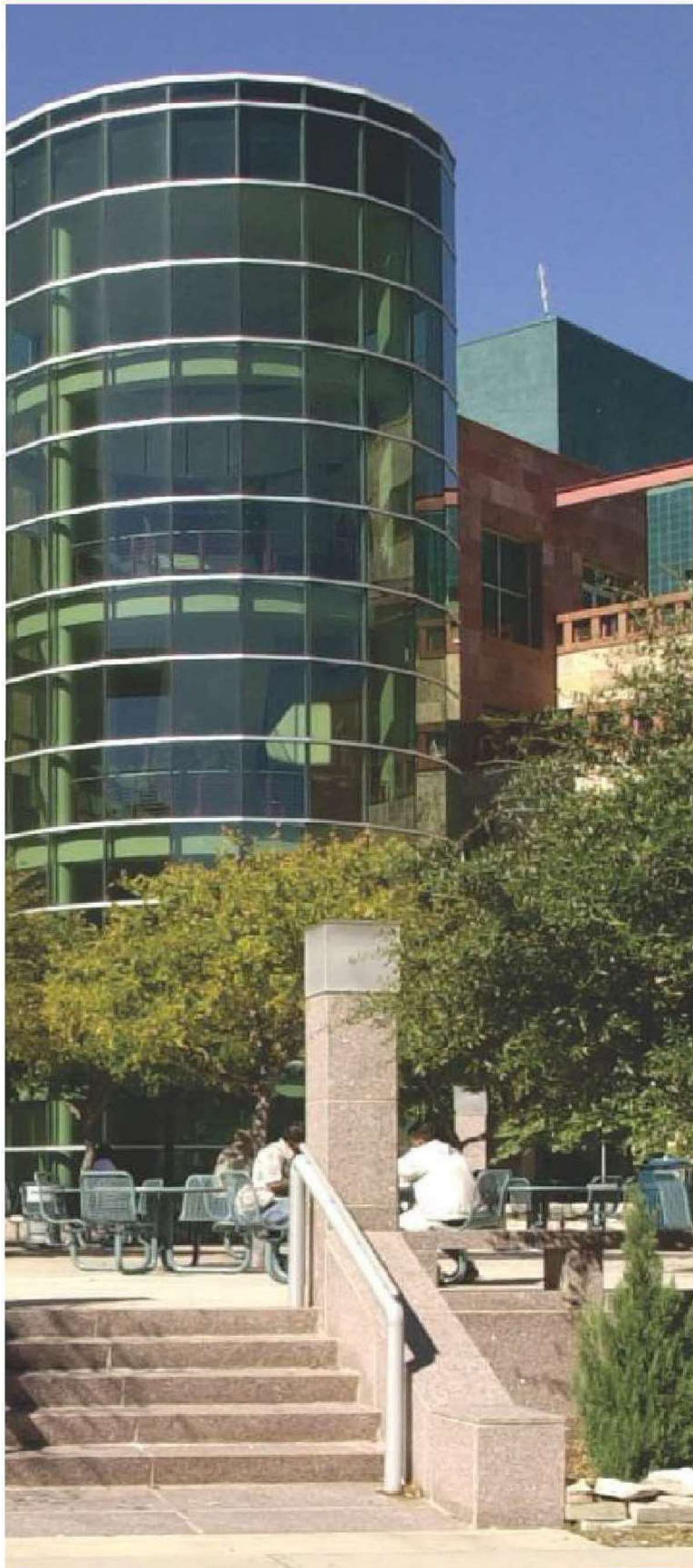


The University of Texas at San Antonio



Master of Science In Clinical Mental Health Counseling

Program Handbook
2025-2026

Department of Counseling

501 W. Cesar E. Chavez Boulevard

Master of Science in Clinical Mental Health Counseling Program Handbook

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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 and Mission Based Objectives

The Department of Counseling at UTSA prepares ethically grounded, community-informed, and professionally competent clinical mental health counselors, school counselors, counselor educators, supervisors, and researchers with a strong professional counselor identity to serve in a global society. We are a proud Minority-Serving and Hispanic-Serving Institution, and as a Tier One Research University, we cultivate leaders and agents of change who embody our core values and are equipped with empirically supported practices. We are committed to innovation in training and practice, empowering our graduates to meet evolving professional demands and enriching the quality of people's lives.

