

Procedures Manual for the West Texas A&M Counseling Programs

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Introductions

Program Overview

The purpose of this guide is to provide specific information that will assist students as they consider applying to master's level programs in Counselor Education. Specific descriptions of courses are in the West Texas A&M University Graduate Catalog. Information about the program can also be found on our web site: <http://www.wtamu.edu/academics/counseling-certificate-graduate-program.aspx>

Students may either choose the master's degree program in community/professional counseling or school counseling. Course requirements for these programs are located later in this guide. The College of Education is accredited by National Council for Teacher Accreditation (NCATE).

Master of Education in Counselor Education—Professional Counseling Program. This 48-hour program prepares counselors to work in human services settings. Depending on electives chosen and field experiences completed, graduate from this program maybe qualified for positions in a wide range of mental health related community counseling agencies. This program meets the academic coursework requirements for licensure by the Texas Board of Professional Counselors (Licensed Professional Counselor—LPC)

Master of Education in Counselor Education—School Counseling Program. This 45-hour program prepares students to serve as counselors in educational settings at the elementary and secondary levels. This program provides academic coursework for certification as a school counselor in Texas. In addition to coursework requirements, the Texas Education Agency requires Texas certification as a teacher and two years of TEA-approved teaching experience. TEA's Professional School Counselor TExES examination must also be passed. Information regarding the TExES for school counselor certification and registration materials are available from the College of Education Certification Office (Old Main 424).

Graduate Faculty

	<i>Office Information</i>
Janet Froeschle, Ph.D., LPSC Assistant Professor; Program Chair	651-3620 Old Main 205C
Yvette Castillo, Ph.D., LPC-S Assistant Professor	651-3622 Old Main 205B
Brooks Bastian Hanks, Ph.D., LPC Assistant Professor	651-3624 Old Main 205D
Graduate Assistant (Secretary)	651-3623 Old Main 205A

Guide for Graduate Counseling Students

WHAT TO DO	WHEN TO DO IT	WHERE TO GET THE FORMS
Take the GRE	This must be completed for acceptance into the WTAMU graduate school. If you take the test on paper, it takes twelve weeks to get your scores sent to the university. Six weeks if you are taking the GRE on computer.	Counseling and Career Services Send application to the Princeton, NJ office. Sylvan Learning Center also offers testing.
Apply for admission to the graduate school	Prior to application to the counseling program	Graduate School Office in the Kilgore Building http://www.wtamu.edu/academic/grad/
Request an advisor	Beginning of first semester	Dr. Castillo, Dr. Froeschle, or Dr. Hanks
Start taking classes	Beginning of first semester	https://sis.wtamu.edu/ Do register; your advisor must have “green lighted” you. Please talk to your advisor before beginning this process. <i>Note that taking classes does NOT mean you have been admitted to or guaranteed admission into the program.</i>
<i>Apply for admission to the Counseling Program</i>	<i>Deadlines for completed applications are September 15 and February 15.</i>	<i>Print and submit the application in this handbook. Admission to the counseling program must be completed prior to the completion of 15 hours in the program.</i>
<i>Attend the new student screening</i>	<i>Interviews take place the first Friday in October and March.</i>	<i>Signup for an interview in OM 205.</i>
Complete Degree plan	Within your first 15 hours.	See your advisor. <i>You will not receive you degree plan until you are admitted into the program.</i>
Petition for changes in degree plan, as needed	As needed	If you take classes outside of your degree plan, you will need to see your advisor to make these changes
Take Techniques (EPSY 6375)	After being admitted to the program.	You will not be admitted into techniques until you have been formally admitted into the program.
Pay for malpractice insurance	Consider doing this after practicum but definitely as you start internship	See your advisor
Apply for practicum (EPSY 6399)	The LPC practicum is only available in Fall and Spring. Only three hours of the School practicum may be completed in the Summer.	Your advisor is required to sign a blue sheet to admit you into this class. <i>Class size is limited so see your advisor early.</i>
(LPC Students only) Apply for internship (EPSY 6398)	After completing practicum	Your advisor is required to sign a blue sheet to admit you into this class. <i>Class size is limited so see your advisor early.</i>
Apply for degree, pay graduation fees, and arrange for cap and gown	By deadline for current Graduate School Bulletin	Graduate Office
Apply for the comprehensive examination	One semester prior to semester in which you plan to graduate	Sign up to take the exam.

Retention Policy

Students who fail to demonstrate basic knowledge, communication interpersonal, and/or counseling skills may be asked to seek remediation. Students who fail to grasp and to demonstrate consistently basic communication and interpersonal skills will not be accepted for Practicum/Internship placement.

In addition, those students who demonstrate personal limitations that might impede future performance, or who violate ethical standards, and/or who are ineffective and/or harmful to clients, will be asked to leave the program. Any faculty member may bring such concerns to the Division Chair or Counselor Education faculty. The faculty member bringing such a report will first consult with the student in question. Students may appeal the Division Chair's decision.

Please note: Only three hours of practicum can be taken over the summer semester. This is very important. If you are planning to graduate in the summer, you **MUST** take at least three hours of practicum in the spring.

