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school counseling, and the Ph.D. degree program in counselor education and supervision, are accredited by the Council on Accreditation for Counseling and Related Educational Programs (CACREP).

In addition to the general prestige of graduating from a program recognized as having met national

School counseling specialty students may also return to return to ODU (or another university) after graduating to complete the courses required to become an LPC (listed above). **Be sure to create your Plan of Study with your faculty advisor within the first semester of the program to ensure your professional goals are being met.** (The LPC board updates their policy requirements periodically. This may include new coursework and internship requirements; please confirm all requirements with the LPC board.)

Completion of 60 graduate credits is required to become an LPC, including coursework in specified areas (see <http://www.dhp.virginia.gov/counseling/> for most updated information):

- 1) Professional counseling identity, function, & ethics
- 2) Theories of counseling & psychotherapy
- 3) Counseling & Psychotherapy techniques
- 4) Human growth & development
- 5) Group counseling and psychotherapy, theories & techniques
- 6) Career counseling and development
- 7) Appraisal, evaluation, and diagnostic procedures
- 8) Abnormal behavior and psychopathology
- 9) Multicultural counseling
- 10) Research
- 11) Diagnosis and treatment of addictive disorders
- 12) Marriage and family systems theory
- 13) Supervised Internship of 600 hours

their continuing license. To ensure that students are eligible for this, work with the TES office to you receive a statement of eligibility for school counseling licensure from the Virginia Department of Education. Once you have secured a job offer, the school district that hires you will likely help you process your actual license.

Every person seeking initial licensure or renewal of a license shall provide evidence of completion of certification or training in emergency first aid, cardiopulmonary resuscitation, child abuse and neglect recognition, dyslexia awareness, and the *use of automated external defibrillators*. The certification or training program shall be based on the current national evidenced-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross. The Board shall provide a waiver for this requirement for any person with a disability whose disability prohibits such person from completing the certification or training. As these requirements can change, please see the Virginia Department of Education and the Counseling Board websites, for the most current requirements.

include all of the course requirements for credentialing as a National Certified Counselor (NCC). Students may become certified upon graduation from the program if they register for and pass the National Counselor Examination (NCE).

Last note regarding licensure:

In compliance with federal disclosure regulations, The Old Dominion University Counseling
information in the online handbook
regarding licensure. As licensure can vary state-to-state, prospective and current students must check with the Boards of Counseling and Department of Education for specific educational requirements in the respective state(s) in which they desire to practice.

For more information:

<https://www.counseling.org/knowledge-center/licensure-requirements/state-professional-counselor-licensure-boards>

<https://www2.ed.gov/about/contacts/state/index.html>

RECOMMENDING STUDENTS FOR CREDENTIALING AND EMPLOYMENT

Program faculty will only recommend students for positions for which they are qualified as a result of their graduate degree and experiences. The program will assist students in obtaining, and recommend students for, a counseling-related credential (e.g., school counselor licensure, LPC, NCC) only if they are duly qualified for said credential.

MASTER'S PROGRAM COURSE REQUIREMENTS

The course requirements for the concentrations offered in the program are listed within this handbook. A total of 60 credits are required for each of concentration. In addition, ODU has implemented a requirement that all graduate students complete a research ethics online training course (Responsible Conduct of Research – RCR) during their first year of enrollment in graduate

instructions for completing the on-line training course: <https://www.odu.edu/impact/responsible-conduct-of-training>

GROWTH GROUP EXPERIENCE REQUIREMENT

Growth group is an opportunity for students to learn about themselves and thus increase their effectiveness as counselors through interacting with peers under the direction of a group leader. CACREP accreditation requires that students participate in a minimum of 10 hours of group as a part of their academic experience.

