Master of Science in Clinical Mental Health Counseling Program Handbook

Table of Contents

WELCOME ................................................................................................................................. 4
PURPOSE ................................................................................................................................. 4
INTRODUCTION ..................................................................................................................... 4
1.1 Counseling Program Mission ............................................................................................... 4
GOALS & OBJECTIVES .......................................................................................................... 4
1.2 Program Objectives ........................................................................................................... 5
1.3 CMHC Objectives .............................................................................................................. 5
COMMITMENT TO DIVERSITY .............................................................................................. 5
MASTER OF SCIENCE DEGREE IN CLINICAL MENTAL HEALTH AND EMPHASES ....... 5
1.4 Clinical Mental Health Specialization .............................................................................. 6
1.5 Summary of Degree Specialization .................................................................................. 6
JOB OUTLOOK FOR GRADUATES ......................................................................................... 6
CHI SIGMA IOTA ...................................................................................................................... 6
ADMISSIONS STATUS ........................................................................................................... 6
1.6 Admission ......................................................................................................................... 6
ACADEMIC ADVISEMENT ...................................................................................................... 7
ENROLLING IN COURSES ........................................................................................................ 7
1.7 How to Register For Courses ............................................................................................. 7
1.8 Late Registration ................................................................................................................ 8
1.9 Adding Courses ................................................................................................................ 8
1.10 Dropping Courses ............................................................................................................ 8
1.11 Cancellation of Enrollment .............................................................................................. 9
1.12 Withdrawal from UTSA ................................................................................................... 9
1.13 Procedure for COU 6953 Independent Study ................................................................. 9
1.14 "Hold" on Registration .................................................................................................... 10
1.15 Transferring Course Work .............................................................................................. 10
1.16 Special Graduate Students ............................................................................................. 10
STUDENT EVALUATION OF FACULTY ............................................................................... 10
WRITTEN ENDORSEMENT POLICY ..................................................................................... 11
ETHICAL STANDARDS ........................................................................................................... 11
FITNESS TO PRACTICE POLICY .......................................................................................... 11
RETENTION POLICY ............................................................................................................ 12
STUDENT RIGHTS AND RESPONSIBILITIES ....................................................................... 12
ADVISING SHEETS ................................................................................................................. 12
1.17 Master of Science in Clinical Mental Health .................................................................... 13
PORTFOLIO ............................................................................................................................ 13
1.18 Students with Special Needs ............................................................................................ 13
NATIONAL COUNSELOR EXAMINATION .................................................................14
PRACTICUM AND INTERNSHIP .............................................................................14
1.19  TIME REQUIREMENTS .................................................................................15
    Clinical Mental Health Counseling .................................................................15
1.20  GENERAL RESPONSIBILITIES OF THE PRACTICUM AND INTERNSHIP STUDENT: .........................................................15
APPLICATION FOR GRADUATION .......................................................................16
SARABIA FAMILY LIFE CENTER .............................................................................16
GRADUATE STUDENT ASSISTANTSHIPS .............................................................16
GRADUATE SCHOLARSHIPS/FINANCIAL ASSISTANCE ......................................17
INFORMATION UPDATE .........................................................................................17
LICENSING ..............................................................................................................17
1.21  LICENSED PROFESSIONAL COUNSELOR (LPC) ...........................................17
1.22  NATIONAL CERTIFIED COUNSELOR (NCC) ...................................................18
PROFESSIONAL ORGANIZATIONS .......................................................................18
1.23  NATIONAL ORGANIZATIONS ........................................................................18
    American Counseling Association (ACA) ........................................................18
    The Association for Creativity in Counseling .................................................18
    19Error! Bookmark not defined.
1.24  STATE ORGANIZATIONS ...............................................................................19
    Texas Counseling Association (TCA) ...............................................................19
1.25  LOCAL ORGANIZATIONS ...............................................................................20
    South Texas Counseling Association (STCA) ..................................................20
1.26  DEPARTMENT FACULTY AND STAFF ..........................................................20
APPENDIX 1: SAMPLE CLINICAL MENTAL HEALTH COUNSELING ADVISING SHEET .................................................................21
APPENDIX 2: STUDENT FITNESS AND PERFORMANCE POLICY STATEMENT .................................................................23
APPENDIX 3: SAMPLE STUDENT APPLICATION FOR PRACTICUM/INTERNSHIP .................................................................25
APPENDIX 4: BASIC AND ADVANCED PORTFOLIO GUIDELINES .................................................................26

Revised 12/2014
WELCOME

Welcome to the University of Texas at San Antonio’s Counseling Program! We hope your work with us will be fulfilling, growth-fostering, and meaningful. The program is thriving in depth and scope, and we are pleased to have you join us at this very exciting time in the program’s development. Within this handbook you will find much of the information you will need regarding program criteria, contact information, and expectations. We hope you will find it useful.

PURPOSE

The purpose of this handbook is to provide you with basic information about program curricula, degree requirements, advising, and other related professional concerns. While this information is intended to facilitate smooth and orderly progress toward degree completion, the information in this handbook is also subject to periodic revision. You are strongly advised to consult the program website and your MyUTSA e-mail account for updates on relevant changes in program and university policies.

INTRODUCTION

The Counseling Program is located in the Durango Building at the Downtown Campus (DB 4.122). The Master of Science degree in Clinical Mental Health Counseling provides coursework leading to state-level counseling licensure (Licensed Professional Counselor). The Counseling Program also offers the Master of Education in School Counseling, leading to state certification (Certified School Counselor). The Doctor of Philosophy degree in Counselor Education and Supervision is also offered. This degree prepares you for advanced work as a practitioner, counselor educator, and/or supervisor. The focus of this manual is on the needs and requirements of students fulfilling a Master’s degree in Clinical Mental Health Counseling. Manuals outlining the requirements for the M.Ed. and doctoral studies can be found at the departmental office and are posted on the departmental website.

1.1 Counseling Program Mission

The mission of the University of Texas at San Antonio’s Counseling Program is to prepare multiculturally competent professional counselors and counselor educators who demonstrate the necessary counseling knowledge, skills, identity and scholarship, and for those seeking advanced studies, supervision, and teaching competencies to enrich the quality of all peoples' lives. The program emphasizes creativity and diversity, as well as developmental and relational processes.

OBJECTIVES

1.2 Program Objectives: Department Mission Based Student Learning Objectives (MBO):

At completion of the counseling program, students will be able to:
1) Articulate a conceptualization of client/student presenting concerns from a strength-based perspective founded on contextual factors (e.g., developmental, relational, and multicultural).
2) Describe how relational and diverse contextual factors may contribute to presenting problems.
3) Discuss how relational competencies (i.e. authenticity, mutuality, honesty, empathy) affect counselor/client/student development.
4) Describe how to creatively and effectively integrate contextual resources and client/student strengths during the counseling process.
5) Demonstrate inclusive communication when describing clients/students (e.g., using people/person first language, avoiding labeling clients/students).
6) Demonstrate the ability to convey to the client/student their counseling progress.
7) Demonstrate multicultural competencies (i.e., cross cultural knowledge, skills and attitudes) in the counseling process.

1.3 Clinical Mental Health Counseling Objectives. In addition to the basic objectives listed above, students completing the program with a specialization in Clinical Mental Health Counseling will:

- Demonstrate knowledge of the foundations of Clinical Mental Health Counseling including: roles, functions, credentialing, licensure and professional identity of clinical mental health counselors;
- Demonstrate knowledge of policies, laws, legislation, reimbursement, right-to-practice, and other issues relevant to clinical mental health counselors in a culturally diverse society;
- Demonstrate knowledge of the roles of the counselor in various clinical mental health settings; organizational and legal dimensions of those settings; and general principles of community intervention, consultation, education and outreach;
- Demonstrate knowledge of principles for diagnosis and the use of current diagnostic tools;
- Demonstrate knowledge of principles and models of biopsychosocial assessment and case conceptualization in a culturally diverse society;
- Demonstrate knowledge of program development and delivery to diverse populations, including prevention, support groups, parent education, career/occupational information and counseling, and self-help;
- Demonstrate knowledge of effective strategies for promoting client understanding of and access to clinical mental health resources, and modalities for initiating, maintaining, and terminating counseling services with diverse populations.

