



COUNSELOR EDUCATION
GRADUATE STUDENT HANDBOOK
2021

Purdue Fort Wayne
Counselor Education Program
School of Education
Department of Counseling and Graduate Education
2101 Coliseum Blvd. East
Fort Wayne, IN 46805

250 Neff Hall
Phone: (260) 481-6861
Fax: (260) 481-5408

Contents

CONTACT AND COMMUNICATION	4
FACULTY and STAFF CONTACT INFORMATION.....	4
PROGRAM OFFICE.....	4
COMMUNICATION WITH STUDENTS	4
WELCOME TO THE COUNSELOR EDUCATION PROGRAM	5
Counselor Education Program Mission and Objectives.....	5
Track Objectives.....	6
Conceptual Framework and Program of Study	7
Clinical Mental Health Counseling Plan of Study.....	8
School Counseling Plan of Study.....	9
Counselor Education Program Policies	10
CRITERIA FOR ADMISSION, RETENTION, & GRADUATION	11
Admission Requirements	11
Academic Standing, Remediation and Dismissal	11
Grading Policy	12
Grade Appeals	12
CE PROGRAM STUDENT BEHAVIOR REVIEW POLICY.....	15
ADDITIONAL COUNSELOR EDUCATION PROGRAM POLICIES.....	18
Class Attendance	18
Faculty Evaluation.....	17
Program Revisions.....	18
Clinical Work in the Program.....	19
Non-Supervised Counseling Activities of Graduate Students	19
Professional Organizations.....	20
Conference Attendance, Presenting/Submitting Policy.....	21
Endorsement, Credentialing, and Employment.....	21
Counselor Education Program Assessment.....	22

Returning Graduates Policy.....	23
CE Honor Society: Chi Eta Sigma.....	23
Counselor Education Program Awards.....	25
Appendix A: Remediation Plans and Procedures.....	25
Appendix B: Plan to Present/Submit Form.....	30
Appendix C: Handbook Student Acknowledgement.....	34
Appendix D: Group Counseling Participation Acknowledgement.....	35
Appendix E: Group Counseling Alternative Plan Acknowledgement.....	36
Appendix F: Confidentiality Acknowledgement for Dolnick/Clinic.....	38
Appendix G: How to Fill out the Electronic Plan of Study.....	37
Appendix H: Special Section on Covid-19.....	40
Appendix I: School Counseling Approved Electives.....	41

CONTACT AND COMMUNICATION

PROGRAM FACULTY

Dr. Kerrie Fineran, *Associate Professor* (finerank@pfw.edu)481-4122
Chair, Counseling and Graduate Education
 Neff Hall, 240J

Dr. Brett Wilkinson, *Assistant Professor* (wilkinsb@pfw.edu)481-6528
Program Director of Counselor Education
 Neff Hall, 250M

Dr. Joel Givens, *Assistant Professor* (givensj@pfw.edu)481-6527
 Neff Hall, 250K

Dr. James Burg, *Associate Professor* (burgj@pfw.edu)481-5406
 Neff Hall, 250G

PROGRAM STAFF

Ms. Brooke Sellhorn, *Counselor Education Clinical Director* (sellhorb@pfw.edu) 481-6446
 Neff Hall, 270A

Ms. Dawn Adams, *Department of Counseling and Graduate Education Secretary*
 (adamd@pfw.edu)481-6861
 Neff Hall 250

Ms. Cheryl Wolever, *School of Education Secretary* (wolever@pfw.edu)481-4146
 Neff Hall 240

PFW COMMUNITY COUNSELING CENTER 481-5405

Anna Riggins, *Clinic Manager* (clncmgr@pfw.edu)

SCHOOL COUNSELOR LICENSING

Mr. Jim Beard (beardj@pfw.edu)481-6449

PROGRAM OFFICE

The Counselor Education faculty offices and mailboxes are located in Neff Hall, Suite 250. Students seeking information or appointments with faculty members should contact the faculty member directly. The office is staffed by Dawn Adams or Cheryl Wolever between the hours of 8:00 a.m. and 5:00 p.m.

COMMUNICATION WITH STUDENTS

It is important that we be able to keep in regular communication with all Counselor Education students. Please be sure we have your current local address and phone number. If you change your name, address, or phone number during the year, it is your responsibility to contact the Ms. Dawn Adams (481-6861; adamd@pfw.edu) with these changes. Please be certain to inform the PFW Registrar of any changes as well.

Much of our communication with students will occur via email. Upon entering the program you will be assigned a university email address; this is the address we will use for communicating

with you. Therefore, if you will not be actively using your university email address, it is your responsibility to have that address linked to the active email address of your choice.