The growth group requirement as a pre-requisite or co-requisite to enrolling in Group Counseling & Psychotherapy (COUN 644) and as a pre-requisite to enrolling in practicum (COUN 669). The group meetings are typically facilitated by adjunct faculty in the human services program to ensure confidentiality of information shared by participants in the group setting (with the usual ethical limitations to confidentiality of court ordered testimony or harm to self or others).

Growth groups are scheduled and students will be notified that they may sign up at the beginning of each semester, or the end of the preceding semester; please ask the front office for details regarding sign-ups. Typically, students should complete their growth group requirement during their second semester in the program.

EXPECTATION OF STUDENTS

You are expected to abide by all policies in this handbook, including meeting at appropriate times with your advisor, completing all forms in a timely manner, adhering to all program and university policies, demonstrating appropriate professional demeanor within classes and at your field placement sites, embracing a counselor identity, upholding ethical and professional standards, being committed to scholarship and academic excellence, and adhering to all deadlines.

PERSONAL COUNSELING SERVICES

Counseling graduate students are encouraged by the faculty to seek personal counseling services during the time they are enrolled in the counselor preparation program. In keeping with the philosophy of counseling that counseling services can be helpful to all persons, not just individuals who have emotional or mental disorders, graduate students are encouraged to learn about themselves from being a client in a counseling relationship. In addition to self-exploration, being a client provides counseling students with the opportunity to experience what they ask their clients to do, which helps counseling students empathize more fully with clients who seek counseling services. It also reduces countertransference and is one important self-care activity.

Although counseling graduate students may engage in conversations with counseling faculty members regarding personal matters in the course of their studies, it is inappropriate for counseling faculty members to become a counselor for a counseling graduate student. Faculty members and counseling graduate students should maintain their primary role as professor and student and all times. The American Counseling Association Code of Ethics discourages personal relationships between counselor educators/faculty and current students due to power discrepancies. This includes curriculum advisees, supervisees, students enrolled in a course, mentees, and research advisees.

ODU graduate students are entitled to free individual counseling sessions through ODU

Course Number Course Title

**Admission to
M.S.Ed. Program
or Graduate
Program Director
Approval** **Required
coursework A=all
concentrations**

Plan of Study

*This program is now using a cohort style progression. The below schedules have been created for you, based on your admission into the program (fall or spring), course progression (full time or part time), and declared concentration (clinical mental health counseling or school counseling). **Students must follow this course progression when scheduling classes.***

Please note: Full-

For Office/Advisor Use

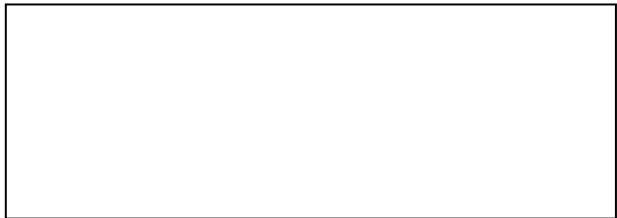
Please initial and date when completed:

Initial

Date

Students' registration hold moved

Form scanned & emailed to student & advisor



Clinical Mental Health Counseling Fall Cohort Course Rotation - PART TIME Students

Name:
UIN:
Concentration:
Advisor:

For Office/Advisor Use		
Please initial and date when completed:		
<i>Initial</i>	<i>Date</i>	
___	___	Students' registration hold moved
___	___	Form scanned & emailed to student & advisor
___	___	Form saved to the K drive

Fall 1	Spring 1	Summer 1
COUN 601 COUN 633 <i>Responsible conduct of research training</i>	COUN 634 COUN 645 <i>Complete growth group</i>	COUN 631 FOUN 611 <i>Complete background check through the Office of Clinical Experiences</i>
Fall 2	Spring 2	Summer 2
COUN 650 COUN 685	COUN 680 COUN 648	COUN 655 Elective <i>Attend P&I Orientation hosted by the Graduate Clinical Coordinator</i> <i>Apply by August 1st for:</i> * COUN 669: Practicum scheduled for Spring 3 * COUN 667: Clinical Mental Health Counseling Internship scheduled for Summer 3
Fall 3	Spring 3	Summer 3
COUN 644 Elective	COUN 669 COUN 647 <i>Apply by February 1st for:</i> * COUN 667: Clinical Mental Health Counseling Internship scheduled for Fall 4	COUN 667 COUN 691 <i>Complete the comprehensive exam</i>
Fall 4		
COUN 667 COUN 670 <i>Apply for graduation through the University Register</i>		