COMMITMENT TO DIVERSITY

The Counseling Program recognizes the importance of addressing the needs of a progressively growing diverse population. To that end, the program strives to increase the educational opportunities of diverse student populations and to create an atmosphere where the values and concerns of racial and ethnic minorities and diverse populations receive attention and respect. These issues are integrated into courses throughout the curriculum. The program also offers specific courses toward this end.

MASTER OF SCIENCE DEGREE IN CLINICAL MENTAL HEALTH COUNSELING

The Master of Science (M.S.) degree in Clinical Mental Health Counseling offers the opportunity for advanced study and professional development in the fields of Clinical Mental
Health, Addictions, Multicultural, Marriage and Family, and Sports Psychology Counseling. Students may earn credit toward a state-level counseling license to practice in clinical mental health settings (Licensed Professional Counselor).

1.2 Clinical Mental Health Counseling Specialization

The Clinical Mental Health Counseling specialization trains counselors in the delivery of counseling, educational, and consultation services to public and private community-based agencies and organizations. This specialization also meets the educational requirements for the Licensed Professional Counselor (LPC) credential in Texas. Please consult the Texas State Board of Professional Counselors in Austin, Texas for further information on post-graduation LPC requirements at [https://www.dshs.state.tx.us/counselor/](https://www.dshs.state.tx.us/counselor/)

If you have a Masters degree in Counseling from another institution but have not completed the course requirements designated by the Examining Board, it is your responsibility to obtain the criteria from the board and to determine which courses you must take to complete these requirements. You may do this by contacting the Examining Board and comparing its requirements with your transcript.

1.3 Summary of Degree Specializations

Clinical Mental Health Counseling (60 semester credit hours):

- Core Coursework: 42 semester credit hours ([See Appendix 2](#))
- Clinical Coursework: 9 semester credit hours
- Electives: 9 semester credit hours

**JOB OUTLOOK FOR GRADUATES**

If you are interested in learning more about career opportunities in counseling, please consult the representatives at the Career Planning Services. Their contact information includes:

Downtown Campus: 210-458-2910 or onsite at MNT 1.162
1604 Campus: 210-458-4589 or onsite at UC 2.02.04


**CHI SIGMA IOTA**

The international honor society of professional counseling, Chi Sigma Iota ([http://www.csi-net.org/](http://www.csi-net.org/)), has a local chapter, Sigma Alpha Chi, at The University of Texas at San Antonio. Chapter membership is open to students who have completed at least 9 semester hours of coursework in a counseling degree program. Students must also have attained a 3.5 GPA at the time of application. The chapter sponsors continuing education, social, and professional activities throughout the year. Please contact the chapter advisor, Dr. Brenda Jones, at Brenda.Jones@utsa.edu, for more details.

**ADMISSIONS STATUS**

In accordance with the policies of the Office of Graduate Studies, students are admitted to the department as follows:
1.4 Admission
Applicants must hold a 3.0 GPA during the last 60 hours of their undergraduate studies to be eligible for clear admission to the counseling program. Applicants without adequate background for counseling will be required to take COU 3103 Helping Skills and, at the discretion of the admission committee, to complete up to 15 additional hours of preparatory courses as a condition of admission. Three letters of recommendation, a written statement of goals, and a statement regarding the importance of multiculturalism are required. Interested persons should contact the Student Development Specialist for the Counseling program or check the web site for more information. The number of students admitted to this program may be limited.

ACADEMIC ADVISEMENT

Advising information will be posted on the departmental website and distributed through your MyUTSA email account. Please make sure to activate your account and check it regularly. You are responsible for becoming familiar with university and program requirements, meeting degree requirements, following policies and procedures, and meeting all deadlines. We encourage you to examine the graduate catalog, the Information Bulletin, and the Counseling Program website to learn more about program policies, procedures, and deadlines.

If you have consulted these resources and need further advising, please contact our Student Development Specialist, Kristina Talamantez at Kristina.Talamantez@utsa.edu. She can clarify questions related to admissions and other academic issues (i.e., degree requirements, policies and procedures, applications for practica and internships, petitions for reinstatement, comprehensive examinations, course transfer information, and other academic advising issues). Please e-mail her with your questions. She will schedule an appointment to meet with you if needed.

You will also be assigned an academic advisor upon admission. You will have an opportunity to meet with an advisor to discuss such issues as course substitutions, petitioning, course transferability, etc. during the scheduled “Advising Days.” You should plan to meet for advising during this period. If an academic issue arises between advising periods that the Student Development Specialist cannot assist you with, please e-mail your advisor with your inquiry.

Please keep in mind that your advisor is a faculty member who teaches courses during day and evening hours. Furthermore, faculty members work on a nine-month contract. Consequently, they are not always available during regular business hours, nor are they available after final examinations, during Christmas breaks, in between semesters, and during the summer sessions.

Occasionally, students request a change of academic advisor. Request forms are available in the department office (DB 4.122). Obtain a form, secure the approval of the new advisor, and return it to the Student Development Specialist. Every effort will be made to match your needs with a faculty advisor who can address them.
ENROLLING IN COURSES

1.5 How to Register For Courses
You may register for courses and check course schedules and grades using UTSA’s student information system. You do so by accessing the Automated Student Access Program (ASAP) at http://asap.utsa.edu. Students are urged to access ASAP immediately to establish a Personal Identification Number (PIN) in order to utilize ASAP as needed.

Graduate students who have been admitted to the program and are in good standing are eligible for registration. You may register for classes up to two years following your last semester of enrollment. Refer online to ASAP (http://asap.utsa.edu) for registration procedures.

Registration instructions are included in the Schedule of Classes each semester. Questions regarding registration should be directed to the Office of the Registrar at (210) 458-8000 or the Enrollment Services Center at (210) 458-8000.

UTSA does not guarantee the availability of particular courses or sections. Furthermore, classes may be cancelled if the minimum numbers of seats in a class have not been filled. Also, classes have a maximum number of seats that can be filled per course. Please check ASAP to find the latest information on course availability.

1.6 Late Registration
Late registration information is available online each semester. Instructions for late registration are available at http://www.utsa.edu or the Office of the Registrar. Students are not permitted to register after the close of the late registration period.

When you register late the course selection may be limited.

1.7 Adding Courses
You may add courses to your schedule for a limited time at the beginning of the semester. Refer to ASAP (http://asap.utsa.edu) for adding procedures. You may not add courses after the Census Date.

The Fall and Spring Census Date is the 12th class day, while the Census Date for the Five and Ten Week Summer Sessions is the 4th class day.

The University Calendar, found in the Schedule of Classes, is available online each semester. The calendar includes relevant information. It can be found at http://asap.utsa.edu.

Please remember that you will be assessed a processing fee for adding courses. You may wish to refer to the Schedule of Classes for information on the fee amount and the procedure for adding courses at (http://asap.utsa.edu).

1.8 Dropping Courses
You have a limited time each semester during which you may drop a course. Please refer to ASAP (http://asap.utsa.edu) for dropping procedures. The University Calendar in the Schedule of Classes lists drop dates for each semester.

Students who drop courses between the Census Date and the final withdrawal date will receive a "W", which will be reflected on their transcripts. The final withdrawal date is the
last day of the ninth week in the fall and spring semesters. Please note, however, that the final withdrawal date is the last day in the third week during a five-week summer term and the last day of the sixth week during a 10-week summer term.

The course change becomes official after it is processed by the Office of the Registrar.

**IT IS THE STUDENT’S RESPONSIBILITY TO DROP A COURSE BY THE APPROPRIATE DEADLINE. FACULTY AND STAFF WILL NOT DROP A STUDENT FROM A COURSE FOR NONATTENDANCE; THE STUDENT MUST INITIATE THE PROCESS AND COMPLETE ANY NECESSARY STEPS TO ENSURE THAT THE CLASS IS DROPPED. IF A STUDENT FAILS TO DROP A COURSE, EVEN IF THE STUDENT DOES NOT ATTEND THE COURSE, SHE OR HE WILL RECEIVE AN “F” IN THE CLASS.**

Courses officially dropped before the Census Date will not appear on your transcript. The Fall and Spring Semester Census Dates fall on the 12th class day, while the Census Date for the Five and Ten Week Summer Sessions is the 4th class day.