Finally, when you graduate you may leave us, but we do not want to lose contact with you. It is important to us in the Counselor Education program that we keep in contact with our graduates. We therefore ask that when you relocate or change addresses, please let us know where you are. Please also keep us current as to your professional activities and accomplishments. You may do this through the PFW Counselor Education Facebook Group and/or by contacting Dawn Adams or Dr. Wilkinson. You may receive post-graduate surveys asking about how your education at PFW has prepared you for your professional activities- please consider filling out and returning these requests for information.

WELCOME TO THE COUNSELOR EDUCATION PROGRAM

Welcome to the Counselor Education program in the School of Education at Purdue Fort Wayne! As members of the Counselor Education faculty, we invite you to participate in an educational program that we trust will prove challenging, stimulating, and valuable. In our program, we offer Master's Degree Programs in both Clinical Mental Health Counseling and School Counseling. The Clinical Mental Health Counseling (CMHC) program is designed to prepare students for the Licensed Mental Health Counselor (LMHC) license in Indiana. The School Counseling (SC) program is designed to prepare students to be Licensed School Counselors (K-12) in Indiana. Additional post-graduation requirements must also be met for full licensure; these requirements will be carefully reviewed with students throughout the program.

As faculty members, we are committed to your professional development and success as individuals as well as to fostering a cohesive learning community. This Counselor Education Graduate Student Handbook is intended to highlight relevant information about resources, policies, and procedures to help you make the most of your training in the program. More detailed information regarding the program is available from your program faculty advisor, the Director of Counselor Education, and from the School of Education. Dr. Brett Wilkinson is the Director of Counselor Education, Dr. Kerrie Fineran is the Chair of the Department of Counseling and Graduate Education, and Dr. Isabel Nunez is the Director of the School of Education. For university policies and procedures applicable to all graduate students, consult the PFW Graduate Bulletin.

Counselor Education Program Mission and Objectives

PFW Counselor Education Program Mission

We in the Counselor Education program at PFW strive to be a premiere training institution where we prepare clinically skilled, research-informed, compassionate, and reflective professional counselors. We are committed to providing a multidimensional training philosophy that involves an emphasis on mental "health" (vs. pathology), the value attached to understanding common developmental themes occurring throughout the lifespan, and an orientation in which counselors conceptualize individuals as embedded interactionally within multiple systems. We believe that an understanding and appreciation of multiculturalism, diversity, and social justice are integral to the preparation of professional counselors. As such, we are committed to developing professionals who are advocates for both individual and systemic change at local through global levels.

PFW Counselor Education Program Objectives

1. Students who successfully complete the Counselor Education graduate program will demonstrate mastery of core counseling knowledge and practical skills necessary for licensure as a school counselor or clinical mental health counselor in Indiana.
2. Students who successfully complete the Counselor Education graduate program will demonstrate an understanding of, and effectiveness in, working with issues of diversity such as moral, social, cultural, racial, sexual, political, and economic issues in school related or clinical mental health counseling-related contexts.
3. Students who successfully complete the Counselor Education graduate program will demonstrate effective skills as a scholar-practitioner such as investigating, critiquing, evaluating, and understanding the research base in the counseling field in addition to the ability to assess the effectiveness of a) school counseling programs and their own work with students and school communities as school counselors, or b) their own work with clients and agencies as clinical mental health counselors.
4. Students who successfully complete the Counselor Education graduate program will demonstrate a professional counseling identity through an understanding of the foundations of the field, ethics, legal issues, and licensing standards, in addition to taking on leadership roles and being vocal advocates for clients, communities, and the profession of counseling.

Clinical Mental Health Counseling Program Objectives

PFW Clinical Mental Health Counseling Track Students and Graduates will:

1. Demonstrate mastery of core counseling knowledge and practical skills necessary for licensure as a Mental Health Counseling (LMHC) in the state of Indiana.
2. Demonstrate an understanding of, and effectiveness in, working with issues of diversity such as moral, social, cultural, racial, sexual, political, and economic issues in counseling-related contexts.
3. Demonstrate effective skills as a scholar-practitioner such as investigating, critiquing, evaluating, and understanding the research base in the counseling field in addition to the ability to assess the effectiveness of their own work with clients and agencies.
4. Demonstrate a professional counseling identity through an understanding of the foundations of the field, ethics, legal issues, and licensing standards, in addition taking on leadership roles and being vocal advocates for their clients and the profession of counseling.