Students: By signing my name, I'm agreeing that I have read and will abide by this handbook. I understand that if I get off my cohort track it can impact my graduation date. I understand the key professional dispositions by which I will be evaluated.

Student Name:

Student Signature:

Date:

Advisor Name:

Advisor Signature:

Date:

Clinical Mental Health Spring Cohort Course Rotation – PART TIME Students

Name:
UIN:
Concentration:
Advisor:

For Office/Advisor Use		
<u>Please initial and date when completed:</u>		
<u>Initial</u>	<u>Date</u>	
_____	_____	Students' registration hold moved
_____	_____	Form scanned & emailed to student & advisor
_____	_____	Form saved to the K drive

	Spring 1	Summer 1
	COUN 601 COUN 633 <i>Responsible conduct of research training</i>	COUN 634 COUN 645 <i>Complete background check through the Office of Clinical Experiences</i>
Fall 1	Spring 2	Summer 2
COUN 650 COUN 655 <i>Complete growth group</i>	COUN 680 FOUN 611	COUN 631 Elective <i>Attend P&I Orientation hosted by the Graduate Clinical Coordinator</i> <i>Apply by August 1st for:</i> <i>* COUN 669: Practicum scheduled for Summer 3</i>
Fall 2	Spring 3	Summer 3
COUN 644 COUN 685	COUN 648 Elective <i>Apply by February 1st for:</i> <i>* COUN 667: Clinical Mental Health Counseling Internship scheduled for Fall 3</i>	COUN 669 COUN 691 <i>Apply by August 1st for:</i> <i>* COUN 667: Clinical Mental Health Counseling Internship scheduled for Spring 4</i>
Fall 3	Spring 4	
COUN 667 COUN 670 <i>Complete the comprehensive exam</i>	COUN 667 COUN 647 <i>Apply for graduation through the University Register</i>	

Students: By signing my name, I'm agreeing that I have read and will abide by this handbook. I understand that if I get off my cohort track it can impact my graduation date. I

School Counseling Fall Cohort Course Rotation – FULL TIME Students

Name:

UIN:

Concentration:

Advisor:

For Office/Advisor Use		
<u>Please initial and date when completed:</u>		
<i>Initial</i>	<i>Date</i>	
_____	_____	<i>Students' registration hold moved</i>
_____	_____	<i>Form scanned & emailed to student & advisor</i>
_____	_____	<i>Form saved to the K drive</i>

Fall 1	Spring 1	Summer 1
COUN 601	COUN 634	
COUN 633	COUN 645	
COUN 650	COUN 676	
<i>Responsible conduct of research training</i>	<i>Complete growth group</i>	

fulfill the growth group requirement in time to begin a practicum.
Complete the background check process

Prerequisites for Mental Health Counseling Internship:

Courses: COUN 645, 648, 680, 685, 669

Prerequisites for School Counseling Internship:

Courses: COUN 645, 648, 676, 677, 678, 669

Policies and Procedures for Practicum and Internship

COUN 648: Foundations of Career Development
COUN 650: Theories of Counseling and Psychotherapy

Preparing

The CPCE covers the eight, Council for Accreditation of Counseling and Related Educational

The best time to take the NCE is the semester in which you have studied for the comprehensive exam, or directly after that semester, while the knowledge is still fresh. Students who pass the NCE, upon graduation, will become a

the ODU Graduate Catalog. In the event a grade is appealed and changed to a B or better after a student has been suspended from the program, the student will be reinstated.