You may not drop a course after the Census Date unless you have the approval of the course instructor and the Dean of the college in which you are enrolled; and then, only for urgent and substantiated, non-academic reasons. If you are withdrawing from the University, please refer to the section entitled Withdrawal from UTSA in the Graduate Catalog ([http://www.utsa.edu/gcat](http://www.utsa.edu/gcat)).

### 1.9 Cancellation of Enrollment

If you fail to fulfill admission, registration, or financial requirements, or if you otherwise fail to adhere to academic regulations or admission conditions, your enrollment for the semester may be canceled. You may apply for readmission in a subsequent semester provided you have resolved the cause of cancellation.

### 1.10 Withdrawal from UTSA

If you find it necessary to withdraw from UTSA (drop all courses for which you are enrolled during a specific term), you must complete a Withdrawal Form in the Enrollment Services Center. Students who officially withdraw from UTSA during the regular drop period will receive a grade of “W” in all classes.

The drop period includes:

- The first nine weeks - fall and spring semesters
- The first three weeks - five-week summer term
- The first six weeks - 10-week summer term

Students who officially withdraw after the drop period receive a grade of “W” for each class they are passing at the time of withdrawal and a grade of “F” for each class they are not passing.

If you withdraw from all classes, you will be subject to the UTSA’s academic probation and dismissal regulations. Please refer to the Graduate Catalog ([http://www.utsa.edu/gcat](http://www.utsa.edu/gcat)) for the regulations on refunds of tuition and fees, readmission policies, and requirements for maintaining registration.
1.11 Procedure for COU 6953 Independent Study

COU 6953 Independent Study is offered for one or three hour credit. Independent studies should not be used as a substitute for class work, as the class process is generally necessary for satisfactory completion of course requirements.

Securing independent studies are not guaranteed. Faculty members must agree to participate in an independent study process, and do so given time availability and a match in their area of expertise. Securing an independent study during the summer term can potentially become problematic for a student because the faculty is not on contract during the summer. However, you may consult with a faculty member on their availability.

After making arrangements with a faculty member to conduct an independent study, you must complete an Independent Study Form, available at the department office, DB 4.122, and provide a syllabus for the course. The syllabus requires a description of the proposed topic to be studied, description of required work, and schedule of events. The independent study form also requires the signatures of the student, instructor, Graduate Advisor, Department Chair, and Dean. Please return the completed form and syllabus to the Office of the Registrar. The Office of the Registrar will then notify you of registration procedures.

1.12 "Hold" on Registration

If you have a "hold" on your registration, you cannot complete the registration process until the hold is cleared. This hold may involve parking fines, library fines, outstanding tuition fees, student housing rent, or other fees or fines. This debt must be paid and deferment must be received by the Office of Fiscal Services in order to process your registration.

1.13 Transferring Course Work

If you have any questions regarding transferring courses from another institution, you may consult with the Student Development Specialist. Transfer credits are also subject to approval by the academic advisor and the Office of Graduate Studies. Students may transfer up to 6 credit hours of coursework. If you are transferring course work from another institution in the University of Texas system, you may transfer up to 50% of your completed courses.

1.14 Special Graduate Students

A special graduate student is admitted to UTSA for the purpose of enrolling in master’s level and/or undergraduate courses without currently entering a degree program. For additional information about special graduate student admissions, refer to the Graduate Catalog (http://www.utsa.edu/gcat). A maximum of 12 semester credit hours earned as a special graduate student may be applied toward a graduate degree. The department considers requests for special graduate student status on an individual basis.

For non-degree seeking student qualifications, refer to the Graduate Catalog (http://www.utsa.edu/gcat). Non-degree seeking graduate students may register for any graduate or undergraduate course for which they have the necessary prerequisites, provided space is available and they have the approval of the course instructor. If you wish to take a graduate course in another discipline, you must obtain the approval of an authorized representative from that discipline.

STUDENT EVALUATION OF FACULTY

We suggest that you communicate with your professors throughout your course work on specific needs and concerns. In fact, the Student Fitness to Practice Policy includes your
ability to address difficulties with your peers and professors as they arise. As a result, we do not recommend that you wait until the end of your semester to voice your concerns, nor do we suggest that you voice concerns anonymously. Becoming a counselor means you learn to negotiate concerns directly and appropriately. You will be evaluated on your ability to do so.

However, you will be offered an opportunity to formally evaluate courses and instructors at the end of each semester or session. We ask that your evaluations are objective and facilitative, and submitted with a spirit of constructive reflection. The evaluations are processed by a national firm and the scores and comments are mailed back to individual faculty, the Department Chair and the Dean.

Evaluations are anonymous and instructors receive the compiled information on their courses after all grades are turned in. Student evaluations may be considered in evaluating professional competence when faculty members are reviewed for tenure, promotion, and merit distributions.

**WRITTEN ENDORSEMENT POLICY**

Permission should be sought and secured by students prior to formally identifying a faculty member as a reference. Counselors-in-training and graduates seeking endorsements, letters of recommendation or reference, credentialing, and/or employment letters should provide the respective faculty member(s) two weeks written notice. Students should provide faculty members with relevant information and documents about the endorsement including, but not limited to job description, addressee, curriculum vitae, and relevant enrolled courses.

The counseling faculty believes that it is their professional duty to only endorse or recommend a student or graduate for employment opportunities, licenses, certifications and/or other credentials to which the individual is adequately prepared through knowledge, training and experience. In other words, an individual should not expect any counseling faculty to recommend or verify training, experience, or expertise that the individual does not possess or to which the faculty do not have personal knowledge. However, counseling faculty will advise, teach and supervise and make every appropriate effort to help the student obtain the knowledge, skills and experience that would be most beneficial to the student professionally. The Faculty is also required to follow the procedures and agreements of the various licensing and certifying bodies (e.g., DESE, NBCC, Licensing boards). It is also expected that students and graduates become familiar with these procedures before requesting endorsement.

**ETHICAL STANDARDS**

You are expected to abide by the ethical standards associated with your field of practice. Ethical standards developed by the American Counseling Association is available online at: [www.counseling.org](http://www.counseling.org)

You are also responsible for adhering to the University's Student Code of Conduct and the Student Rights and Responsibilities section of UTSA's Information Bulletin. [http://catalog.utsa.edu/informationbulletin/appendices/studentcodeofconduct/](http://catalog.utsa.edu/informationbulletin/appendices/studentcodeofconduct/)

**FITNESS TO PRACTICE POLICY**

Admission to the program does not guarantee fitness to remain in the program; only students who meet program standards will be allowed to continue in the program. Every
student will be evaluated on fitness to practice at least twice - when enrolled in Introduction to Clinical Mental Health Counseling (COU 5203), Development of Counseling Skills (COU 5393) and Practicum (COU 5683). If areas are identified which prohibit your ability to practice, these areas will be discussed with you, documented, and when necessary, a plan of action will be formulated (See Appendix 2). The only exception to this process would occur if your behavior is judged to be unethical or egregious, in which case you are subject to immediate dismissal from the program without a plan of action.

Please refer to the Handbook of Operating Procedures for a detailed outline of the due process procedures related to this policy http://utsa.edu/hop/chapter5/5-17.html

You may also refer to the department website to view the Fitness to Practice Evaluation form at http://education.utsa.edu/counseling/fitness_to_practice/

RETENTION POLICY

The Counseling Program has a responsibility to the public and to the appropriate national and state professional associations to evaluate student ability and willingness to meet academic and interpersonal standards of conduct. These standards are set forth in the University Student Code of Conduct and in the professional literature. Please be aware that these standards require practitioners to prevent personal problems and conflicts from harming a client or interfering in effective treatment and stipulate that practitioners must practice within their bounds of competence.

Student adherence to these standards will be continuously monitored by program faculty through course work, advising, or other professionally related interactions. Should faculty become concerned about a student's conduct in the course of professional interactions, they will request time to discuss their concerns at the next faculty or training committee meeting.