School Counseling Program Objectives

PFW School Counseling Track Students and Graduates will:

1. Demonstrate mastery of core counseling knowledge and practical skills necessary for licensure as a school counselor in the state of Indiana.

2. Demonstrate an understanding of, and effectiveness in, working with issues of diversity such as moral, social, cultural, racial, sexual, political, and economic issues in school and counseling-related contexts.
3. Demonstrate effective skills as a scholar-practitioner-educator such as investigating, critiquing, evaluating, and understanding the research base in the field of school counseling, in addition to the ability to assess the effectiveness of school counseling programs and their own work with students and school communities.
4. Demonstrate a professional counseling identity through an understanding of the foundations of the field, ethics, legal issues, and licensing standards, in addition taking on leadership roles and being vocal advocates for the profession of school counseling and school communities.

Program of Study

Students will follow a plan of study for either the school counseling track or the mental health counseling track. The plan of study lists all courses that you intend to take in order to earn the counseling degree. If you are using federal financial aid to pay for your courses, you may only take classes outlined on your plan of study (other courses you choose to take will need to be paid for utilizing alternate means). In very rare circumstances, you may request an exception for your plan of study after it has been filed by filling out a form (please contact the Office of Graduate Studies).

Graduate plans of study should be submitted no later than November 1st in the your first year of study. Please note that your college is The School of Education, your Department is Counseling and Graduate Education, and your program is Counselor Education. Please list Dr. Wilkinson as your advisor for the plan of study.

Clinical Mental Health counseling students will enter only the courses listed on the sample below. School counseling students will enter all the courses listed and specify two electives.

The following sample course schedules include all required courses for the degree of MS.Ed in Counseling, with specializations in either School Counseling or Clinical Mental Health Counseling. The schedules of when classes are offered are subject to change throughout the course of study based on university staffing needs.

APPENDIX C

**COUNSELOR EDUCATION HANDBOOK STUDENT
ACKNOWLEDGEMENT**

Please initial on the lines below and fill out the bottom portion.

_____ I certify that I have read and understand the policies outlined in the Counselor Education Student Handbook.

_____ I certify that the department may register me for my classes each semester and that if I am on an alternate plan of study, I will contact the department secretary prior to the start of each semester to register. School counseling students acknowledge that they must register themselves for their two elective courses.

_____ I certify that I understand that all official communication from PFW will be sent to my PFW address and that it is my responsibility to forward this address to any personal address I may prefer.

Name (printed): _____

Signature: _____

Date: _____

APPENDIX D



GROUP COUNSELING PARTICIPATION AWKNOWLEDGEMENT

Please initial on the lines below and fill out the bottom portion.

_____ I understand that I will be expected to attend 10 hours of group counseling as a group member during my time in the counselor education program.

_____ I understand that at this time, this counseling will be led by advanced third year students under the supervision of Dr. Fineran/Steve Weaver. These sessions may be audio or video recorded for the purposes of student group leader development and will be destroyed at the end of the semester. Anything revealed in the tapes will be confidential (within the ethical limits of confidentiality) between the group members, group leaders, and Dr. Fineran/Steve Weaver. If a group member reveals something that indicates the member is not fit to counsel or pursue professional licensure, Dr. Fineran/Steve Weaver will meet with the member to discuss the concern. I also understand that if I have any concerns about the group leadership, I may contact Dr. Fineran/Steve Weaver at any time.

_____ I understand that as a group member, I am expected to be honest, open, respectful of other members, and to be an active participant in the group process. I am expected to keep what happens in my group confidential, but that confidentiality is also the responsibility of group members and cannot be guaranteed. I understand that like a class, I am expected to attend each week for the full time.

_____ I understand that in order to have my participation counted, I will be keeping a weekly journal through Brightspace. Dr. Fineran/Steve Weaver will check these posts occasionally for compliance (however, if you have any concerns that need to be addressed, please send these directly to Dr. Fineran/Steve Weaver- do not use the journals for communication purposes). Nine journal entries must be completed to be in compliance.

Name (printed): _____

Signature: _____

Date: _____

APPENDIX E



GROUP COUNSELING ALTERNATIVE PLAN AKNOWLEDGEMENT

Please initial on the lines below and fill out the bottom portion.

_____ I understand that I will be expected to attend 10 hours of group counseling as a group member during my time in the counselor education program.

_____ I understand that at this time, this counseling will be led by advanced third year students under the supervision of Dr. Fineran/Steve Weaver. Rather than participating in this counseling provided by the program, I plan to pursue 10 hours of group counseling at my own expense. I will contact Dr. Fineran for approval of my group counseling alternative no later than September 5, 2021.