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., understanding and appropriately using people/person-first language or identity-first language, avoiding labeling clients/students); 6) Demonstrate the ability to convey to the client/student their counseling progress; and 7) Demonstrate multicultural and social justice counseling competencies in the counseling process.

Core Values:

- **Professional Ethics & Innovation.** We uphold the highest ethical standards and are committed to the responsible integration of emerging technologies, such as telehealth and Artificial Intelligence (AI), to advance access and care.
- **Strength-Based, Wellness-Focused Approach.** We emphasize wellness, prevention, and resilience, integrating strength-based strategies alongside responsive intervention.
- **Community-Informed Advocacy.** We prepare counselors to be civically engaged, legislatively aware advocates who promote affirming communities and access to quality care as part of a global society.
- **Trauma-Informed Practice.** We embrace trauma-informed principles, research, and practices that create environments and approaches that prioritize safety, trust, empowerment, and collaboration.
- **Relational Learning & Creativity.** We value relational competence, creativity, critical thinking, and personal growth for faculty, students, and the communities we serve.
- **Collaboration & Mentorship.** We foster a student-centered culture of collaboration, mentorship, and mutual support that enhances professional development and leadership for our students and faculty.
- **Holistic, Systemic Perspective.** We recognize the complex, interconnected systems that impact individuals and families. We attend to cultural, social, and structural influences to provide holistic, context-sensitive care.

Innovative Programs:

- Bilingual Counseling Certificate
- Integrated Behavioral Healthcare
- Neurofeedback Training
- Study Abroad to Oaxaca, Mexico
- Strengths and Wellbeing: Innovation Research Lab
- Counselors Against Sex Trafficking Research Lab
- Play Therapy courses

GOALS & OBJECTIVES

1.2 Program Goals

The program emphasizes and models creativity and diversity while fostering developmental and relational processes through its relationship with the community, other university programs, and its students. Furthermore, we strive to prepare student knowledge and commitment to the ethics of the profession and demonstration of application within multicultural and diverse populations.

1.3 Program Objectives

Graduates of the UTSA counseling program will possess basic knowledge foundation in the areas of legal, ethical, professional issues in counseling, social and cultural foundations, human growth and development, career development, helping relationships, group work, appraisal, and research and program evaluation. In accordance with UTSA Counseling department's mission and goals, graduates will also have a strong understanding of diversity issues and be able to address the needs of a progressively growing diverse population.

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:

- Articulate a professional identity as clinical mental health counselors, school counselors, counselor educators, and supervisors.
- Articulate a conceptualization of individuals served from a strength-based perspective founded on contextual factors (e.g., cultural, developmental, systemic, relational) and empirically supported practices.
- Demonstrate responsiveness to evolving community needs while promoting advocacy in alignment with current professional standards and best practices.
- Demonstrate knowledge, attitudes, and skills in ethical, relational, and professional competencies.
- Critically analyze, conduct, and apply research to advance empirically supported, community-informed practices in counseling, counselor education, and supervision.

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).

1.4 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.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/index.html>.

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.

1.5 Summary of Degree Specializations

Clinical Mental Health Counseling (60 semester credit hours):

- Core Coursework: 42 semester credit hours (See Appendix 1)
- 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 UTSA University Career Center. Their contact information includes:

1604 Campus: 210-458-4589 or onsite at UC 2.02.04

<https://careercenter.utsa.edu/>

U.S. Department of Labor, Occupational Outlook Handbook, 2008-2009 Edition: <http://www.bls.gov/ooh/>

CHI SIGMA IOTA

The international honor society of professional counseling, Chi Sigma Iota (<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 co-advisors, Dr. Devon Romero, at Devon.romero@utsa.edu or Dr. John Harrichand at john.harrichand@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:

1.6 Admission

Applicants must hold a 3.0 overall GPA during their undergraduate studies to be eligible for clear admission to the counseling program. Three recommender ratings and a narrative statement of goals and 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.

ORIENTATION AND ACADEMIC ADVISEMENT

New student orientation is offered in your first session of the Introduction to Clinical Mental Health Counseling Course.