The ODU Graduate Catalog states that students who have less than a 3.0 graduate grade point average on courses earned at ODU will be placed on probation and may be suspended if conditions set forth in the catalog are not met.

All of the suspensions listed above are administrative in nature and there is no appeal for students who have been suspended for the reasons listed above. Students are notified by the Graduate Program Director that they have been suspended from the program and the Dean of the College and Registrar will be notified of such suspensions.

Key Performance Indicators (KPI's)

The Counseling Program has developed a series of Key Performance Indicators that each student will be assessed on. There are eight CACREP content areas and two Mental Health Counseling) (See Appendix I) program and then at a later point in the program.

If a student receives a grade on his or her first KPI in any of the nine areas, the faculty member who gave the grade will discuss with the student ways that the student can improve in this area prior to being assessed on the second KPI. If the student scores below 80 on a second KPI, a professional development plan will be devised for the student with the

s 80

Key Professional Dispositions (KPD's)

The Counseling Program has developed a series of Key Professional Dispositions behavioral

students will be assessed on these dispositions three times: at the end of Coun 633: Counseling Skills, at the end of Coun 634: Advanced Counseling and Psychotherapy

disposition, the faculty member will advise the student about steps he or she can take to develop positive skills in this area. If

on one or more of the four broad behavioral dispositional areas, a professional development

area. Lack of improvment46n000300460000the student about

including Academic Skills, Financial Aid, Office of Intercultural Relations, Resident Life, Student Activities, Student Development, Student Health Services, Student Life, and Vice President of Student Services. Students interesting in obtaining an assistantship should apply directly to offices on campus that have assistantships. In addition, they should visit the Career Management Center website for listings of assistantships. Students can visit the following link for general information on graduate assistantships at ODU: <https://www.odu.edu/efl/academics/hied/graduate-assistantships#.V5Z33U32Y08>

Financial Aid and Part-Time Employment

Financial aid is reserved for degree seeking students only and students must be enrolled in 4 credit hours. Non degree seeking students are not eligible. Students are encouraged to contact the Financial Aid Office if they are seeking financial assistance. The Office of Financial Aid, through College Aid Sources of Higher Education (CASHE), provides a scholarship search of over 200,000 sources of aid from over 18,000 organizations. Additionally, Old Dominion University has been selected to participate in the Federal Direct Student Loan Program.

The Office of Career Services provides a number ingd f-6(o(na)7(n)-20(c)7(i)7(a)-1y4.7(s)-6(of/P nt)7(s)-6(i)7 '

Registrar.

Graduate Student Satisfaction Survey

If you are a graduate student in your final semester, you must complete the Graduate Student Satisfaction Survey which will be sent to your e-mail address the semester in which you plan to graduate. Your diploma will not be issued until you have completed and filed your survey electronically.

Orientation

Orientation for students is held two times a year, at the beginning of the fall and spring semesters. Goals for the sessions are fivefold: (1) to go over all program requirements and materials, especially the program handbooks, and to review important dates and forms; (2) to introduce the faculty to the students and vice-versa; (3) to introduce students to each other; (4) to initiate the degree completion planning process for each student; and (5) to introduce fundamental program values (e.g., the program stresses ethical behavior for all).

Program Website

The program website is a useful resource for students in the program or for anyone interested in the program. The website includes information about the program, faculty, classes, community resources, and links to other websites. www.odu.edu/chs

Faculty/Student Communication

Students are responsible for up

Faculty members, staff members, and fellow students may be concerned for the well-being of a student after a student experiences a tragedy or seems to be in distress. Students needing additional care and support often exhibit one or more of the following signs.