Following discussion of a student's conduct, the faculty member may fill out a Fitness to Practice form and a committee will be formed to meet with the student. Committee recommendations may include, but are not limited to, taking no action, educational remediation within the department, or dismissal. Educational remediation within the department may include assisting the student in identifying a more appropriate alternative career choice. University sanctions may include, but are not limited to, written warnings, reprimands, behavior contracts, probation, or suspension and/or dismissal from the university.

Students may appeal the decision of the committee to the Graduate Advisor of Record. If the student wishes further appeal, he, or she may contact the Department Chair.

STUDENT RIGHTS AND RESPONSIBILITIES

Please refer to the current UTSA Information Bulletin. The Student Code of Conduct can be found online at http://www.utsa.edu/infoguide/appendices/b.html

ADVISING SHEETS

Advising sheets are available on the department website at http://education.utsa.edu/counseling/helpful_links/ and in the department office (DB 4.122). Students are responsible for the accuracy of their advising sheets and should check...
with the Student Development Specialist if they are uncertain about any program requirements. Failure to include all courses required for a particular area of study may delay your graduation or create licensure or certification problems.

Completing the advising sheet is an important initial step in seeking the master's degree. It is developed in consultation with an academic advisor. This can be arranged during Advising Week. You must be admitted to the department before an advising sheet can be completed. After an advising sheet is reviewed and signed by you, a copy of the form will be placed in your file. The advising sheet is audited during the semester you apply for graduation and can become a part of various licensure and certification applications. Therefore, please keep a copy of your advising sheet.

1.15 Master of Science in Clinical Mental Health Counseling
I. Background Requirements (if applicable)

II. Required courses (42 hours):

  COU 5203 Introduction to Clinical Mental Health Counseling
  COU 5213 Counseling Theories
  COU 5223 Clinical Assessment and Appraisal Strategies for Counselors
  COU 5233 Group Theory and Process
  COU 5243 Diagnosis in Counseling
  COU 5283 Counseling in Multicultural Settings
  COU 5393 Development of Counseling Skills
  COU 5683 Practicum in Counseling (100 hrs)
  COU 5713 Internship in Community Counseling I (300 hrs)
  COU 5723 Internship in Community Counseling II (300 hrs)
  COU 6153 Career Development and Choice
  COU 5113 Ethical & Legal Issues in Counseling
  COU 5613 Biopsychosocial Aspects of Addiction COU
  COU 6523 Couples and Family Counseling
  COU 6883 Trauma, Crisis, and Grief COU
  EDU 5003 Research Methods in Education
  EDP 5033 Human Development across the Life Span

III. Elective courses (9 hours):

Please refer to the following degree plan for additional information:
http://education.utsa.edu/counseling/

The Clinical Mental Health Counseling degree corresponds with the academic requirements of the Texas Licensed Professional Counselor core areas.

All Clinical Mental Health Counseling students will be required to complete a Qualifying Examination through a Basic and Advanced Portfolio during their Internship courses (COU 5713 and COU 5723). The purpose of the portfolio is to document student’s work and achievements during their graduate counseling program experience.

Portfolio guidelines may be found in Appendix 4.
1.16 Students with Special Needs

Students requiring special considerations due to a disability should contact the Office of Disability Services (Downtown Campus, 210-458-2945, http://www.utsa.edu/disability). The Office of Disability Services will provide the necessary documentation and support for the student through the program.

NATIONAL COUNSELOR EXAMINATION (NCE)

As a CACREP-accredited program, the Department of Counseling is eligible to offer the National Counselor Examination (NCE) to students. In order to be eligible to take the NCE, students must have completed all of their core coursework.

In addition to taking the NCE, through this program students apply for the National Certified Counselor (NCC) credential. This is the only professional credential that students can apply for before graduation. For more information on the benefits of the NCC credential, visit the National Board of Certified Counselor's (NBCC) website at http://nbcc.org/

The NCE is offered once each Fall and Spring semester. The exam consists of 200 multiple-choice questions covering each of the eight CACREP core areas. These core areas are: human growth and development, social and cultural foundations, helping relationships, group work, career and lifestyle development, appraisal, research and program evaluation, and professional orientation and ethics.

Taking the NCE through UTSA is strictly voluntary and is not a required program activity. The semester prior to each examination, an email will be sent to all students with instructions explaining the application process.

PRACTICUM AND INTERNSHIP

Educators realize that professional preparation requires an appropriate mix of classroom work and "hands-on" experience. Thus, the curriculum has been developed to provide a balance between "theory and practice classes" and practical training. Many courses offer opportunities to apply concepts in practical ways. For example, students studying psychological assessment may complete, score, and interpret their own results on assessment instruments. The counseling skills course makes extensive use of simulation activities. Such activities as role-playing may be used in these and other courses.

The SFCC website contains a link with information related to clinical experiences: http://education.utsa.edu/community-family-life-center/

Toward the end of the program, students move from simulation exercises to contact with clients from the community by participating in the masters level practicum and internship courses. Enrollment in these courses requires prerequisites and an application initiated by the student.

Applications will be available in the front counseling office (DB 4.122) and can be downloaded from the departmental website. Applications must be returned prior to the scheduled deadline. Application dates will be posted on the website and sent to students via their MyUTSA e-mail account.
Applicants are typically notified of their standing within one week after the application deadline, which is noted on the application. A list of approved sites is available in the department office.

It is important that you select the best and most appropriate practicum or internship site for your interests and future professional goals. Care should be exercised to insure the "fit" between student and site. The prospective practicum student should become aware of expected duties and responsibilities of the position, as well as opportunities for education and growth. Each site must be approved by the Counseling Program Clinical Director. In addition, on site supervisors must have a Masters degree in counseling or a related field and at least 2 years of clinical experience. For those doing their Practicum/Internship experience in a school setting, supervisors must be Texas State Certified as a Professional School Counselor as well as have 2 years of experience. No exceptions to this rule will be made. Supervisors must be onsite.

1.17 Clinical Mental Health Time Requirements
The Counseling Program time requirements follow the recommendations set forth by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), which require a minimum of 700 hours in these courses. Please contact the Clinical Director regarding any questions related to this issue at (210) 458-2600.

Clinical Mental Health Counseling. Clinical mental health counseling practicum and internship requirements will consist of a 100-hour practicum and two 300-hour internships, both of which will be completed in a clinical mental health setting.

During the course of your practicum class, you will participate in one hour of individual supervision (both on-campus and on-site) and an average of 1-1/2 hours of group supervision per week (class). During the course of your internship courses, you will participate in one hour of individual supervision (on-site) and an average of 1-1/2 hours of group supervision per week (class). This supervision is very important to your development as a counselor.

1.18 General Responsibilities of the Practicum and Internship Student:
Each student must:
- Complete criminal background checks as required by his/her practicum or internship site.
- Obtain and submit proof of student liability insurance.
- Maintain highest ethical standards and adhere to the ACA ethical standards at all times. Ethical breaches may be grounds for dismissal from the counseling program.
- Comply with the Student Fitness to Practice in the College of Education and Human Development policy, available on the department website (http://education.utsa.edu/images/uploads/Fitness_to_Practice_Policy_2012-2.pdf) and the Handbook of Operating Procedures (http://utsa.edu/hop/chapter5/5-17.html).
- Improve performance in response to feedback from supervisors.
- Be consistent with customs in the school or agency in regard to grooming, punctuality, dependability, etc.
- Complete specified documentation, such as a log, case study, and counseling session summaries according to the time schedule on the appropriate course syllabus. All documentation should be typed and written in a professional and thoughtful manner.
• Treat all client-related material confidentially within appropriate legal and ethical guidelines.
• Demonstrate competence in the following areas:
  a. Personal and small group counseling
  b. Academic and vocational counseling
  c. Consultation
  d. Testing
  e. Record keeping
  f. Making referrals
  g. Compliance with ethical and legal guidelines
  h. Relating in a professional manner with clients, staff, fellow students, and supervisors
• Make and keep copies of all assignments, evaluations, practicum logs, et cetera that have been turned into the professor. Students are responsible for maintaining their own records.

Example applications for practicum and internship may be found in Appendix 3.

APPLICATION FOR GRADUATION

The application for graduation should be submitted one semester prior to the intended semester of graduation. Applications are available online at http://asap.utsa.edu/. Application deadlines are enforced. See your MyUTSA e-mail account and website for postings.