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, Jessica Gonzalez at jessica.gonzalez5@utsa.edu. She can clarify questions related to admissions and other academic issues (i.e., degree requirements, policies and procedures, applications for practicum 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. Please e-mail your advisor to discuss such issues as course substitutions, petitioning, course transferability, etc. 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.

DIGITAL DELIVERY TECHNOLOGY REQUIREMENTS AND SUPPORT SERVICES

Some courses in the program curriculum may utilize digital delivery (online) methods and tools. The courses may incorporate technology platforms (e.g., Zoom, Blackboard, Microsoft Office, Office 365). Students do not incur additional costs for using technology within the courses. Technical support services are offered to students through the University's Office of Digital Learning and Academic Innovation (<https://odl.utsa.edu/support/technical-support/>). During new student orientation, expectations relating to navigating digital delivery course components are discussed, including learning management system (Bb), Canvas, myUTSA, setting up UTSA email, authentication process, and program website.

ENROLLING IN COURSES

1.7 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 your myUTSA account at <http://my.utsa.edu>. Students are urged to set up their Duo: Two Factor Authentication in order to utilize myUTSA as needed. Please contact Tech Cafe at (210) 458 5555 if you need assistance.

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 one year following your last semester of enrollment. Refer online to <https://onestop.utsa.edu/registration/register/> for registration procedures.

Registration instructions are included in the Schedule of Classes each semester. Questions regarding registration should be directed to One Stop 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.

1.8 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.

1.9 Adding Courses

You may add courses to your schedule for a limited time at the beginning of the semester. Refer to myUTSA (<http://my.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://my.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://my.utsa.edu/>).

1.10 Dropping Courses

You have a limited time each semester during which you may drop a course. Please refer to myUTSA (<http://my.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.

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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.

1.11 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.

1.12 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 (<https://onestop.utsa.edu/wp-content/uploads/WithdrawalForm.pdf>) 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>) for the regulations on refunds of tuition and fees, readmission policies, and requirements for maintaining registration.

1.13 Procedure for COU 6973 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, https://onestop.utsa.edu/wp-content/uploads/FORM_Independent-Study-Course-V2.pdf , 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 Student Development Specialist.

1.14 "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.

1.15 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 9 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.

1.16 Special Graduate Students

A special graduate student may be 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/qcat>). 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. **Note:** At this time, the department of counseling is not accepting special graduates for the clinical mental health counseling program due to our CACREP ratio requirements.

For non-degree seeking student qualifications, refer to the Graduate Catalog (<http://www.utsa.edu/qcat>). 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., 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

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/>

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 https://education.utsa.edu/_documents/counseling/student-resources/forms/fitness-to-practice-evaluation-form-feb-2012.pdf

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.

Reinstatement

A student who was dismissed from the program may not be considered for reinstatement or readmission until one long semester (fall or spring) has elapsed following dismissal from the program. For instructions on petitioning for reinstatement, go to the Graduate School's website: <https://graduateschool.utsa.edu/current-students/petition-for-reinstatement/>

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 <https://education.utsa.edu/counseling/resources.html> 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. You must be admitted to the department before an advising sheet can be completed. Please keep a copy of your advising sheet and document as courses are completed.

1.17 Master of Science in Clinical Mental Health Counseling

I. 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 Clinical Mental Health Internship I (300 hrs)
COU 5723 Clinical Mental Health Internship 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

II. 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 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.

1.18 Students with Special Needs

Students requiring special considerations due to a disability should contact the Office of Disability Services (MS 3.01.16, (210) 458 4157, <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. Students must be well advanced in their program of study. At a minimum, they must have completed coursework in six of the eight required subject areas and be enrolled in the final two during the semester of the exam.

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 is not a required program activity and will not impact your eligibility to graduate. Your Student Development Specialist will contact you throughout your time in the program with more updates and information as available about the NCE and our Participation Agreement with the NBCC. For more information on the benefits of the NCC credential, visit the National Board of Certified Counselors' (NBCC) website at <http://nbcc.org/>

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.

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

Applications will be sent to students enrolled to their myUTSA e-mail. Applications must be turned in prior to the listed deadline.

Applicants are typically notified of their standing within two-three weeks after the application deadline, which is noted in the application email. A list of approved sites is available on the department website.