_____ I understand that in order to have my participation counted, I will be keeping a weekly journal through Brightspace. Nine journal entries must be completed to be in compliance. I will meet with Dr. Fineran/Steve Weaver to set a due date schedule for the journal entries that corresponds with my counseling dates.

Name (printed): _____

Signature: _____

Date: _____

APPENDIX F



COUNSELOR EDUCATION

Confidentiality with Dolnick Learning Center

Please initial on the lines below and fill out the bottom portion.

_____ I understand that Dolnick Learning Center is home to Purdue University Fort Wayne Community Counseling Center (PFW CCC).

_____ I acknowledge that residents from the community visit PFW CCC for counseling services. I understand that I may recognize people in the waiting room or in the building that are seeking treatment.

_____ I understand that due to the working clinic in the building, it is inappropriate for me to bring friends and family members to visit. It is important to respect and adhere to the confidentiality of a mental health clinic.

_____ I will be respectful of the PFW CCC by being quiet near the clinic rooms as well as not acknowledging clients. Anything I do see or hear regarding client care and the PFW CCC, I understand is to be held confidentially. It is not to be discussed outside of the clinic.

_____ I acknowledge that disregarding or disrespecting the confidentiality of the PFW CCC can result in disciplinary action from the Counselor Education Program.

Name (printed): _____

Signature: _____ Date: _____

APPENDIX G

Completing the Electronic Plan of Study

The Online Plan of Study Generator is available via the myPurdue portal. You will login with your Purdue Career Account username and password. If you do not know this information, follow the instructions below, otherwise proceed with step 2.

Step 1: Activate your Purdue Career Account (if you have already done this, proceed to Step 2. Please note your Purdue Career Account information is NOT the same as your PFW account information.

- Go to <https://go.pfw.edu> and select the Student Employment tab
- Locate your Purdue ID (PUID) and Purdue Login (Career Account) information
- Contact Information Technology at Purdue (ITaP) via 1-765-494-4000 to activate your career account

Step 2: Create a Plan of Study

- Go to <https://mypurdue.purdue.edu/> and login with your Purdue Career Account username and password
- Choose the Academics tab
- Look for the section titled “Graduate School”, and click on the link named Graduate School Plan of Study (you may need to log in again with your Purdue Career Account credentials)
- Click on the Plan of Study Generator link
- Click on the Create New Plan of Study link
- Fill out the information and continue through the initial pages
- Follow the below steps to fill our all required sections

- Complete the Student and Degree Information section: enter all required information and choose NON-THESIS. Click Process and Continue to move onto the next section (a checkmark next to Student and Degree Information indicates all necessary information was received).
- Complete the Research Area and Concentration section
 - Complete the Course Work section
 - Complete the Advisory Committee section (use the Faculty Advisor Search to locate the Dept. Code and Faculty Identifier for Dr. Fineran)
 - Add the Dept. Code and Faculty Identifier to the form and click Add. The remaining information will automatically be filled in.
 - Complete the Comments and Special Notes section (not required)
 - Chose an option to complete your session (save without submit: simply saves the plan of study; submit as draft: submitted to the plan of study coordinator online for review; submit as final: submitted to all reviewers and proceeds through the approval process)

Additional, more detailed information about completing the Electronic Plan of Study can be found at:

https://www.pfw.edu/departments/coas/depts/communication/grad/pdfs/Online_Form6_Instructions.pdf

APPENDIX H

Special Section Related to COVID-19

Please know that your health and safety are important to us. Be aware that Counselor Education Program will follow all national, local, and campus mandates. If you test positive for COVID-19 at any point during a semester, or you need to quarantine because of your close contact with someone who has tested positive, please inform Dr. Fineran and your instructors as soon as possible. This will generate a process in which you will be referred to a university care team. The point of the care team is to give you resources and to help you in any way possible related to your academic progress.

Faculty members are individually responsible for setting attendance policies in their courses, but all faculty members have been encouraged to offer flexibility where possible. If you have tested positive for COVID-19, have symptoms of COVID-19, or have been quarantined, and you have an in-person class, **DO NOT COME TO CAMPUS**. You may consider asking the instructor to record the class session if possible, ask another student to audio record the class, attend virtually, or get notes from another student. If your class is to be held virtually, please attend if at all possible. Incompletes in courses are a possibility if you can't complete the course work on time due to COVID-19 or quarantining. If you feel you are being treated unfairly by an instructor, please inform Dr. Wilkinson, Dr. Fineran, or Dr. Nunez.