Sarabia Family Counseling Center

The Sarabia Family Counseling Center is located at the Downtown Campus on the third floor of the Durango Building (DB 3.304). The center is available to students enrolled in practicum, internship, and assessment courses. Hours vary by semester. For more information on The SFCC, please visit http://education.utsa.edu/community-family-life-center/

GRADUATE STUDENT ASSISTANTSHIPS

Graduate assistantships are awarded to each university department. If you wish to apply for an assistantship, please complete the application available in the College of Education and Human Development, Office of the Dean, 1604 Campus, MB 3.304, (210) 458-4370. At least two letters of recommendation are required from persons who have supervised you in a work setting. If you are receiving financial aid assistance, a copy of the most recent award letter is also required. A student background check will be conducted. Graduate assistantships usually require 10 to 19 hours of work per week for which you are awarded a stipend.

Once an assistantship has been awarded, you will be asked to submit paperwork to Human Resources. Student employee paperwork can be retrieved online at http://www.utsa.edu/hr/index.cfm. Refer to the Handbook of Operating Procedures for student employee regulations (http://www.utsa.edu/hop). To maintain an assistantship position, you must be enrolled in the fall or spring semester as a full-time student and in the summer at least part-time. Assistantships are limited. All graduate students are encouraged to apply. For more information, contact The College of Education and Human Development at (210) 458-4370.
Please note that the assistantships are competitive. You must work the designated hours to receive compensation. Failure to do so may result in the loss of your assistantship. Your immediate supervisor is responsible for reporting the hours you work. The reported hours must be accurate.

GRADUATE SCHOLARSHIPS/FINANCIAL ASSISTANCE
Please refer to the Office of Financial Aid for questions regarding scholarships and financial assistance.

INFORMATION UPDATE
It is important to keep the department updated with any relevant changes in your contact information. Contact the department office at (210) 458-2600 with updates in terms of name, address, email, and telephone number changes. You must also inform the Office of the Registrar of such changes (210) 458-8000.

LICENSING
The Master of Science in Clinical Mental Health Counseling Degree at UTSA is designed to meet educational licensure requirements in the state of Texas. The licensure boards rely on educational institutions to verify that applicants for licensure have met necessary educational requirements. The program promotes eligibility for licensure based on program requirements as outlined in the specialization advising sheets.

1.19 Licensed Professional Counselor (LPC)
The clinical mental health counseling degree meets academic requirements for licensure as a Professional Counselor in the State of Texas. The Texas State Board of Examiners of Professional Counselors is charged with the creation and implementation of rules and regulations to establish the practice and licensing of professional counseling in Texas. Education and experience required for licensure include:

- A master's or doctoral degree in counseling or a counseling-related field from an accredited college or university.

- A planned graduate program in counseling or a counseling-related field of at least 48 graduate semester hours. Board rules specifically define "counseling-related field": §681.2. Definitions (9) Counseling-related field - A mental health discipline utilizing human development, psychotherapeutic, and mental health principles including, but not limited to, psychology, psychiatry, social work, marriage and family therapy, and guidance and counseling. Non-counseling related fields include, but are not limited to, sociology, education, administration, and theology.

- Applicants are responsible for obtaining coursework in and demonstrating competency in the following specific areas: normal human growth and development; abnormal human behavior; appraisal or assessment techniques; counseling theories; counseling methods or techniques; research; lifestyle and career development; social, cultural and family issues; and professional orientation.

- As part of the graduate program, a supervised practicum experience that is primarily counseling in nature. The practicum should be at least 300 clock hours with at least 100 direct client contact hours. Academic credit for the practicum must appear on the applicant's transcript.
After completion of the graduate degree and after an applicant has received a temporary LPC license from the Board, the applicant begins the supervised post-graduate counseling experience (internship); 3000 clock hours or 36 months of internship under the supervision of a Board-approved supervisor is required. The 3000 clock hours may not be completed in a time period of less than 18 months; if applying under the 36-month requirement, the candidate must average 20 clock hours per week of practice.

The applicant must take and pass the Texas Professional Counselor Licensure Examination. The examination may be taken at any time during which the applicant's temporary license is valid.

For Additional Information:

Texas State Board of Examiners of Professional Counselors
Texas Department of State Health Services
Mail Code 1982
P.O. Box 149347
Austin, Texas 78714-9347

E-mail: lpc@dshs.state.tx.us
Telephone: (512) 834-6658
Fax: (512) 834-6677

Website: http://www.dshs.state.tx.us/counselor/

1.20 National Certified Counselor (NCC)

The National Board for Certified Counselors, Inc. (NBCC), an independent not-for-profit credentialing body, was incorporated in 1982 to establish and monitor a national certification system, to identify for professionals and the public those counselors who have voluntarily sought and obtained certification, and to maintain a register of those counselors. For information regarding education and experience required for NBCC credentialing, refer to http://www.nbcc.org/.

For Additional Information:
National Board for Certified Counselors, Inc.
3 Terrace Way
Greensboro, NC 27403-3660 USA
Web: http://www.nbcc.org
Email: nbcc@nbcc.org
Telephone: (336) 547-0607
Fax: (336) 547-0017

PROFESSIONAL ORGANIZATIONS

The department encourages you to obtain membership or affiliation in professional organizations available at national, state, and local levels. Affiliation with these organizations may enhance your professional development and provide important information and networking possibilities. Please note that the following information is subject to change. Some applications may be available in the department office.
1.21 National Organizations

American Counseling Association (ACA). The American Counseling Association is a not-for-profit, professional, and educational organization that is dedicated to the growth and enhancement of the counseling profession. Founded in 1952, the ACA is the world’s largest association exclusively representing professional counselors in various practice settings. The ACA helps counseling professionals develop their skills and expand their knowledge base. ACA has been instrumental in setting professional and ethical standards for the counseling profession. The association has made considerable strides in accreditation, licensure, and national certification. It also represents the interests of the profession before congress and federal agencies, and strives to promote recognition of professional counselors to the public and the media.

Students are encouraged to join the ACA and network with the many professionals and peers dedicated to the profession of counseling. Memberships are available to both undergraduate and graduate students enrolled at least half-time or more at the college level. Student members must present proof of academic credentials upon request. A professor signature is required. Students interested in obtaining ACA’s competitive insurance rates for their clinical classes may contact ACA staff or download insurance information at http://www.counseling.org/.

American Counseling Association
5999 Stevenson Avenue
Alexandria, VA 22304-3300
Web: http://www.counseling.org/
Telephone: (800) 347-6647
Fax: (800) 473-2329

The Association for Creativity in Counseling (ACC). The ACA includes 20 divisions within the association. Although the UTSA Counseling Program supports each of the divisions within ACA, it is closely associated with the Association for Creativity in Counseling, in significant ways. ACC’s founding president was Dr. Thelma Duffey. ACC provides opportunities for networking, exposure to unique and innovative counseling practices, and publishes a quarterly journal entitled, Journal of Creativity in Mental Health. You can find more information at http://www.creativecounselor.org/.

1.24 State Organizations

Texas Counseling Association (TCA). Regular membership is open to all persons interested in promoting professional counseling and guidance. Any person who has met the qualifications for regular membership and has paid the prescribed dues shall be eligible to attend meetings of the association, to vote, and to hold office. Student membership is open to graduate and undergraduate students who are currently enrolled in three hours or more in a counseling-related program. Student certification by major subject field instructor is required at the time of joining or renewal in the association. Any person who has met the qualifications for student membership and has paid the prescribed dues shall be eligible to attend the meetings of the association, but student members may not vote nor hold office.

For Additional Information:

Texas Counseling Association
1204 San Antonio, Suite 201
1.25 Local Organizations

**South Texas Counseling Association (STCA).** The South Texas Counseling Association is a Chapter of the Texas Counseling Association (TCA), which is a state branch of the American Counseling Association (ACA). Student membership is available and includes subscription to the STCA newsletter. Student membership is available and includes subscription to the STCA newsletter as well as other member benefits and networking opportunities. You can find more information at: http://www.stxca.org.