UTSA counseling students are expected to arrange their own placement from the department's list of approved affiliated clinical sites. For practicum, students complete their hours in the department's Sarabia Family Counseling Center or another approved affiliated practicum site. Students will be notified by email regarding practicum options each semester.

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 Experience Committee. In addition, on-site supervisors must have a Master's 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 3 years of experience. No exceptions to this rule will be made.

***For more information about practicum and internship, please refer to the Clinical Experience Manual on the department website under Helpful Links.**

1.19 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.

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

1.20 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 (<https://education.utsa.edu/documents/counseling/student-resources/forms/standard-i.o-iii.c-and-iv.g.fitness-to-practice-policy-and-procedure.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://my.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 (SFCC) is located at the Downtown Campus on the third floor of the Durango Building (DB 3.304). Practicum students are eligible to complete their practicum hours in the SFCC or in affiliated community agencies. For more information on how to complete practicum at the SFCC please contact the Student Development Specialist. The SFCC is currently providing services through three university-sponsored programs: (a) COEHD Student Success Center providing services to undergraduate and graduate students in the Department of Educational Psychology and the Department of Interdisciplinary Learning and Teaching, (b) Practicum experience providing services to undergraduate students in the Department of Counseling, and (c) Neurofeedback program providing services to community members. The SFCC is open to new partnerships. We continually work to develop relationships with other community advocates and agencies. We are currently exploring new partnerships and plan to expand in the Spring of 2023 to provide counseling services to new partners including (a) the San Antonio Municipal Court (adjudicated youth and their families); (b) San Antonio Police and Fire Departments (first responders); and (c) The Pride Center (LGBTQ community members).

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 <https://www.utsa.edu/people-excellence/>. Refer to the Handbook of Operating Procedures for student employee regulations(<https://www.utsa.edu/hop/chapter4/4.09.html>). 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.

1.21 Licensed Professional Counselor (LPC)

Please note that the following information is subject to change. 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 60 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-Associate license from the Board, the applicant begins the supervised post-graduate counseling experience (internship); 3000 clock hours of internship with 1500 direct client hours 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.

For Additional and Most Up-To-Date Information:

Website: [Texas State Board of Examiners of Professional Counselors – Texas Behavioral Health Executive Council](http://www.texasbehavioralhealth.org/)

1.22 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.

1.23 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/>. For Additional Information, please contact:

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](http://www.creativecounselor.org/). 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
Austin, Texas 78701
Web: <http://www.txca.org>
Telephone: (512) 472-3403 or (800) 580-8144
Fax: (512) 472-3756

1.25 Local Organizations

Texas Alamo Region Counseling Association (TARCA) The Texas Alamo Region 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: <https://tarca.txca.org/>

1.26 Department Faculty and Staff. For faculty information please visit the [Faculty Page on the Department of Counseling Website.](#)

1.27 Criminal History Acknowledgement

Being a student in our program is preparing you to apply for a professional license with the State of Texas. Therefore, you are required to acknowledge your understanding of the requirements set forth by the State of Texas regarding a criminal history that may prevent you from qualifying for a professional license. More information is included in this form that must be completed by at the start of your first semester. You may click the link below or scan the QR Code to complete this form. Failure to complete this may result in a hold on your registration for future semesters.
https://utsa.az1.qualtrics.com/jfe/form/SV_aXHbQiYvUA8wBDv?Q_CHL=qr



Appendix 1: Advising Sheet



Department of Counseling (210) 458-2600 <https://education.utsa.edu/departments/counseling/>

Master of Science in Clinical Mental Health Counseling 2023 – 2025

(Revised 1/23/2024: For students entering Spring 2024 and later)

Student Name _____ Banner ID _____
Program Advisor _____ Catalog of Admission 2023-2025

DEGREE REQUIREMENTS

I. Required Core Coursework (42 semester credit hours)

Pre-requisites for Practicum

Pre-requisites for Internship

Course Number		Course Name	Course Prerequisites	Grade	Semester Completed
COU	5203	Introduction to Clinical Mental Health COU*			
COU	5213	Counseling Theories			
EDU	5003	Research Methods in Education			
EDP	5033	Human Development Across the Lifespan			
COU	6153	Career Development & Choice			
COU	5113	Ethical & Legal Issues in Counseling	COU 5203 & COU 5213		
COU	5243	Diagnosis in Counseling	COU 5203 & COU 5213		
COU	5223	Clinical Assessment and Appraisal Strategies for Counselors			
COU	5233	Group Theory & Process	COU 5203 & COU 5213		
COU	5283	Counseling in Multicultural Settings			
COU	5393	Development of Counseling Skills	COU 5203 & COU 5213		
COU	5613	Biopsychosocial Aspects of Addiction COU	COU 5203 & COU 5213		
COU	6523	Couples and Family Counseling	COU 5203 & COU 5213		
COU	6883	Trauma, Crisis, and Grief COU	COU 5203 & COU 5213		