Physical Signs

- Significant changes in energy
- Significant weight loss
- Worrisome changes in hygiene
- Noticeable cuts, bruises, or burns
- Sleeping in class/other inappropriate times
- Frequent intoxication

Emotional Signs

- Inappropriate emotional outbursts
- Direct statements indicating distress
- Expressions of hopelessness or suicide
- Behavior that draws peer concern
- Exaggerated personality traits (more withdrawn or animated than usual)

Academic Signs

- Deterioration in academic work
- Disorganized or erratic performance
- Repeated absences and missed assignments
- Ranting or threatening emails
- Continual seeking of special exceptions

We encourage you [students and faculty] to alert Student Outreach & Support if you are concerned about a student's wellbeing. SOS will assess the situation, provide support, and make referrals as needed. This can include referral to ODU Cares and the Care Team, Counseling Services, or a Case Manager.

Students and faculty can make a referral here:

https://cm.maxient.com/reportingform.php?OldDominionUniv&layout_id=5

Bias Incident Reporting

The following information is taken directly from the following website:

https://cm.maxient.com/reportingform.php?OldDominionUniv&layout_id=22).

Old Dominion University takes pride in the diversity of our students, faculty and staff. It is

celebrated. **If you have witnessed or have been subjected to a bias act or crime please report it (see the website above).** The Dean of Students Office will follow up on all reported incidents and take the appropriate action.

What is a bias-related incident?

A bias-

or perceived-

the College to which the chair is assigned. The student must contact the Chair (or

	and behavior.	techniques, therapeutic process, social and cultural issues, and efficacy of their theory. Class: Coun 650	Class: Coun 667/668
Career Development	Students will be able to assess abilities, interests, values, personality and other factors that contribute to career development.	<i>Assessment Report:</i> Students will develop a four-page, single-spaced psychological assessment report that describes family background, counseling and medical history, vocational and career history, mental diagnosis, and a minimum of five assessment instruments which they will interpret. Summary, conclusions, and treatment goals will be included in the report. Class: Coun 645	<i>Career Counseling Assessment Report:</i> Students will complete a battery of career inventories on interests, abilities, values, and personality. Students will compile their results into a comprehensive write-up that examines their interpretation of the assessments, integrates the results across assessments, and identifies career counseling goals and treatment recommendations. Class: Coun 648
Counseling and Helping Relationships	Students will demonstrate essential interviewing and counseling skills.	<i>Transcript Evaluation:</i> Students will conduct an integrative helping skills interview. They will transcribe those interviews and name the skills used and will critique their work and reflect on produce a work sample of their beginning counseling skills and have it critically evaluated by the instructor. Class: Coun 633	<i>Evaluation by site supervi4 179.6r.J</i>

<p>Assessment and Testing</p>	<p>Students will be able to be able to administer, score, and interpret psychological and/or educational assessments. There will be a particular focus on vocational and career history, for this KPI</p>	<p>Classes: Coun 642 or 644 <i>Assessment Report:</i> Students will develop a four-page, single-spaced psychological assessment report that describes family background, counseling and medical history, vocational and career history, mental diagnosis, and a minimum of five assessment instruments which they will interpret. Summary, conclusions, and</p>	<p>Class: Coun 667 & 668</p>
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**School
Counseling**

Students will create lesson plans for school counseling program core curriculum.

*School Counseling Lesson Plan
Assignment:*

At the elementary, middle, or high school level, students will create a lesson plan. They should choose the topic of the lessons, which must fit within the ASCA Mindsets & Behaviors, including academic, career, or social/emotional development; the

APPENDIX II: KEY PROFESSIONAL DISPOSITIONS (KPD'S)

Counseling Dispositions Assessment Tool						
	Expectations Indicator					
Behavioral Domains	5	4	3	2	1	
	Exceeds (Demonstrates Competency)	At Level (At Competency)	Near (Developing Competency)	Below (Insufficient or Unacceptable)	Harmful	Unable to Observe (UO)
Professionalism						
1. Demonstrates ethical behavior as per the ACA code of ethics						
2. Adapts to expectations/professional requirements in clinical/school settings						