
(703) 823-9800  
<http://www.counseling.org>

**American Mental Health Counseling Association (AMHCA)**

801 N. Fairfax Street, Suite 304 Alexandria, VA 22314 800-326-2642 or 703-548-6002  
<http://www.amhca.org/>

**Arizona School Counselors Association**

P.O. Box 30776 Mesa, AZ 85275-0776  
<http://www.azsca.org> **Association for  
Specialists in Group Work**  
<http://www.asgw.org>

**Commission on Rehabilitation Counselor Certification (CRCC)**

1699 E Woodfield Road, Suite 300  
Schaumburg, IL 60173  
<http://www.crc certification.com/>

**FORM A**  
 University of Arizona  
 Department of Disability and Psychoeducational Studies  
 Counseling Program

**COUNSELING MASTERS STUDENT**

**ANNUAL DISPOSITION REVIEW CRITERIA**

**Student Name:** \_\_\_\_\_

**Academic Year:** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

This form evaluates progress in achieving the competencies required for graduation from Counseling Program at the University of Arizona. It is expected that the number of competencies achieved will increase yearly as students complete various Program requirements. The Professional Dispositions are **bolded**.

\*This is completed using excel document with all faculty present.

<b>Competency</b>	<b>Acceptable</b>	<b>N/A</b>	<b>Comments</b>
<b><i>Demonstrate an awareness of their own belief systems, values, needs &amp; limitations (herein called beliefs) and the effect of self on their work with client and students.</i></b>	YES OR NO		
<b><i>Demonstrates emotional stability (i.e., congruence between mood &amp; affect) &amp; self-control (i.e., impulse control) in relationships with supervisor, peers, &amp; clients.</i></b>			
<b><i>Responds non-defensively &amp; alters behavior in accordance with supervisory feedback.</i></b>			
<b><i>Demonstrates ability to flex to changing circumstance, unexpected events, &amp; new situations.</i></b>			
<b><i>Maintains appropriate boundaries with supervisors, peers, and clients.</i></b>			
<b><i>Is motivated and engaged in the learning and development of their counseling competencies.</i></b>			
<b><i>Manages conflicts and/or misunderstandings in a productive manner.</i></b>			

**FORM B**

**FACULTY/STUDENT RESPONSIBILITIES FORM**

As a graduate student in the Counseling Program, Department of Disability and Psychoeducational Studies, College of Education, University of Arizona, I hereby certify that I have:

- (1) Met my faculty advisor prior to or during the first semester to plan my course of study.
- (2) Been informed about the student retention policy, including procedures for possible student remediation and/or dismissal from the program for reasons other than academic.
- (3) Been informed about the program's academic appeal policy.
- (4) Been given information about appropriate professional organizations.
- (5) Been informed of where to find a copy of the Code of Professional Ethics for Rehabilitation Counselors, the American School Counseling Association Code of Ethics and Standards of Practice, and other appropriate professional standards of practice such as the American Counseling Association.

**As I continue through the program, I will:**

- (a) Obtain information about the type and level of skill acquisition required for successful completion of training.
- (b) Participate in the training components that encourage self-growth or self-disclosure as part of the training process.
- (c) Become knowledgeable about the type of supervision settings and requirements of the sites for required clinical field experiences.
- (d) Obtain information about the evaluation procedures.
- (e) Become aware of where to receive up-to-date employment prospects for graduates.
- (f) Meet with my advisor at least once each semester.

**FORM C**  
**UA Counseling Program**  
**PROFESSIONAL GROWTH PLAN**

**STUDENT NAME:**

**DATE:**

- Clinical Rehabilitation Counseling**
- Clinical Mental Health Counseling**
- School Counseling**

**PROFESSIONAL GROWTH TEAM MEMBERS (please include all names of those involved in the growth plan currently (for example; program director, site or faculty supervisors, academic advisor):**

**CONCERNS AND EXPECTATIONS (summarize any events that may have occurred that are relevant to the growth plan):**

In order for \_\_\_\_\_ (student name) to successfully complete  
 \_\_\_\_\_ (course/Practicum/Internship/Program), she/he/they  
 must meet all of the following expectations by \_\_\_\_\_ (date).

The following expectations will be implemented immediately, beginning on the date of this meeting between the Professional Growth Team and the student.

<b>Standards of Concern</b>	<b>Changes Needed &amp; Expectations</b>
<b><u>Academic Performance</u></b>	
<b><u>Application of Content Knowledge</u></b>	

<b><u>Demonstration of Counseling Skills</u></b>	
<b><u>Professional Responsibility and Ethical Performance (ACA &amp; CRCC or ASCA standards)</u></b>	
<b><u>Personal Fitness and Interpersonal Functioning</u></b>	

**Failure to implement any of the above expectations will lead to the student's removal from her/his/their course, Practicum, Internship, or Program. As a result, the student may be unable to complete the Program.**

On \_\_\_\_\_ (date) a meeting will be scheduled with the student and Professional Growth Team. The student's progress toward the expectations listed in this document will be discussed; and a decision will be made about whether the student may continue in the Program.

At any time prior to or after the second scheduled meeting, if any of the members of the Professional Growth Team feel that the student is not fulfilling all of her/his/their responsibilities, or the student is unable to meet the expectations required by this Plan, a meeting will be called to inform the student that she/he/they will not be able to continue in the Program.

If the student is unable to complete the course, Practicum, Internship, or expectations outlined above, the student must meet with the Program Director and schedule an advising appointment to discuss options for the future. The options may include but are not limited to:

- Petitioning to withdraw from current courses and re-taking courses the following semester;
- Petitioning to withdraw from courses and petitioning for re-admittance to the Program after documentation that areas of concern have been addressed.
- Petitioning to withdraw from course/Program and applying to an alternate program.
- Other

If a petition is not submitted or is denied, the student will not pass the current course(s), will not continue in the Program, may not be allowed to petition for re-admittance to the Program, and as a result will not be recommended for graduation.

**SIGNATURES:**

\_\_\_\_\_  
Professional Growth Team Member

**I have read and been given a copy of this document. Any comments I have are attached.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

As of \_\_\_\_\_ (date), the student has successfully met the expectations delineated in this Professional Growth Plan.

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date