1.26 Department Faculty and Staff

<table>
<thead>
<tr>
<th>OFFICE HOURS</th>
<th>TELEPHONE NUMBERS</th>
<th>OFFICE ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday (except for state holidays) 8:00 am – 5:30 pm</td>
<td>210.458.2600 P 210.458.2605 F</td>
<td>501 W. Cesar E. Chavez Blvd. San Antonio, TX 78207</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>RANK AND POSITION</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thelma Duffey, Ph.D.</td>
<td>Professor Department Chair</td>
<td><a href="mailto:Thelma.Duffey@utsa.edu">Thelma.Duffey@utsa.edu</a></td>
</tr>
<tr>
<td>Janee Avent, Ph.D.</td>
<td>Assistant Professor</td>
<td><a href="mailto:Janee.Avent@utsa.edu">Janee.Avent@utsa.edu</a></td>
</tr>
<tr>
<td>Hope Bell, Ph.D.</td>
<td>Assistant Professor</td>
<td><a href="mailto:hope.bell@utsa.edu">hope.bell@utsa.edu</a></td>
</tr>
<tr>
<td>Shane Haberstroh, Ed.D.</td>
<td>Associate Professor PhD Program Director</td>
<td><a href="mailto:Shane.Haberstroh@utsa.edu">Shane.Haberstroh@utsa.edu</a></td>
</tr>
<tr>
<td>Jessica Lloyd-Hazlett, Ph.D.</td>
<td>Assistant Professor</td>
<td><a href="mailto:jessica.lloyd-hazlett@utsa.edu">jessica.lloyd-hazlett@utsa.edu</a></td>
</tr>
<tr>
<td>Brenda Jones, Ph.D.</td>
<td>Clinical Assistant Professor Chi Sigma Iota Advisor</td>
<td><a href="mailto:Brenda.Jones@utsa.edu">Brenda.Jones@utsa.edu</a></td>
</tr>
<tr>
<td>Gerald Juhnke, Ed.D.</td>
<td>Professor</td>
<td><a href="mailto:Gerald.Juhnke@utsa.edu">Gerald.Juhnke@utsa.edu</a></td>
</tr>
<tr>
<td>Allison Pow, Ph.D.</td>
<td>Assistant Professor</td>
<td><a href="mailto:Allison.Pow@utsa.edu">Allison.Pow@utsa.edu</a></td>
</tr>
<tr>
<td>Michael Moyer, Ph.D.</td>
<td>Associate Professor</td>
<td><a href="mailto:Michael.Moyer@utsa.edu">Michael.Moyer@utsa.edu</a></td>
</tr>
<tr>
<td>Heather Trepal, Ph.D.</td>
<td>Associate Professor Graduate Advisor of Record Clinical Mental Health Counseling Program Coordinator</td>
<td><a href="mailto:Heather.Trepal@utsa.edu">Heather.Trepal@utsa.edu</a></td>
</tr>
<tr>
<td>Elias Zambrano</td>
<td>Clinical Assistant Professor School Counseling Program Coordinator</td>
<td><a href="mailto:Elias.Zambrano@utsa.edu">Elias.Zambrano@utsa.edu</a></td>
</tr>
<tr>
<td>CATHERINE Somody</td>
<td>CLINICAL ASSISTANT PROFESSOR SFCC DIRECTOR</td>
<td><a href="mailto:CATHERINE.SOMODY@UTSA.EDU">CATHERINE.SOMODY@UTSA.EDU</a></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Department Staff</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Donna Harris</td>
<td>Senior Administrative Associate</td>
<td><a href="mailto:Donna.harris@utsa.edu">Donna.harris@utsa.edu</a></td>
</tr>
<tr>
<td>Veronica Markland</td>
<td>Administrative Associate I</td>
<td><a href="mailto:Veronica.Markland@utsa.edu">Veronica.Markland@utsa.edu</a></td>
</tr>
<tr>
<td>Kristina Talamantez</td>
<td>Student Development Specialist</td>
<td><a href="mailto:Kristina.talmantez@utsa.edu">Kristina.talmantez@utsa.edu</a></td>
</tr>
</tbody>
</table>
## Appendix 1: SAMPLE Master of Science in Clinical Mental Health Counseling Advising Sheet 2013-2015

Department of Counseling # (210) 458-2600 http://education.utsa.edu/counseling
Master of Science in Clinical Mental Health Counseling 2013-2015

Student Name _________________________ Banner ID _________________________
Program Advisor _________________________ Catalog of Admission _________________________

### DEGREE REQUIREMENTS

#### I. Background Requirements (if applicable; See Note 2 on the reverse)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites</th>
<th>Grade</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

#### II. Required Core Coursework (42 semester credit hours)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Course Prerequisites</th>
<th>Grade</th>
<th>Semester Completed</th>
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</thead>
<tbody>
<tr>
<td>COU 5203</td>
<td>Introduction to Clinical Mental Health COU*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COU 5213</td>
<td>Counseling Theories</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDU 5003</td>
<td>Research Methods in Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDP 5033</td>
<td>Human Development Across the Lifespan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COU 6153</td>
<td>Career Development &amp; Choice</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>COU 5113</td>
<td>Ethical &amp; Legal Issues in Counseling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COU 5243</td>
<td>Diagnosis in Counseling</td>
<td>COU 5203 &amp; COU 5213</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COU 5223</td>
<td>Clinical Assessment and Appraisal Strategies for Counselors</td>
<td>COU 5243</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COU 5233</td>
<td>Group Theory &amp; Process</td>
<td>COU 5203 &amp; COU 5213</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COU 5283</td>
<td>Counseling in Multicultural Settings</td>
<td>COU 5203 &amp; COU 5213</td>
<td></td>
<td></td>
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<tr>
<td>COU 5393</td>
<td>Development of Counseling Skills</td>
<td>COU 5203 &amp; COU 5213</td>
<td></td>
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<tr>
<td>COU 5613</td>
<td>Biopsychosocial Aspects of Addiction COU</td>
<td>COU 5203 &amp; COU 5213</td>
<td></td>
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<tr>
<td>COU 6523</td>
<td>Couples and Family Counseling</td>
<td>COU 5203 &amp; COU 5213</td>
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<tr>
<td>COU 6883</td>
<td>Trauma, Crisis, and Grief COU</td>
<td>COU 5203 &amp; COU 5213</td>
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*If you took COU 5203 Intro to Community COU, it will count as Intro to CMHC as long as it has not exceeded the 6 year time limit.

#### III. Clinical Coursework (9 semester credit hours)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Course Prerequisites</th>
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<tr>
<td>COU 5683</td>
<td>Practicum in Counseling (100 hours)</td>
<td>5203, 5213, 5233, 5283, 5393</td>
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<tr>
<td>COU 5713</td>
<td>Clinical Mental Health Counseling Internship (300 hours)</td>
<td>5683, 5223, 5243, EDP 5033</td>
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IV. Elective Coursework (9 semester credit hours)

All elective courses offered through the Department of Counseling are approved for this degree plan.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Course Prerequisites</th>
<th>Grade</th>
<th>Semester Completed</th>
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<tbody>
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<tr>
<td>COU</td>
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</tbody>
</table>

SIGNATURES / APPROVALS

Student
Program Advisor
Graduate Advisor of Record

NOTES

1) Total number of hours for the Master's degree in Clinical Mental Health Counseling is 60.
2) UTSA requires a background of 18 semester credit hours in a field of study appropriate to the master's degree sought. Students with the appropriate background in Education, Psychology, Sociology, or a related human service field generally will not be required to take background requirements for the degree. Students who are admitted to the program without appropriate background courses must take required background courses. Background courses must be approved by the Graduate Advisor of Record.
3) Every Master's degree candidate at UTSA is required to pass a Qualifying Exam in order to be awarded the Master's degree.
4) With departmental approval, a maximum of six hours of coursework already taken and passed with a B or better in an equivalent course at the graduate level at another university or in another education- or counseling-related degree program may be applied to the degree and must be transferred during the first semester of study at UTSA. No class counted toward another degree can be used to satisfy the requirements of the M.A. in Clinical Mental Health Counseling. Classes applied to another graduate degree may serve as substitutes for up to 6 hours of core classes with the student’s advisor’s approval (but students will need to take additional courses, with advisor approval, to achieve the 60 hours necessary for the M.A. degree). Students will need to provide copies of the course syllabus and transcript indicating course completion and grade.
5) Graduation candidates must apply for graduation early in the semester in which they plan to graduate through the ASAP student account. Deadlines are posted on the schedule of classes.