Continuation of Enrollment

Students who have been granted admission are expected to register in the term for which admission is granted. Any student who fails to register during any one-year period prior to graduation, and who does not have an official leave of absence from study granted by the Counselor Education Program and the Graduate School, will be required to apply for re-admission to the program according to the procedures and standards in effect at the time of reconsideration.

Additional Information

Practicum and Internship (Clinical Sequences)

EPSY 6399: This class is available for both school and LPC students, but the classes are actually quite different.

- School Counselors should take their practicum classes with Dr. Froeschle. Only three hours (of the required six) of the school counseling practicum may be completed during the summer.
- LPC students should take their practicum with Dr. Castillo or Dr. Bastian Hanks. Taking the LPC practicum will require students to conduct weekly counseling sessions on campus. The LPC practicum is not available in the summer.

EPSY 6398: The LPC students are required to take 6 hours of internship. This will entail finding a setting off campus to accrue 600 hours of service (at least 200 must be direct hours).

Comprehensive Evaluation

All Counselor Education master's degree students must pass a comprehensive evaluation prior to receiving their degree. Students are permitted to take the evaluation during the semester prior to the one in which they plan to graduate. The evaluation is offered once each semester. Students must sign up to take the evaluation in the counseling office (OM 205). The exam consists of six essay questions and students must earn 70% on each question to pass the exam. Students unable to meet this benchmark must either write an acceptable 10 page remediation paper for each

question failed or attend an oral examination. Any student failing the evaluation for the second administration will not be awarded a master's degree.

Licensure

Students seeking to become a Licensed Professional Counselor (LPC) must submit a completed application packed to the Texas State Board of Examiners of Professional Counselors:

1100 West 49th Street
Austin, Texas 78756-3183
(512) 834-6658

Students must pass the LPC Board's licensure examinations to be licensed. The LPC Board requires 3,000 clock hours of supervised counseling experience (acceptable to the board) after completion of the master's degree. This is referred to as "internship" and is not to be confused with our Internship Course (EPSY 6398) in our graduate program. Before beginning this post-program experience, the student must obtain a TEMPORARY LICENSE from the LPC Board. Consult with the LPC Board staff regarding obtaining the temporary license, which must be obtained after you finish the master's degree and before you begin the 3,000-hour experience requirement. Please be aware that about 4 weeks (sometimes longer) is required for a temporary license to be processed before the 3,000-hour experience begins.

Additional information is available in the Student Handbook and from the Texas LPC Board.

School Counseling Fact Sheet

(With Professional Teacher Certification)

Requirements for Master's Degree (M.Ed.), 45 Semester Hours for Certification

The mission of the School Counseling Program is to prepare professional counselors to work in elementary, middle, and high schools in a diverse, complex society. Graduates will be provided a counseling foundation that emphasizes the theory and practice of comprehensive school guidance, professional identity as counselors, skills for counseling children and adolescents, experience with technology, clarity regarding appropriate roles for school counselors, and awareness of school culture. Graduates will also be taught to value the importance of (1) professional standards, (2) lifelong learning for themselves, and (3) professional literature and professional organizations. Students entering the program are expected to have at least 2 years of teaching experience, and the program builds upon the knowledge gained within these work settings.

Course Number	Course Title	Difficulty	Semester Offered			
			Fa	Sp	S1	S2
Take these first						
EPSY 6305	Theories of Counseling	◆◆◆◆❖	✓			
EPSY 6306	Principles of Guidance & Counseling	◆		✓		
Take these after the above						
EPSY 6328**	Group Counseling	◆◆	✓	✓		✓
EPSY 6375**	Techniques of Counseling	◆◆◆❖	✓	✓		
One of the following						
EDPD 6304	Multi-culture education	◆◆	☒	☒		☒
EPSY 6330	Multicultural Issues in Counseling (recommended)	◆◆	✓			
One of the following (Often closes quickly - Sign up early)						
EPSY 6322	Individual Mental Testing (formally called Educational Diagnostic Testing)	◆◆◆		✓		
EPSY 6374	Individual Mental Testing	◆◆◆	✓			
Required classes offered rarely						
PSYC 6360	Advanced Psychopathology (Required if seeking LPC)	◆◆◆◆◆	✓			
EPSY 6350	Exceptionality in the mainstream of soc.	◆				☒
Required Classes offered on a regular basis						
EDPD 6303†	Research	◆❖	☒			☒
EPSY 6327	Vocational & Educational Information	◆	✓			☒
EPSY 6324**	C. Techniques with Child/Youth/Par.	◆◆		✓	✓	
EDPD 6329	Human Development	◆◆◆	✓			☒
Psychology Criteria - One of the following						
EDAD 6308	Service Learning	◆◆◆❖		☒		
EDAD 6311	Ed. Leadership/Grp Dynamics		☒			
**EPSY 6326	Play therapy	◆◆				✓
**EPSY 6371	Psychopharmacology for Counselors	◆◆◆❖	☒			
**EPSY 6373	Intervention strategies in MFT	◆◆◆	✓			✓
**PSYC 5361	Emotionally Disturbed Child	◆◆				✓
PSYC 6377	Behavior Modification	◆◆		✓		
**PSYC 6376	Brief Psychotherapy	◆◆◆◆		✓		
The following practicum class (6 hours are required)						
EPSY 6399*	Practicum in School Counseling (300 clock hours / 100 hours of counseling). Only three semester hours can be taken in the summer.	◆◆	✓	✓	✓	
Additional Requirements for those Seeking Texas Professional Counselors Licensure (3 units)						
EPSY 6308	Ethics/Professional Orientation	◆◆		✓		✓

(Plus, after completion of the above-mentioned 48-51 semester hours and before taking the licensure exam, you must complete a 3,000 clock-hour internship under approved supervision) ** Best for those seeking professional counseling licensure.