II. Clinical Coursework (9 semester credit hours)

Course Number		Course Name	Course Prerequisites	Grade	Semester Completed
COU	5683	Practicum in Counseling (100 hours)	5113*, 5203, 5213, 5233, 5283, 6523, 5393		
COU	5713	Clinical Mental Health Counseling Internship (300 hours)	5683, 5243		
COU	5723	Clinical Mental Health Counseling Internship (300 hours)	COU 5713		

*Ethics pre-requisite for students beginning Spring 2024

IV. Elective Coursework (9 semester credit hours)

All elective courses offered through the Department of Counseling are approved for this degree plan. Electives outside the department must be related to counseling.

Course Number		Course Name	Course Prerequisites	Grade	Semester Completed
COU					
COU					
COU					

N O T E S

- 1) Total number of hours for the Master's degree in Clinical Mental Health Counseling is 60.
- 2) Students may only take a maximum of 9 hours of Counseling courses each semester.
- 3) Every Master's degree candidate at UTSA is required to pass a Comprehensive Exam via a professional portfolio in order to be awarded the Master's degree.
- 4) With departmental approval, a maximum of nine 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.S. in Clinical Mental Health Counseling. Classes applied to another graduate degree may serve as substitutes for up to 9 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.S. degree). Students will need to provide copies of the course syllabus and transcript indicating course completion and grade.
- 5) Only two courses with a grade of "C" (2.0) will be accepted toward this degree.
- 6) Students must earn a "B" (3.0) or better in all clinical courses (COU 5393, COU 5683, COU 5713, & COU 5723). Students who receive a B- or lower must retake that course and earn a "B" or better before progressing in the clinical course sequence.
- 7) Students must achieve a GPA of 3.0 (on a 4.0) scale each semester or you will be put on academic probation (Graduate school requirement).
- 8) To graduate, all graduate students must have an overall grade point average of at least a 3.0 (on a 4.0 scale; Graduate school requirement).
- 9) 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

SUGGESTED COURSE SEQUENCING PART-TIME									
Year 1			Year 2			Year 3			
Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall
COU 5203 CMHC Intro	COU 5283 Multicultural	EDP 5033 Hum Dev	COU 5113 Ethics	COU 5243 Diagnosis	COU 5393 Skills	<i>*Choice from List</i>	COU 5713 Internship I	<i>*Choice from List</i>	<i>*Choice from List</i>
COU 5213 Theories	COU 6523 Couples and Family Counseling	EDU 5003 Research	COU 5233 Group	<i>*Choice from List</i>	<i>*Choice from List</i>	COU 5683 Practicum	<i>*Choice from List</i>	COU 5723 Internship II	<i>*Choice from List</i>
		<i>**Summer courses are limited</i>		Apply for Fall Practicum	<i>**Summer courses are limited</i>	Apply For Spring Internship	Apply for Summer Internship	<i>**Summer courses are limited</i>	Take NCE & Graduate

SUGGESTED COURSE SEQUENCING FULL-TIME								
Year 1			Year 2			Year 3		
Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer
COU 5203 CMHC Intro	COU 5113 Ethics	COU 5393 Skills	COU 5683 Practicum	COU 5713 Internship I	COU 5723 Internship II	<i>*Choice from List</i>		
COU 5213 Theories	COU 6523 Couples and Family Counseling	EDP 5033 Hum Dev	COU 5243 Diagnosis	<i>*Choice from List</i>	<i>*Choice from List</i>	<i>*Choice from List</i>		
COU 5283 Multicultural	COU 5233 Group	EDU 5003 Research	<i>*Choice from List</i>	<i>*Choice from List</i>		<i>*Choice from List</i>		
	Apply for Fall Practicum	<i>**Summer courses are limited</i>	Apply for Spring Internship	Apply for Summer internship	<i>**Summer courses are limited</i>	Take NCE & Graduate		