Clinical Mental Health Counseling Suggested Course Sequencing:

<table>
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<tr>
<th>SUGGESTED COURSE SEQUENCING</th>
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<tr>
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<tbody>
<tr>
<td>Fall</td>
<td>Spring</td>
<td>Summer</td>
</tr>
<tr>
<td>COU 5203 CMHC Intro</td>
<td>COU 5243 Diagnosis</td>
<td>EDP 5033 Hum Dev</td>
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<tr>
<td>COU 5283 Multicultural</td>
<td>COU 5613 Addiction</td>
<td>EDU 5003 Research</td>
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<td>COU 6523 Couples and Family Counseling</td>
<td>Elective I</td>
<td>COU 5713 Internship I</td>
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<td>COU 5213 Theories</td>
<td>COU 5393 Skills</td>
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<td>COU 6153 Career</td>
<td>COU 5113 Ethical Issues</td>
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<tr>
<td>COU 5683 Practicum</td>
<td>Elective II</td>
<td>Elective III</td>
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<tr>
<td>Apply for Spring Practicum</td>
<td>Apply for Summer &amp; Fall Internship</td>
<td>Take NCE &amp; Graduate!</td>
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<table>
<thead>
<tr>
<th>SUGGESTED COURSE SEQUENCING</th>
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<tbody>
<tr>
<td>FULL-TIME</td>
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</table>

<table>
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<tr>
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<tbody>
<tr>
<td>Fall</td>
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<td>COU 5203 CMHC Intro</td>
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<td>COU 5223 Assessment</td>
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<td>COU 5683 Practicum</td>
<td>Elective II</td>
<td>Elective III</td>
</tr>
<tr>
<td>Apply for Summer Practicum</td>
<td>Apply for Summer &amp; Fall Internship</td>
<td>Take NCE &amp; Graduate!</td>
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### Suggested Course Sequencing

#### Accelerated

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<tr>
<td>COU 5203 CMHC Intro</td>
<td>COU 5243 Diagnosis</td>
<td>COU 5283 Multicultural</td>
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<td>COU 5223 Assessment</td>
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<tr>
<td>EDP 5033 Hum Dev</td>
<td>COU 5233 Group</td>
<td>COU 5113 Ethical Issues</td>
</tr>
</tbody>
</table>

Apply for Spring Practicum Apply for Summer & Fall Internship Take NCE & Graduate!

---

**Appendix 2: Student Fitness and Performance Policy Statement**

In order to complete counselor preparation programs and to be eligible to take certification or licensing examinations, students must:

- Maintain scholastic performance meeting or exceeding department standards;
- Demonstrate the acquisition of and ability to apply counseling skills necessary to work effectively with persons having diverse needs, as generally accepted by practitioners in counseling;
- Demonstrate emotional and mental fitness in their interactions with others; and conform with the codes of ethics of professional associations in counseling and of the State of Texas. Texas Administrative Code, Title 19, Part 7, Chapter 247, Code of Ethics and Standard Practices for Texas Educators; American Counseling Association Code of Ethics and Standards of Practice.

It is the duty of faculty members in the counseling program to evaluate all students according to these standards in all settings in which faculty members and students interact, in classes, in advising and counseling settings, in personal conversations, etc. It is expected of students that they respond to evaluations, formal or informal, in appropriate ways, in all cases, attempting to conform to standards as these are explained to them. Conformance with standards must be demonstrated by students throughout the period of time spent in the program; events of non-conformance must be followed by faculty judgments that satisfactory adjustments have been made.
Admission to the program does not guarantee fitness to remain in the program to completion. Only those students who meet program standards will be allowed to continue in the program. If and when a student is judged not to meet program standards sufficiently to be allowed to engage in counseling others, that student will be removed from continuation in the program. Please refer to the Graduate Counseling Student Handbook, for a detailed outline of the due process procedures related to this policy.

Standards

- The scholastic standard is to maintain a cumulative GPA of 3.0 or better and present grades of C in no more than two courses (neither of which may be COU 5393, COU 5683, COU 5713, or COU 5793), that are to be counted toward the degree.
- The standard related to skills acquisition and application will be applied by the instructors of COU 5393, COU 5393, or COU 5683 judging student performance in comparison with the student's knowledge of procedures followed by practitioners.
- The standard related to a student's emotional and mental fitness will be applied in all counseling courses as the student's interactions among students, faculty members, and others are evaluated.
- The standard related to codes of ethics consists of those codes referenced in paragraph A.4 above and established by the State of Texas in its standards for licensed professional counselors.

Evaluation for Fitness

- Students’ competence is evaluated using the Fitness to Practice Standards and demonstrated with the FTP Evaluation Form. All students will be reviewed by individual faculty using the Fitness to Practice Standards during Introduction to Clinical Mental Health (COU 5203), Development of Counseling Skills (COU 5393), Practicum (COU 5683), and as necessary throughout the program.
- Admission to the program does not guarantee fitness to remain in the program. In addition, a FTP review may be initiated on any student at any time if a faculty member, staff, course instructor, program advisor, or field supervisor believes the student has displayed behavior which suggests the student does not possess sufficient competency on one or more FTP criteria.
- Faculty members, staff, course instructors, program advisors, and field supervisors may evaluate all students according to the FTP criteria and standards. Students will have the opportunity to participate and respond at each step of the FTP process.

Procedures after a Negative Evaluation

- A rating of 0 on any of the FTP standards will initiate the following procedure: The student will be contacted to schedule a meeting to review the FTP Evaluation Form. The meeting will be held with the issuing faculty member, unless noted otherwise.
- The student has five (5) business days to respond to the request to schedule a meeting. If the student does not respond by the close of the fifth business day, the matter will proceed to be held with a faculty review committee.
- During the meeting, the issuing faculty will review the FTP Evaluation form with the student and discuss a remediation plan.
- Within fifteen (15) business days after the meeting, the issuing faculty will provide a final copy of the remediation plan to the student for review and signature.
The student will have ten (10) business days to review, sign, and return the remediation plan. Failure to sign and/or return the remediation at the close of the tenth business day will not impede the process and may be considered during the FTP process.

Appeals and Procedures Subsequent to Request for Withdrawal

- The faculty review committee will monitor the student’s progress on the remediation plan. If at any time the student is determined not to be making satisfactory progress, the faculty review committee may either modify the remediation plan or dismiss the student from the program.
- All faculty review committee decisions for a student’s dismissal from the Department of Counseling will be forwarded to the Department Chair. The Department Chair will forward the committee’s decision to the Associate Dean of the Graduate Studies of the College of Education and Human Development. The student may appeal the committee’s decision to the Associate Dean of Graduate Studies. Decisions by the Associate Dean are final.

Reinstatement

A student who was dismissed from the program may not be considered for reinstatement or readmission until two calendar years have elapsed following dismissal from the program.

Appendix 3: SAMPLE Student Application for Practicum/Internship

Instructions: Please attach your unofficial UTSA transcript (i.e. applications will not be accepted without unofficial UTSA transcript) and return to the CEPAHE Office (i.e. DB4.322) by (deadline date). Applicants will be notified via e-mail of their application status and procedures for registration (i.e. for non-school practicum/internship settings, students are required to purchase professional malpractice insurance)

<table>
<thead>
<tr>
<th>PRACTICUM AND INTERNSHIP APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Information</td>
</tr>
</tbody>
</table>

Student/Trainee Name:
Address:
City: County: State:
Zip: Phone: Fax:
Banner ID (8 digits):
Lone Star E-mail:

Level of placement (please check all that apply): Masters ☐ Doctoral ☐ 1st practicum ☐

Proposed practicum/internship site:

<table>
<thead>
<tr>
<th>Mandatory Pre-Requisites (i.e. before enrollment in Practicum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>Number</td>
</tr>
<tr>
<td>COU 5203</td>
</tr>
<tr>
<td>COU 5213</td>
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</table>
Appendix 4: Basic and Advanced Portfolio Guidelines

Guidelines for Basic Portfolio

Purpose of an Internship Portfolio:
- An educational tool to document your experiences, your learning, and your reflections in order to assess your learning and growth from the start of internship to the end.
- A marketing tool to document your skills and competencies to your employer for the purpose of enhancing your job search at the end of your academic program.
- A resource that you can refer to during your career and one that lays the foundation for your future growth.