Semester: Fa = Fall Sp = Spring S1 = Summer I S2 = Summer II I = Intersession
 † Core Education Classes, * This course number is available for school counselors and LPC Counselors.
 Sign up for Dr. Froeschle's practicum. ☒ Offered over the web /Difficulty: Harder with each ◆

Note. Students may graduate with 36 semester hours *if* they have completed 6 hours of EPSY 6399. After graduation, they must file a deficiency plan for the additional 9 hours required for the certification.

Admittance to the School Counselor Program

Formal admittance to the School Counselor Program requires the following:

- 1. Admittance to WTAMU Graduate School.**
- 2. Admittance to the Program will be based on a minimum composite score of 1500** which will be calculated by:
 - GRE (Verbal and Quantitative sections)
 - **plus** GPA (Last 60 hours within a recognized program) x 200 **equals** 1,500

Examples

A GRE score of 1,000 + a GPA of 2.5 (on last 60 hours) x 200 = 1,500

A GRE score of 900 + a GPA of 3.0 (on last 60 hours) x 200 = 1,500

- 3. Prior completion of general psychology (PSYC 2301).**
- 4. Completion of the application process to the department. Including:**
 - Completion of a formal application which contains references who will be contacted by the Division.
 - A formal interview
 - *Note: You will not receive your plan of study until you complete this process. It is possible to complete 12 hours in the program prior to formal program admittance. Note that completion of these courses does NOT guarantee admittance. After completion of 12 hours of course work, a hold is placed on registration until students have been formally admitted into the counseling program.*

Note: *Professional teacher certification as a School Counselor requires:*

1. Completion of the master's degree and a total of 45 semester hours
2. Possession of the Texas Provisional Certificate
3. Passage of ExCET - Counselor
4. Two (2) years of classroom teaching experience

For further information, contact:

Dr. Froeschle
(806) 651-3620

Dr. Castillo
(806) 651-3622

Dr. Bastian Hanks
(806) 651-3624

WTAMU Box 60208
Canyon, Texas 79016

(Form revised August 19, 2008)

Steps to Certification as a School Counselor

The **student** must complete the following before he/she will be recommended for certification by West Texas A&M University to the State Board for Educator Certification (SBEC):

- ❑ Attain at least a bachelor's degree
- ❑ Complete all courses listed on the degree / deficiency plan
- ❑ Meet the grade point averages required on the degree / deficiency plan (no grade less than a "C" will be accepted in the teaching field or on professional development coursework)
- ❑ Achieve passing scores on all ExCET/TEExES tests designated on the degree / deficiency plan
- ❑ Apply for certification and pay the fee (steps below)
 - Go to www.sbec.state.tx.us
 - Choose "Online Services for Educators"
 - Select **To create a SBEC Online account (or login using your account), [CLICK HERE](#)**
 - Follow the instructions to apply for certification
 - Print the remittance form and send payment to SBEC (To expedite the process, SBEC recommends that payment be made via a money order or cashier's check or through E-Pay with a credit card).
 - *New beginning October 1, 2003*-Federal Fingerprinting required for those applying for **initial** certification. If you held any other certificate (i.e. educational aide) prior to October 1, 2003, you are exempt from this process. A screen will prompt you to request a fingerprint card if it is necessary. Requires an additional fee. Please Note: Extra postage will be required to mail the card in to SBEC.

The certification officer will complete the following once West Texas A&M University's **Office of Teacher Certification** receives notification from SBEC that the student has applied for certification:

- ❑ Review the above requirements, and
- ❑ Determine that all requirements have been completed, and recommended the student for certification, or
- ❑ Determine if any requirements are lacking, and notify the student.

The **State Board for Educator Certification** will proceed with its part after the student has made application for certification and the university has completed the recommendation for certification:

- ❑ Initiate a criminal background review,
- ❑ Receive and process the applicant's payment, and
- ❑ Issue the applicant a certificate (if the criminal background review is satisfactory).

Professional Counseling Fact Sheet

Requirements for Master's Degree (M.A.), 48 Semester Hours for degree

The masters program in Professional Counseling provides training psychotherapy, assessment, human development, and clinical psychology. Students entering the program are expected to have completed at least 12 undergraduate units in education or psychology (see section on admittance to the counseling program for details). Graduates from our program usually seek licensure as professional counselors and find employment in a wide-range of settings including mental health facilities, private practice, prisons, group homes, employ assistance firms, etc.