***List of Other Required Courses**

COU 6153 Career Development and Choice

COU 5223 Assessment (Recommend assessment at same time as Practicum or internship if possible.)
 COU 5613 Biopsychosocial Aspects of Addiction Counseling
 COU 6883 Trauma, Crisis, and Grief Counseling
 Elective 1***
 Elective 2***
 Elective 3***

**** Summer courses** may be limited to clinical courses (COU 5393, COU 5683, COU 5713, & COU 5723), Child and Adolescent Counseling, Group Counseling, Ethics, Addiction, Career, EDP 503 Human Growth and Development, EDU 5003 Research, and electives from other departments.

*****Electives** can be any graduate course related to counseling, from our department or others. These may include EDP (educational psychology), SWK (social work), BBL (bicultural-bilingual studies) or others as long as the topic is related to counseling. Jessica will email students with a list of possible electives before registration each semester.

Electives commonly offered in our department include COU 5253 Child & Adolescent COU in Systemic Context; COU 6973 SI: Child Abuse & Domestic Violence; COU 6003 Constulation; COU 6973 SI: Neurofeedback Multi-Level and Advanced Neurofeedback; COU 6973 SI: IBH 1 and II. (Note: If you are in a certificate program (BBC, IBH) specific electives will be needed for your program.)

If you take COU 6973 three times, you must petition the Graduate School to count all three courses towards your program of study. After you register for your third COU 6973, please contact Jessica for more details.

LONG TERM PLANNING

LONG TERM PLANNING: LIST COURSES YOU HAVE TAKEN. ADD COURSES YOU HOPE TO TAKE EACH SEMESTER FOR THE REMAINDER OF YOUR PROGRAM. BE SURE YOU HAVE INCLUDED ALL PREREQUISITES FOR PRACTICUM AND INTERSHIP BEFORE YOU PLAN TO TAKE THOSE COURSES. BE MINDFUL OF COURSES THAT ARE TYPICALLY OFFERED IN THE SUMMERS. UPDATE EACH SEMESTER WITH COURSES YOU TOOK AND THOSE REMAINING.

Year 1			Year 2			Year 3		
Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer
Alternate Courses								

Appendix 2: Fitness to Practice Policy and Procedures

This policy applies to all students enrolled in the Department of Counseling in the College of Education and Human Development.

As part of meeting the program objectives set forth in the Department of Counseling Program Student Handbooks and Graduate Catalog, students are expected to conduct themselves in an ethical, responsible, and professional manner. This conduct is evaluated through the Fitness to Practice (FTP) policy as an element of students' academic performance. The purpose of the FTP review process is to regularly monitor students' professional and personal development (CACREP, 2001) to ensure students demonstrate appropriate progress towards developing the necessary behaviors, attitudes, and professional competencies to practice as a counselor-in-training. Student progress is routinely monitored and discussed during faculty meetings and in consultation with other faculty members.

At the onset of their academic program, students are directed to review these standards and seek clarification when needed.

In order to successfully complete the program and be endorsed for any relevant certifications or licensure, students must demonstrate academic performance meeting or exceeding department standards in all settings, including classes, advising sessions, clinical sites, and all verbal and written communication, including:

1. 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,
2. Demonstrate fitness in their interactions with others as measured on the *Fitness to Practice Standards*, which include the following competencies:
 1. Follows ethical and legal considerations
 2. Displays multicultural competence
 3. Open to new ideas
 4. Aware of own impact on others
 5. Responsive, adaptable, and cooperative
 6. Receptive to and uses feedback
 7. Responds to conflict appropriately
 8. Accepts personal responsibility
 9. Expresses feelings effectively and appropriately
 10. Dependable in meeting obligations, and
3. Conform with the codes of ethics of professional associations in counseling and all related national and state licensure and certification boards.