The purpose of a portfolio is to document your work and achievements during your graduate counseling program experience. It may be helpful to think of your portfolio as the grand finale of your performance as a counseling student. You will be pulling together everything that you have done during your coursework and at your practicum and internship site(s) to prepare you to be an effective counselor. Use your creativity to show different things that you have accomplished and showcase them not only for the purpose of this class but perhaps for use with future employers. Your portfolio may be something that you may use to refer to when marketing yourself for jobs. It will also help you to remember all you’ve done and be proud of your achievements!

Your portfolio should be in a loose leaf format and should include evidence of your having achieved in the different domains involved in the work of a counselor. It should include evidence of your accomplishments or learning experiences in the following domains:
A. In the Internship I course, students will select four of the following domains to complete. In the Internship II course, students will complete the remaining four domains.

1. Ability to apply counseling theory (ex, case study, articles, papers from classes)
2. Group counseling work (ex, information/session plans from a group you lead)
3. Leadership role (ex, anything that documents your leadership, CSI, taking on projects at your site)
4. Referral and coordination/consultation (ex, anything resources that you have investigated for clients)
5. Crisis intervention (ex, trainings, anything that documents experience in this area)
6. Advocacy (ex, trainings, anything you participated in involving professional advocacy)
7. Ethical and legal concerns (ex, papers from class, articles, trainings)
8. Multicultural competence (ex, trainings, papers from class, presentations, etc.)

B. Career Planning:
It should also include (and you can go to career services for assistance!):
1. An up-to-date resume
2. A cover letter

C. Wellness Plan:
In the Internship I course, students will develop a wellness plan. The wellness plan will outline the counselor-in-training's strategies for self-care during the Internship I course. The wellness plan should be updated and amended as strategies are implemented for what worked and what did not. Students will use tools available for free on the ACA website:
ACA's Taskforce on Counselor Wellness and Impairment
http://www.counseling.org/wellness_taskforce/tf_wellness_strategies.htm
Students will complete (at a minimum) the Self-Care Assessment, the Self-Care Strategies Worksheet, and the Self-Care Life Pie Worksheet.

Organizing the Basic Portfolio:
1. Archive documents to demonstrate your progress and increased mastery toward the above areas.
2. Write a page or two about how you have made progress in each area from the start of your coursework to the end of this internship. Attach supporting materials of work that you have done during this period. You may choose to include materials/work covered in your courses to support your competency in an area.
3. Be creative and think of examples of your own work that you would like to archive for future reference. Do not just print online articles to put in the portfolio just to increase the size.
4. The most important thing is for you to organize the portfolio in a way that will be most useful to you when you start your counseling job. Something you can refer to and that will increase the effectiveness of your future work.

Your portfolio will be graded according to the following rubric:
Portfolio does not meet requirements sufficiently to earn a passing grade.

Minimally acceptable level. Portfolio includes some evidence of accomplishments but important areas are missing. Examples are unclear or poorly developed and supporting documents are not relevant to the work cited.

Satisfactory portfolio that includes examples from most domains. Examples are adequate. Organization and quality of supporting documents could be improved.

Well-developed portfolio that clearly documents experience in all domains. Writing is of good quality. Methods of documentation are effective in representing accomplishments. Quality of supporting documents is good.

Extremely well-developed portfolio that clearly reflects accomplishments in all domains. Experience is extremely well documented, presenting a comprehensive profile of student’s work, knowledge and skills gained. Quality of supporting documents is excellent.

Guidelines for Advanced Portfolio

Purpose of an Internship Portfolio:
- An educational tool to document your experiences, your learning, and your reflections in order to assess your learning and growth from the start of internship to the end.
- A marketing tool to document your skills and competencies to your employer for the purpose of enhancing your job search at the end of your academic program.
- A resource that you can refer to during your career and one that lays the foundation for your future growth.

The purpose of the advanced portfolio is to document your work and achievements during your graduate counseling program experience. It may be helpful to think of your portfolio as the grand finale of your performance as a counseling student. You will be pulling together everything that you have done during your coursework and at your practicum and internship site(s) to prepare you to be an effective counselor. Further, it will include revisions and improvements based upon instructor feedback from your COU 5713 Basic Portfolio. Use your creativity to show different things that you have accomplished and showcase them not only for the purpose of this class but perhaps for use with future employers. Your advanced portfolio may be something that you may use to refer to when marketing yourself for jobs. It will also help you to remember all you’ve done and be proud of your achievements!

Your portfolio should be in a loose leaf format and should include evidence of your having achieved in the different domains involved in the work of a counselor. It should include evidence of your accomplishments or learning experiences in the following domains:

A. In the Advanced Portfolio students will utilize feedback from their COU 5713 Basic Portfolio to enhance their Advanced Portfolio and complete the remaining four domains. All eight domain areas must be submitted and the counselors-in-training must successfully pass each domain to
the satisfaction of the COU 5723 course instructor along with all other required COU 5723 coursework requirements to be eligible to receive a grade of “Pass”.

1. Ability to apply counseling theory (ex, case study, articles, papers from classes)
2. Group counseling work (ex, information/session plans from a group you lead)
3. Leadership role (ex, anything that documents your leadership, CSI, taking on projects at your site)
4. Referral and coordination/consultation (ex, anything resources that you have investigated for clients)
5. Crisis intervention (ex, trainings, anything that documents experience in this area)
6. Advocacy (ex, trainings, anything you participated in involving professional advocacy)
7. Ethical and legal concerns (ex, papers from class, articles, trainings)
8. Multicultural competence (ex, trainings, papers from class, presentations, etc.)

B. Career Planning:
   It should also include (and you can go to career services for assistance!):
   1. An up-to-date resume
   2. A cover letter

C. Wellness Plan:
   In the Internship I course, students will develop a wellness plan. The wellness plan will outline the counselor-in-training's strategies for self-care during the Internship I course. The wellness plan should be updated and amended as strategies are implemented for what worked and what did not. Students will use tools available for free on the ACA website:
   ACA's Taskforce on Counselor Wellness and Impairment
   http://www.counseling.org/wellness_taskforce/tf_wellness_strategies.htm
   Students will complete (at a minimum) the Self-Care Assessment, the Self-Care Strategies Worksheet, and the Self-Care Life Pie Worksheet.

Organizing the Advanced Portfolio:
1. Archive documents to demonstrate your progress and increased mastery toward the above areas.

2. Write a page or two about how you have made progress in each area from the start of your coursework to the end of this internship. Attach supporting materials of work that you have done during this period. You may choose to include materials/work covered in your courses to support your competency in an area.

3. Be creative and think of examples of your own work that you would like to archive for future reference. Do not just print online articles to put in the portfolio just to increase the size.

4. The most important thing is for you to organize the portfolio in a way that will be most useful to you when you start your counseling job. Something you can refer to and that will increase the effectiveness of your future work.

Your portfolio will be graded according to the following rubric:

<table>
<thead>
<tr>
<th>Below 5</th>
<th>6 points</th>
<th>7 points</th>
<th>8 points</th>
<th>10 points</th>
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</thead>
</table>

30
<table>
<thead>
<tr>
<th>(Fail)</th>
<th>(Pass)</th>
<th>(Pass)</th>
<th>(Pass)</th>
<th>(Pass)</th>
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<tbody>
<tr>
<td>Portfolio does not meet requirements sufficiently to earn a passing grade.</td>
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<td>Well-developed portfolio that clearly documents experience in all domains. Writing is of good quality. Methods of documentation are effective in representing accomplishments. Quality of supporting documents is good</td>
<td>Extremely well-developed portfolio that clearly reflects accomplishments in all domains. Experience is extremely well documented, presenting a comprehensive profile of student’s work, knowledge and skills gained. Quality of supporting documents is excellent</td>
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</tbody>
</table>