STUDENT HANDBOOK

Doctor of Philosophy (Ph.D.)
in Counselor Education

DEPARTMENT OF COUNSELING & EDUCATIONAL PSYCHOLOGY
Texas A & M University-Corpus Christi
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# Table of Contents

Introduction ..................................................................................................................................... 1  
Program Faculty and Staff .............................................................................................................. 1  
  Full-Time Faculty ........................................................................................................................ 1  
  Administrative Staff .................................................................................................................... 2  
  Adjunct Faculty ........................................................................................................................... 2  
General Program Information ......................................................................................................... 2  
  Mission Statement ....................................................................................................................... 2  
  Overview ..................................................................................................................................... 2  
  Accreditation .............................................................................................................................. 3  
Doctoral Program Objectives .......................................................................................................... 3  
  Program Objectives ..................................................................................................................... 3  
  Curricular Objectives .................................................................................................................. 3  
  Professional Objectives .............................................................................................................. 4  
Application Requirements .............................................................................................................. 4  
  Graduate Admissions .................................................................................................................. 4  
  Program Admissions ................................................................................................................... 5  
Program Matriculation .................................................................................................................... 6  
  Continuous Enrollment ............................................................................................................... 6  
  Leave of Absence ....................................................................................................................... 7  
  Maximum Course Load ................................................................................................................ 7  
  Repetition of a Course ................................................................................................................. 7  
  Time Limit to Degree .................................................................................................................. 7  
  Revalidation of Courses Beyond Degree Time Limit ................................................................. 8  
  Academic Requirements for Graduate Work .............................................................................. 8  
The Curriculum ............................................................................................................................... 9  
  Core Counselor Education Courses ............................................................................................ 9  
  Research Skills Courses .............................................................................................................. 9  
  Dissertation Courses .................................................................................................................. 9  
Course Sequencing .......................................................................................................................... 9  
Practicum and Internship ................................................................................................................. 10  
  Doctoral Practicum .................................................................................................................... 11  
  Doctoral Internship ................................................................................................................... 11
Site Selection ............................................................................................................................. 13
Criminal Background Checks ...................................................................................................... 14
Steps for Applying for Practicum and Internship ................................................................. 14
Professional Liability Insurance ............................................................................................... 15
Issuance of Grades for Practicum and Internship .................................................................. 16
Department of CNEP Community Outreach Collaborative ................................................. 16
Exit Requirements .................................................................................................................... 17
Comprehensive Examination ................................................................................................. 17
Dissertation ................................................................................................................................ 20
Enrollment in CNEP 6398 Dissertation Hours ........................................................................ 21
Special Assistance .................................................................................................................. 21
The Dissertation Proposal/Prospectus .................................................................................... 22
Preparation of the Proposal/Prospectus .................................................................................. 22
Presentation of the Proposal/Prospectus ................................................................................ 23
The Dissertation Defense and Final Examination ................................................................. 23
Preparation of the Defense and Final Examination ............................................................... 24
College-Level Dissertation Procedures .................................................................................. 25
CNEP Department Policies and Procedures ............................................................................ 26
Ethical Standards ................................................................................................................... 26
Advising and Degree Plans .................................................................................................... 26
Individual Development Plan (IDP) ....................................................................................... 27
Grading Scale .......................................................................................................................... 27
Grades of Incomplete ............................................................................................................. 27
Grade Appeals Process .......................................................................................................... 28
Notification of Intent to Graduate ......................................................................................... 28
Endorsement Policy .............................................................................................................. 28
Professional Duties and Responsibilities .................................................................................. 28
Student Responsibility ......................................................................................................... 28
Faculty Monitoring of Students ............................................................................................ 29
Personal Counseling .............................................................................................................. 30
Student Review, Remediation, Retention, and Dismissal ....................................................... 31
The Remediation Process ..................................................................................................... 31
Communicating with Students .............................................................................................. 34
E-mail ..................................................................................................................................... 34
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard</td>
<td>34</td>
</tr>
<tr>
<td>Financing Your Education</td>
<td>35</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>35</td>
</tr>
<tr>
<td>Fellowships</td>
<td>35</td>
</tr>
<tr>
<td>Graduate Assistantships</td>
<td>35</td>
</tr>
<tr>
<td>Scholarships</td>
<td>36</td>
</tr>
<tr>
<td>Professional Licensure and Certification</td>
<td>36</td>
</tr>
<tr>
<td>Professional Identity and Affiliations</td>
<td>37</td>
</tr>
<tr>
<td>Professional Identity</td>
<td>37</td>
</tr>
<tr>
<td>Professional Affiliation</td>
<td>38</td>
</tr>
<tr>
<td>Recommended National Organizations</td>
<td>38</td>
</tr>
<tr>
<td>Recommended State Organizations</td>
<td>39</td>
</tr>
<tr>
<td>Chi Sigma Iota</td>
<td>39</td>
</tr>
<tr>
<td>Workshops and Continuing Education Programs</td>
<td>40</td>
</tr>
<tr>
<td>Additional Information</td>
<td>40</td>
</tr>
<tr>
<td>Appendix A</td>
<td>41</td>
</tr>
<tr>
<td>Appendix B</td>
<td>42</td>
</tr>
<tr>
<td>Appendix C</td>
<td>43</td>
</tr>
<tr>
<td>Appendix D</td>
<td>44</td>
</tr>
<tr>
<td>Appendix E</td>
<td>46</td>
</tr>
</tbody>
</table>
Introduction