Mission Statement:

The mission of our program is to facilitate the professional, personal, and ethical development of our students for eventual entrance into the counseling profession. Our philosophy of training is consistent with the scientist-practitioner model and includes emphases on self-exploration, human growth and development, and an appreciation of cultural diversity. Specifically, our goals are to:

- create a supportive, safe, and collaborative learning environment for students from diverse backgrounds and cultures.
- develop competent, critically thoughtful practitioners who integrate theory, research and experiential knowledge to accurately assess conditions, promote well-being, and assist clients with their mental health goals.
- develop professionals who are aware of relevant ethical standards and guidelines, who are able to engage in ethical decision-making, and who are ethical in their functioning as professionals.
- facilitate students' personal development by encouraging them to engage in continuous personal and professional self-study and re-evaluation so they may acquire the knowledge, attitudes, and skills essential for the practice of counseling.
- ensure that only qualified, ethical, & professional students enter the field of counseling

Professional Counseling Coursework

Requirements for Master's Degree (M.A.), 48 Semester Hours for degree
Students entering the program are expected to have completed at least 12 undergraduate units in education or psychology (see section on admittance to the counseling program for details).

Course	Course Title	Difficulty	Semester Offered			
			Fa	Sp	S1	S2
Take these First						
EPSY 6305	Theories of Counseling	◆◆◆	✓			
EPSY 6308	Ethics/Professional Orientation	◆◆◆		✓		✓
EPSY 6330	Multicultural & Gender Issues in Counseling	◆◆◆	✓			✓
EPSY 6327	Vocational & Educational Information	◆❖	✓			☞
Take these after the above classes						
EPSY 6328 *	Group Counseling	◆◆	✓	✓		✓
EPSY 6375 *	Techniques of Counseling	◆◆❖	✓	✓		
EPSY 6399 **	Practicum in Counseling (take with Dr. Yvette Castillo or Dr. Bastian Hanks)	◆◆	✓	✓		
Take these whenever they fit into your schedule						
EDPD 6303	Research	◆		☞		☞
EDPD 6329	Human Development (recommended) Or PSYC 6340 Seminar in Human Development	◆◆◆	✓			☞
EPSY 6373	Intervention strategies in M Family Therapy	◆◆◆❖	✓			✓
PSYC 6360	Advanced Psychopathology (required for LPC)	◆◆◆◆	✓			
EPSY 6372*	Assessment in Professional Counseling	◆◆◆		✓		
Electives (6 units). Students seeking licensure as a Marriage And Family Therapist should restrict their electives to those displaying the ☞ symbol.						
EPSY 6371	Psychopharmacology for Counselors	◆◆◆		☞		
EPSY 6382	Theory/Practice of Counselor Supervision	◆◆				Every other year
EPSY 6381	Seminar in Counseling (requires approval)	◆◆◆				
EPSY 6326 ☞	Basic Play therapy	◆◆				✓
EPSY 6324 ☞	Counseling Techniques for Child...	◆◆		✓		✓
EPSY 6376 ☞	Sexuality for Marriages And Family	◆	✓			
PSYC 6374 ☞	Marriage and Family Counseling	◆◆				Summer or Fall
PSYC 5377	Behavior Modification	◆		✓		
PSYC 6376	Brief Psychotherapy	◆◆❖				Summer or Fall
PSYC 6372	Clinical Intervention	◆◆❖		✓		
Save this for the end						
EPSY 6398 ***	Internship in Counseling (6 hours required)	◆	✓	✓		✓

* = Pre-requisite, EPSY 6305 *** = PSYC 6360 and EPSY 6375 are prerequisites

** = School counselors take their practicum course with the same number. Be sure you take the class with Dr. Yvette Castillo or Dr. Bastian Hanks. EPSY 6375 is a prerequisite for the practicum.

☞ = Offered on the web

◆ = Classes are more difficult with each diamond.

Admittance to the Counselor Program

Formal admittance to the Counselor Program requires the following:

1. Admittance to WTAMU Graduate School.
2. GRE Scores: Admittance to the Program will be based on a minimum composite score of 1500 which will be calculated by:
 - GRE (Verbal & Quantitative)
 - **plus** GPA (Last 60 hours within a recognized program) x 200 **equals** 1,500

Examples

A GRE score of 1,000 + a GPA of 2.5 (on last 60 hours) x 200 = 1,500

A GRE score of 900 + a GPA of 3.0 (on last 60 hours) x 200 = 1,500

3. Prior completion of general psychology (PSYC 2301), abnormal psychology (PSYC 3360), and 6 other semester hours in psychology or education.
4. Completion of the formal application process to the department. Including:
 - Completion of a formal application listing references whom we contact.
 - A formal interview
 - *Note: You will not receive your plan of study until you complete this process. It is possible to complete 12 hours in the program prior to formal program admittance. Note that completion of these courses does NOT guarantee admittance. After completion of 12 hours of course work, a hold is placed on registration until students have been formally admitted into the counseling program.*

Note: After completing the 48-semester hour program, students must apply for a temporary license, which is needed prior to beginning the required 3,000 clock-hour internship, under approved supervision. The licensure exam may be taken after receiving the temporary license.