The FTP Evaluation Process:

Students' competence is evaluated using the *Fitness to Practice Standards* and documented with the *FTP Evaluation Form*. All students will be reviewed by individual faculty using the *Fitness to Practice Standards* during Introduction to Community or School Counseling (COU 5203 or COU 5103), 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 also may initiate a FTP review at any time for:

- a. Students who engage in illegal or unethical behaviors,
- b. Students who present a threat to the wellbeing of others, or
- c. Students who violate the UTSA Student Code of Conduct, the Handbook of Operating Procedures (HOP), any other applicable UTSA policies or procedures, or any other UTSA Department of Counseling policies or procedures.

In such cases, depending upon the circumstances, the fitness to practice process may result in the student being dismissed from the UTSA Department of Counseling without the opportunity for remediation.

Faculty members, staff, course instructors, program advisors, and field supervisors may evaluate all students according to these standards. Students will have the opportunity to participate and respond at each step of the FTP process.

Performance on the FTP standards will be rated on a scale of 0 (competence not achieved) to 1 (competence achieved) as described in the *Fitness to Practice Standards*. A rating of 1 on all FTP standards will indicate competence. The *FTP Evaluation Form* then will be shared with the student and a copy placed in the student's file. A rating of 0 on any of the FTP standards will initiate the following procedure:

(1) 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 the FTP process was initiated because the student engaged in illegal or unethical activities, presented a threat to the wellbeing of others or violated the UTSA Student Code of Conduct or the Handbook of Operating Procedures (in which case, the meeting will be held with a faculty review committee, as outlined in Step 3 below).

The student has five business days to respond to the request to schedule a meeting. If the student does *not* respond by the close of business on the fifth business day, the matter will proceed to step 3 below.

(2) At the meeting, the issuing faculty will review the *FTP Evaluation Form* with the student and discuss a remediation plan. Within fifteen business days after the meeting, the issuing faculty will provide a final copy of the remediation plan (incorporating any changes agreed upon at the meeting) to the student for review and signature. The student will have ten business days to review, sign, and return the remediation plan. Failure of the student to sign and/or return the remediation plan by the close of business on the tenth business day will not impede the process and may be considered during the fitness to practice process.

The remediation plan may include

1. Specific competency(ies) from the *Fitness to Practice Standards* which require(s) remediation,
2. Specific recommendations to achieve remediation,
3. Specific requirements to demonstrate remediation efforts have been successful, and
4. A specific deadline for subsequent monitoring to evaluate progress.

Both the student and issuing faculty may retain copies of the signed *FTP Evaluation Form* and remediation plan and copies will be placed in the student's folder. At any time during the remediation process, the issuing faculty member may refer the student to a faculty review committee.

(3) A faculty review committee will be convened if:

- a. The FTP process was initiated because the student engaged in illegal or unethical activities, presented a threat to the wellbeing of others, or violated the UTSA Student Code of Conduct or the Handbook of Operating Procedures,
- b. A student fails to respond to the issuing faculty's request to schedule a meeting to review the *FTP Evaluation Form*,
- c. A student fails to show reasonable progress in the remediation plan, or
- d. A student receives more than one *FTP Evaluation Form* rated 0 during his or her Program of Study.

The committee will be comprised of three core faculty appointed by the Department Chair. The student will be required to meet with the faculty review committee in accordance with the procedures described in #1 and #2 above. The faculty review committee may consult with any of the full Department of Counseling faculty regarding the development of alternative remedial strategies and/or evaluation of the student's fitness for continuation in the Department of Counseling.

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.

(4) 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 Graduate Studies 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.

Appendix 3: SAMPLE Student Application for Practicum/Internship



Student Application for: Practicum Semester: Fall Year: 2022

This application will be completed through a Qualtrics survey that you will receive from the Student Development Specialist to your myUTSA email. It must be completed by the designated deadline. Late applications are not accepted. Incomplete applications will not be considered.

After the deadline for applications, applicants will be notified of their statuses through their primary e-mail addresses, as indicated on myUTSA. If approved, registration procedures will be provided at that time.