If your class is being held virtually, please follow all directives given by the course instructor related to attendance and technology use. In general, when participating in an online that is being held synchronously, students should plan to be in a private place where they can engage and focus on the class activities. Please plan to have your camera and microphone turned on at all times unless otherwise directed by your instructor. Instructors may make exceptions to this policy in rare circumstances- please communicate with your instructors in advance of any issues if possible.

These are extraordinary times and policies and procedures may change rapidly. Please make sure to check your PFW email and Brightspace daily. If any classes are cancelled or schedules are changed, we will notify you utilizing these mechanisms. Communicate with your instructors, plan for flexibility, and do everything you can to stay healthy.

University information on COVID-19 for students can be found at: <https://www.pfw.edu/microsites/pfw-prepared/current-students/index.html>

Appendix I

School Counseling Elective Course Offerings:

From the Special Education Program: Choosing two elective courses from this section would be appropriate for school counselors who anticipate working with students with unique educational needs. This will give the student additional skills in working with IEPs and planning for special education services.

EDU 56500 - Collaboration & Service Delivery

Reviews methods of implementing service delivery systems; consulting with professionals and parents; designing in-service training programs; and developing referral systems, curricular and personnel resources, and evaluation techniques used in special education programs.

Cr. 3.

EDU 55300 - Classroom Management & Behavior Support

Surveys principles of behavior management as they pertain to educational environments. Students will learn how to define, observe, measure, record, and change academic and social behavior.

Cr. 3.

EDU 52502 - Survey of Mild Handicaps

An advanced survey of the literature relating to mild handicaps, including historical foundations, definitions, and current issues facing workers in the field.

Cr. 3.

From the Educational Leadership Program: Choosing two electives from this area would be appropriate for school counselors who anticipate seeking or being placed in administrative roles or who would be interested in pursuing additional administrative licensing. If choosing two electives in this area, students **MUST** take Introduction to Educational Leadership (EDU 50001). Students may choose to only take Introduction to Educational Leadership (EDU 50001) and take another course from another area.

EDU 50001 - Introduction to Educational Leadership

This course entails an introduction to the history, philosophy, and social aspects of educational leadership. It reviews relevant theories of administration; the historical role of administration in schools; and the political, social, economic, and philosophical frameworks that have informed administration.

Cr. 3.

EDU 60800 - Legal Perspectives on Education

Overview of the legal framework affecting the organization and administration of public schools, including church-state issues, pupil rights, staff-student relationships, conditions of employment, teacher organizations, tort liability, school finance, and desegregation.

Cr. 3.

EDU 51000 - School-Community Relations

For teachers and school administrators. Characteristics of the community-school, including the multicultural quality of the resources, adapting the educational program to community needs; use of community resources in instruction; planning school-community relations.

Cr. 2-3. (School Counseling Students would need to take the 3 credit option)

EDU 63000 - Economic Dimensions of Education

Includes current problems in school support, costs of education, sources of school revenue, state and federal support, state and local control in school finance, and legal basis of school finance.

Cr. 3.

From the Counselor Education Program: Choosing two electives from this area would be appropriate for students with an interest in additional training in mental health counseling and/or who may be interested in pursuing additional coursework and training to become a Licensed Mental Health Counselor or pursuing a PhD in a counseling related program.

EDU 58000 Diagnosis and Treatment Planning*

Includes training in psychopathology, psychopharmacological treatment, and diagnosis of mental health disorders. Covers biopsychosocial history assessments, mental status exams, and treatment planning for counseling. Cr. 3.

(*For school counselors interested in pursuing LMHC licensure in Indiana, this is a required course) (Typically a spring course- suggested to take in first year)

EDU 58000 Trauma and Addictions Counseling

Includes training in working with people with substance and behavioral addictions, understanding the disease model of addiction, and psychopharmacology. The impact of trauma and trauma-informed treatment is discussed. Cr. 3. (Typically a spring or summer course- can be taken at any point)

EDU 56300 Foundations of Mental Health Counseling*

Includes contextual dimensions of mental health counseling, community agency orientation, legal and ethical considerations in practice, collaboration and consultation, and information about building a private practice.
Cr. 3. (*For school counselors interested in pursuing LMHC licensure in Indiana, this is a required course)
(Typically a summer course- can be taken at any point)

EDU 56700 Introduction to Marriage and Family Counseling

Includes advanced focus on selected systemic theories for working primarily with couples and families. Sex therapy is addressed. (Typically a fall course- suggested to take in 2nd year)
Cr. 3.