The Program is closely aligned with the requirements provided by the Council for Accreditation of Counselor Related Programs (CACREP)

Sample Course Schedule (two-years)

<i>Fall</i>	<i>Year 1</i>		<i>Year 2</i>	
	EPSY 6305	Theories of Counseling	EPSY 6399	Practicum in Counseling
	EPSY 6308	Ethics/Professional Orientation	EPSY 6330	Multicultural & Gender Issues in Counseling,
	PSYC 6360	Advanced Psychopathology	EPSY 6373	Intervention strategies in M Family Therapy
<i>Spring</i>				
	EPSY 6328	Group Counseling	EPSY 6327	Vocational & Educational Information
	EPSY 6375	Techniques of Counseling	EPSY 6398	Internship in Counseling
	EPSY 6372	Assessment in Professional Counseling	EPSY 6326	Basic Play therapy
<i>Summer</i>				
	EDPD 6303	Research	EPSY 6381	Seminar in Counseling
	EDPD 6329	Human Development	EPSY 6398	Internship in Counseling

For further information, contact:

Dr. Froeschle
(806) 651-3620

Dr. Castillo
(806) 651-3622

Dr. Bastian Hanks
(806) 651-3624

Comparing and Contrasting the LPC and School Counseling Programs

Counseling Core Classes (Taken by all students)

- EPSY 6305 Theories of Counseling
- EDPD 6303 Research
- EPSY 6327 Vocational and Educational Information
- EPSY 6330 Multicultural and Gender Issues in Counseling
- EPSY 6328 Group Counseling
- EPSY 6375 Techniques in Counseling
- EPSY 6399 Practicum in Counseling (School Counselors take 6-9 hours, LPC students take 3 hours)
- EDPD 6329 Human Development (or PSYC 6340 - Seminar in Human Development)

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Mandatory Classes for Professional Counseling

- | | |
|--|--------------------|
| EPSY 6308 Ethics/Professional Orientation | Unique to LPC |
| EPSY 6373 Intervention Strategies in Marriage and Family Therapy | Unique to LPC |
| EPSY 6372 Assessment in Professional Counseling | Unique to LPC |
| EPSY 6398 Internship in Counseling (6 hours) | Unique to LPC |
| PSYC 6360 Advanced Psychopathology | Shared with School |

Elective Classes for Professional Counseling (6 hours are required)

- PSYC 5377 Behavior Modification
- PSYC 6376 Brief Psychotherapy
- PSYC 6372 Clinical Intervention
- EPSY 6371 Psychopharmacology for Counselors
- EPSY 6324 Counseling Techniques for Children
- PSYC 6374 Marriage and Family Counseling
- EPSY 6393 Seminar in Counseling (requires approval)
- EPSY 6326 Play Therapy

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Mandatory Classes for School Counseling

- | | |
|--|---------------------------|
| PSYC 6360 Advanced Psychopathology | PSYC 6360 Shared with LPC |
| EPSY 6306 Principles of Guidance and Counseling | Unique to School |
| EPSY 6350 Exceptionality in the mainstream of society | Unique to School |
| EPSY 6324 Counseling Techniques for Children | LPC Elective |
| EPSY 6322 or EPSY 6374 Individual Mental Testing (6322 used to be called Educational Diagnostic Testing) | Unique to School |

Elective Classes for School Counseling (3 hours are required)

- EPSY 6373 Intervention Strategies in Marriage and Family Therapy
- PSYC 6361 Emotionally Disturbed Child
- PSYC 6377 Behavior Modification
- EPSY 6326 Play Therapy
- EPSY 6371 Psychopharmacology

(Unofficial) Combined Professional and School Counseling Coursework

Requirements for Master's Degree (M.A.), 48-51 Semester Hours for degree
 Students entering the program are expected to have completed at least 12 undergraduate units in education or psychology (see section on admittance to the counseling program for details) and two years of teaching experience in the public schools (prior to graduating).

Course	Course Title	Difficulty	Semester Offered			
			Fa	Sp	S1	S2
Take these First						
EPSY 6305	Theories of Counseling	◆◆◆◆	✓			
EPSY 6308	Ethics/Professional Orientation	◆◆◆◆	✓	✓		✓
EPSY 6330	Multicultural & Gender Issues in Counseling	◆◆◆◆	✓			✓
EPSY 6306	Principles of Guidance and Counseling	◆◆◆◆		✓		
EPSY 6350	Exceptionality in the mainstream of society (May be waved for students with special education backgrounds)	◆				☒
EPSY 6327	Vocational & Educational Information	◆◆◆◆	✓			☒
Take these after the above classes						
EPSY 6328 *	Group Counseling	◆◆◆◆	✓	✓		✓
EPSY 6375 *	Techniques of Counseling	◆◆◆◆	✓	✓		
EPSY 6324	Counseling Techniques for Child...	◆◆◆◆		✓		✓
EPSY 6399 **	Practicum in Counseling (take with Dr. Castillo or Dr. Bastian Hanks)	◆◆◆◆	✓	✓		
Take these whenever they fit into your schedule						
EDPD 6303	Research	◆				☒
EDPD 6329	Human Development (recommended) Or PSYC 6340 Seminar in Human Development	◆◆◆◆	✓			☒
EPSY 6373	Intervention strategies in M Family Therapy	◆◆◆◆	✓			✓
PSYC 6360	Advanced Psychopathology (Abnormal psychology is a prerequisite)	◆◆◆◆	✓			
EPSY 6372*	Assessment in Professional Counseling	◆◆◆◆		✓		
Save this for the end						
EPSY 6398 ***	Internship in Counseling (6 hours required) Additional hours of EPSY 6399 with Dr. Froeschle may be substituted upon request	◆◆◆◆	✓	✓		✓