Student Information

Student's Name:		Banner ID: @	
Street Address:			
City:	State:	Zip:	
Phone:			
E-mail: _____@my.utsa.edu			
Degree Program. :			
____ Clinical Mental Health Counseling			
____ School Counseling			
Are you willing to provide counseling in Spanish?: _____			
Are you in good academic standing? _____			

Prerequisites for Practicum:

Course	Course Title	Semester Completed	Grade Received
COU 5103	Introduction to School Counseling		
COU 5203	Introduction to Clinical Mental Health Counseling		
COU 5213	Counseling Theories		
COU 5233	Group Theory and Process		
COU5283	Counseling in Multicultural Setting		
COU 5393	Development of Counseling Skills		
COU 6523	Couples and Family Counseling Theories (CMHC students only)		

Student Application for: Internship I Semester: Fall Year: 2022

This application will be completed through a Qualtrics survey that you will receive from the Student Development Specialist to your myUTSA email. It must be completed by the designated deadline. Late applications are not accepted. Incomplete applications will not be considered. After the deadline for applications, applicants will be notified of their statuses through their primary e-mail addresses, as indicated on myUTSA. If approved, registration procedures will be provided at that time.

Student Information

Student's Name: _____		Banner ID: @ _____	
Street Address: _____			
City: _____	State: _____	Zip: _____	
Phone: _____		_____	
E-mail: _____@my.utsa.edu			
Degree Program: _____ (CMHC or SCOU) Bilingual COU Cert: _____ PITCH (IBH): _____		Course: Internship (1, 2, or 3): _____ *note: for CMHC 2 nd internship, students will enroll in COU5713 for a second time.	
Catalog: _____			
Are you in good academic standing? _____			

Internship Requirements

Course	Course Title	Semester Completed	Grade Received
	INTERNSHIP:		
COU 5683	Practicum in Counseling		
COU 5243	Diagnosis in Counseling (required for ALL CMHC catalogs)		
COU 5253	Child & Adolescent COU in Systemic Context (School COU ONLY)		
Please refer to the e-mail sent with this application for more instructions about practicum and internship.			

Appendix 4: Portfolio Guidelines

Purpose of an Internship Portfolio:

- An educational tool to document your experiences, 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.
- Key Performance Indicators (KPIs) of achievement of CACREP (2016) core curricular and specialty standards

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 have done and be proud of your achievements!

Your portfolio should be in a loose-leaf format or digitally formatted online 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 areas:

A. **Domain Areas:** 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. Recognizing the overlap between the portfolio domains, CACREP core and specialty standards mostly closely aligned with each domain are provided. CACREP Section 2.5; CACREP Section 5 CMHC 1.b, 3.a,b

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

B. **Career Planning:** It should also include (and you can go to career services for assistance!):

- A cover letter
- An up-to-date resume

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 compile all the self-care assessments that were provided and completed throughout the semester.

Recommendations for Organizing the Basic Portfolio:

- Archive documents to demonstrate your progress and increased mastery toward the above areas.
- Write a 1-2 page (double spaced) reflective summary about how you have made progress in each domain areas- 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.
- Be creative and think of examples of your own work that you would like to archive for future reference. Be intentional with your selection of materials, e.g., do not just print online articles to put in the portfolio just to increase the size.
- 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.

Portfolio Checklist

Each of your Domain areas should contain the following materials:

- 1-2 page (double spaced) reflective summary
- Supporting Materials

Additional materials for Portfolio submission:

- Career Plan
- Cover Letter
- Resume
- Wellness Plan
- Completed self-care assessments
- *Portfolio Rubric (Internship II students submit the graded rubric from their Internship I experience)

Portfolio Rubric

This rubric will be used across your two internship experiences. Students in Internship II are required to include the graded rubric from their Internship I experience in their submission of materials.

Your final portfolio grade for Internship I and Internship II will reflect an average of the graded domains for the semester of completion.

Your portfolio areas will be graded** according to the following rubric:

Below 7 points**	8 points	9 points	10 points
<u>Assessed area</u> does not sufficiently meet the requirements to earn a passing grade. Portfolio area includes some evidence of accomplishments, but important items are missing. Examples include unclear or poorly developed supporting evidence, or irrelevant documents corresponding to cited work.	Minimally acceptable. Examples are adequate. The organization and quality of supporting documents could be improved.	Well-developed portfolio area that clearly documents experience. Writing is of good quality. Methods of documentation are effective in representing accomplishments. Quality of supporting documents is good.	Extremely well-developed portfolio area that clearly reflects accomplishments. Experience is extremely well documented, presenting a comprehensive profile of student's work, knowledge, and skills gained. The quality of supporting documents is excellent.

**A pass for Portfolio requires a score of Eight (8) or Above in each submitted area assessed.