- * = Pre-requisite, EPSY 6305
- ** = School counselors take their practicum course with the same number. Be sure you take the class with Dr. Castillo or Dr. Hanks. EPSY 6375 is a prerequisite for the practicum.
- *** = PSYC 6360 and EPSY 6375 are prerequisites

Requirements from the State to become a Professional Counselor

<i>Category</i>	<i>Course Title</i>
Professional Orientation and Ethics	
EPSY 6305	Theories of Counseling (take early)
EPSY 6308	Ethics/Professional Orientation (take early)
Research and Program Evaluation	
EDPD 6303	Research
Career and Lifestyle Development	
EPSY 6327	Vocational & Educational Information
Social and Cultural Foundations – (One of the following)	
EPSY 6330	Multicultural & Gender Issues in Counseling
Human Growth and Development – (One of the following)	
EDPD 6329	Human Development (recommended)
PSYC 6340	Seminar in Human Development
Group Work	
EPSY 6328	Group Counseling
Marriage and Family Therapy	
EPSY 6373	Intervention strategies in M Family Therapy
Appraisal – (both of the following)	
PSYC 6360	Advanced Psychopathology
EPSY 6372	Assessment in Professional Counseling
Helping Relationships	
EPSY 6375	Techniques of Counseling
Field Placement	
EPSY 6399	Practicum in Counseling
EPSY 6398	Internship in Counseling (6 hours required)

Changes in Course Titles (2004)

In fall of 2004, all course numbers at WT changed to a new format. If you took classes prior to this time, you might want to note the changes.

Prior to Fall 2004	Since Fall 2004	Course Title
	EPSY 6376	Sexuality for Marriages And Family
EDPD 5578	EDPD 6304	Multicultural Education
EPDP 5529	EDPD 6329	Human Development
EPPD 5501	EDPD 6303	Research
EPSY 5506	EPSY 6306	Principles of Guidance & Counseling
EPSY 5508	EPSY 6308	Ethics/Professional Orientation
EPSY 5522	EPSY 6322	Educational Diagnostic Testing
EPSY 5524	EPSY 6324	C. Techniques with Child/Youth/Par.
EPSY 5526	EPSY 6326	Basic Play therapy
EPSY 5527	EPSY 6305	Theories of Counseling
EPSY 5528	EPSY 6328	Group Counseling
EPSY 5530	EPSY 6330	Multicultural & Gender Issues in Counseling
EPSY 5550	EPSY 6350	Exceptionality in the mainstream of soc.
EPSY 5571	EPSY 6371	Psychopharmacology for Counselors
EPSY 5572	EPSY 6372	Assessment in Professional Counseling
EPSY 5573	EPSY 6373	Intervention strategies in M Family Therapy
EPSY 5574	EPSY 6374	Individual Mental Testing
EPSY 5575	EPSY 6375	Techniques of Counseling
EPSY 5576	EPSY 6327	Vocational & Educational Information
EPSY 5577	EPSY 6399	Practicum in Counseling
EPSY 5579	EPSY 6399	Practicum in Counseling
EPSY 5580	EPSY 6398	Internship in Counseling
EPSY 5593	EPSY 6381	Seminar in Counseling
EPSY 5595	EPSY 6382	Theory/Practice of Counselor Supervision
PSY 5423	PSYC 5360	Abnormal Psychology
PSY 5430	PSYC 4361	Emotionally Disturbed Child
PSY 5477	PSYC 5377	Behavior Modification
PSY 5523	PSYC 6360	Advanced Psychopathology
PSY 5550	PSYC 6372	Clinical Intervention
PSY 5552	PSYC 6376	Brief Psychotherapy
PSY 5560	PSYC 6374	Marriage and Family Counseling
PSY 5596	PSYC 6340	Seminar in Human Development

Review of Student Competence

(for EPSY 6375, EPSY 6399, and EPSY 6398)

Grade	Course/Date:
(Unsatisfactory) the student has a weakness in this area (Satisfactory) the student consistently meets the criteria for what is expected at the student's level of training. (Excellent) the student demonstrated outstanding skills	Student: Faculty:

Review for sessions at Intake Early sessions Later Sessions Termination

Skill	Level
Appropriateness of responses of mannerisms – demonstrates an effective use of head, eyes, hands, feet, posture, voice, attire, grooming, etc.	
Relationship skills and building rapport – Builds a safe/nurturing environment.	
Content – understands the primary elements of the client's story.	
Process – grasps the client’s feelings and connects these to the client’s situation.	
Empathy – communicates caring without over-identifying with the client.	
Genuineness – Appropriately uses self in session.	
Use of here and now – Identifies critical concerns and brings them into the room.	
Temperament – Manages emotions well during the session.	
Movement towards client’s goals – The student facilitates client goals.	
Ethics – Acts ethically and avoids improper/potentially harmful relationships	
Interaction Skills – Relates well to peers and faculty	
Written abilities – Demonstrates insight into the issues at hand and conveys the necessary therapeutic information.	
Insight – Recognizes limitations and strengths.	
Personal growth – Works to overcome deficits.	
Handles Feedback – Demonstrates the ability to receive, integrate and utilize feedback from peers, teachers and supervisors.	
Problem solving – Has good problem solving skills	
Tolerance – The student respects cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status.	
Overall Expectation	

Remediation:

Here’s what you need to demonstrate in the coming weeks:

Application for Admission

West Texas A&M University
Counselor Education Program

Master of Arts in Professional Counseling
and Master of Education in School Counseling

The following are the requirements for students seeking school or professional counseling degrees:

1. Formal admittance to the graduate school
2. At least 1500 points from the following equation:
 - a. Grades (The highest of either):
 - i. GPA (last 60 hours) times 200, OR
 - ii. The Analytical section of the GRE times 132
 - b. plus GRE (Verbal & Quantitative or Analytical)
3. Completing the attached admittance forms and procuring three references (see Reference Form).
4. Successfully passing the screening interview, which includes an assessment of your written application.

Program Policies

I, _____, hereby apply for admission to the master's program in Counseling and agree to the following.

1. I understand that in order to be eligible for admission to the Counselor Program that I must:
 - a. Be admitted to the graduate school.
 - b. Meet the leveling requirements (i.e., 12 hours of psychology or education classes), undergraduate grade point average and GRE requirements for the department.
 - c. Procure three letters of reference (i.e., one personal and two professional and/or academic references).
 - d. Participate in an oral screening by the counselor-education faculty.
2. I understand that the counselor-education faculty will use evidence secured from this application, the references, and other pertinent information in determining admission to the program.
3. I understand that I may be unconditionally admitted, conditionally admitted, or not admitted to the Counselor Program.
4. I understand that I must be formally admitted before taking more than 15 semester hours in the program. I also understand that I **must** be formally admitted before receiving a grade in Techniques of Counseling (EPSY 6375).
5. I understand that formal admittance into the program allows me to continue taking classes, but it does not guarantee that I will receive a degree in counseling. **I understand that I may be dismissed from the program at any time if the faculty have significant concerns** regarding either my (a) counseling skills, (b) professional responsibilities, (c) competence, (d) personal maturity, or (e) integrity.

- 6. I understand that I must be accepted for practicum (EPSY 6399) before I will be admitted to the class. When you are ready to apply, you must complete the practicum application (as discussed in the Guide for Graduate Counseling Students). Your coursework and performance in EPSY 6375 will be considered before granting you access into the practicum coursework.
- 7. Incomplete applications will be rejected 45 days after completing the interview process.
- 8. Appeals Process: For an applicant to be denied admission or dismissed from the program, there must be unanimous agreement among the counseling education faculty. If you are denied admission or dismissed (based on our assessment of your classroom behavior, application, interview, grades, GRE scores, or letters of recommendation), you will receive written notice. Upon receiving notice, you may initiate an appeal of our decision. The appeals process is as follows:
 - a. Within 30 days of receiving your notice, submit a brief (one to two page) letter explaining your disagreement with the decision. Possible areas of consideration include the following factors:
 - i. Strong graduate school performance
 - ii. Socioeconomic background of the applicant
 - iii. First generation college student
 - iv. Multilingual background
 - v. Overwhelming external responsibilities while an undergraduate student (e.g., employment, familial responsibilities, etc.)
 - vi. Strong involvement in community activities related to the counseling profession
 - vii. Demonstrated commitment and fit to the field of counseling
 - b. Provide this letter to the head of the Education Division. The Division Head will evaluate the merit of your claim, and, if necessary, involve the Education and Social Sciences Dean.
 - c. Within ten (10) working days of receiving your written appeal, the Division Head will send you written notice of his or her decision. (If the division head or school dean votes to overturn the decision, you will be admitted back into the program.) If the division head rejects your petition, you may then appeal to the Dean of the College of Education and Social Sciences, and finally to the Provost (Vice President of Academic Affairs).

I agree to all of the above:

Signature of Applicant: _____

Date: _____

Personal Information

Name (Last, First, Middle) _____

Social Security Number: _____

Home Address: _____

City, State, Zip: _____

Email: _____

Home Phone: _____

Work Phone: _____

Applying into (check one) LPC (Professional Counseling) School Counseling

Please place a picture of yourself here (no staples, please):

Education:

Undergraduate University: _____

Undergraduate Major: _____ Year Graduated: _____

Overall Undergraduate GPA: _____ GPA Last 60 Units: _____

Previous graduate experience:

Graduate University: _____

Graduate Program: _____ Units Completed: _____

Graduate GPA: _____

Graduate record exam

Year taken	Verbal	Quantitative	Combined *	Analytical

* Combined Score equals the verbal plus quantitative.

List all courses previously taken in the WTAMU counseling program or courses you expect to apply towards a graduate degree.

Course	Year Taken	Grade Received

Have you ever been convicted of felony criminal behavior? Yes No

(Note: failure to answer truthfully on this question may prevent you from ever becoming licensed.)

Have you even been a client in a counseling setting before? Yes No

If yes, when? (Month/year): _____ / _____

(Note: All students are strongly encouraged to undergo therapy before becoming practicing counselors.)

Student Essays

(Applicants may handwrite or type answers to the following sections)

In the space provided, describe any other skills you possess that would aid you as a counselor.

What aspects of counseling are you looking forward to experiencing?

What aspects of counseling seem a little frightening to you?

What do you do for fun?

Describe how you experience the following emotions:

➤ Anger:

➤ Depression:

➤ Fear:

➤ Contentment:

Which of the following best describes your current level of functioning/awareness:

	Mastered	Moderate Strength	Weakness
<i>Personal Maturity</i>			
<i>Self-awareness</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Manages anxiety</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Content with life/self/others</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Inner source of motivation/energy</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Relationship Skills</i>			
Social skills/Amiability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriately confronts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handles conflicts well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Insightfulness</i>			
Empathetic, genuine, positive regard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensitivity/Tenderness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passion to help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Cognitions</i>			
Thinks on his/her feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans ahead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conceptualizes problems/strengths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Personality Facets</i>			
Patient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intuitive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comfortable with the unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Professional Issues</i>			
Moral/Ethical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tolerant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operates independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handles paperwork well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timely and responsible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rank the following traits (i.e., put them in order from one to seven, with “1” being most like you and “7” the quality least like you).

Rank	Quality
	Self-Disciplined
	Problem solver
	Content with self
	Tender-Hearted
	Cautious
	Thoughtful
	Trusting

Use the space provided to respond to the following scenarios:

➤ A client with whom you have been working for several months is starting to annoy you. During one session, you realize that you have never been more upset with anyone else in your life. What would you do?

➤ During an initial session with a client, you begin to realize that this person is dealing with issues very similar to the ones you have had. In fact, it almost seems as if you can identify with every expressed emotion. As the session continues, you realize that you haven't completely dealt with all of these emotions. What would you do?

➤ Congratulations! You just won the lottery and were voted best person in the world by a national magazine. However, today is the day you are counseling the most depressed person you have ever met. What impact would this have on your counseling session?

Describe your career objective and the process by which you have determined that a graduate degree in counseling would contribute to your career aims.

Describe your previous work experience that you believe has prepared you to pursue a graduate degree in counseling.

➤ You just met the *worst* client imaginable. Describe him or her.

➤ You just met the *best* client imaginable. Describe him or her.

In three to four sentences, explain what makes counseling effective.

(End of Essays)

References

You are required to submit:

- two professional/academic and
- one personal reference.
- (Note: those seeking School Counseling Certification must include a reference from an administrative official under whom they have served.)

On the following two pages, there is an official form, which must be used by all referents. Feel free to copy the form as often as necessary. Have your referents mail the form directly to WT.

You are responsible for procuring the three references.

An applicant will be denied admission if three references have not been received by the close of the month during which the interview takes place.

Reference Form

The applicant should complete this section

I _____ am applying to the West Texas A&M University Graduate Counseling Program. By providing you with this form, I am requesting that you act as a reference on my behalf. I agree to hold you harmless from all liability for damages (actual, consequential, or otherwise) that may result from furnishing your opinion or beliefs.

Please check one of the following:

- I accept that the information provided is **confidential** and will not be available to me.
- I **reject** the confidentiality of this document and reserve my right to petition West Texas A&M for a copy of it.

Signature of Applicant: _____ Date: _____

Type of reference: Personal Professional Academic Administrative



The following sections should be completed by the referent

We appreciate your assistance in helping us to evaluate this applicant’s potential as a counselor. Before addressing the following areas, please note how the student responded to the statement of confidentiality (above). If the student rejected the confidentiality of this document, he or she may request a copy if denied admission.

In addition to checking the ratings boxes, please comment on the applicant’s strengths and weaknesses regarding the following areas:

 Emotional stability and temperament
 Poor Fair Good Excellent

 Ability to form and sustain relationships
 Poor Fair Good Excellent

➤ Personal characteristics including poise, voice, grooming, and etc.
 Poor Fair Good Excellent

➤ Capacity to accept persons whose interests and values are unlike his/her own
 Poor Fair Good Excellent

➤ Effectiveness of communication
 Poor Fair Good Excellent

➤ Potential as a counselor
 Poor Fair Good Excellent

Referent's Information	
Signature:	
Printed Name:	
Position/Title:	
Work address:	
Phone Number:	
Email:	

When you have completed the form from the previous pages, please mail it directly to:

West Texas A&M University
Attn: Graduate Counseling Application Committee
WTAMU Box 60208
Canyon, TX 79016