This handbook is designed to provide current and prospective students with information about the Counselor Education doctoral program offered in the Department of Counseling and Educational Psychology (CNEP) at Texas A&M University-Corpus Christi (TAMU-CC). The handbook addresses all policies, procedures, requirements, duties, and expectations set forth by the Department of CNEP related to doctoral study in the counselor education program. Students admitted into the counselor education doctoral program are provided a copy of the handbook during the new student orientation meeting held each fall. A digital copy also is available for download on the Department of CNEP website http://cnep.tamucc.edu/current_students.html. At times, policy updates, curricular revisions, or accreditation changes may necessitate the Department of CNEP faculty making updates to this student handbook. In these situations, we will inform students of the changes and provide them a copy of the new handbook. Unless noted otherwise, modifications made to this handbook are effective immediately.

Students are responsible for reading and becoming familiar with the information contained in this handbook. Students must confirm acceptance of the duties, expectations, and responsibilities outlined in this handbook by signing the Statement of Understanding (see Appendix E). Signed copies of the Statement of Understanding must be submitted during the student’s first semester of enrollment in the program (by September 1). The signed Statement of Understanding will generally be submitted Rachel Perez, CNEP administrative associate via e-mail at rachel.perez@tamucc.edu. Specific instructions will be provided during the new student orientation session scheduled at the beginning of the fall semester.

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Adjunct Faculty

The Department of CNEP employs adjunct faculty on an as-needed basis. Please note that adjunct faculty course assignments are subject to change and should not be considered permanent assignments. While adjunct faculty do not maintain offices on campus, you can reach them through your Blackboard course shell, or the e-mail contact information provided in your course syllabus. You also may contact the Department of CNEP main office to leave a message for your instructor to contact you as soon as possible.

General Program Information

Mission Statement

The Department of CNEP at Texas A&M University-Corpus Christi, devoted to excellence in instruction, research, and service, prepares graduate-level counselors and counselor educators, representing diverse backgrounds and experiences, to facilitate impactful societal changes at the local, state, national, and international levels.

Overview

Texas A&M University-Corpus Christi (TAMU-CC), through the College of Education and Human Development (COEHD), offers a Doctor of Philosophy (Ph.D.) degree in Counselor Education designed to prepare students for careers as counselor educators and supervisors. The
Counselor Education program is a 69-semester hour, CACREP-accredited program. Through curricular and extracurricular activities, program faculty strive to ensure program graduates are well-equipped to perform at the highest level of effectiveness in their anticipated work settings, functioning as competent classroom instructors, supervisors, researchers, clinicians, and leaders in the profession and effectively utilizing their knowledge and skills in advocacy. Upon completion of the program, students find themselves competitive for placement in a variety of employment settings. Across the doctoral curriculum, students’ personal and professional development will be periodically reviewed by the Department of CNEP faculty. Students who are unable to demonstrate mastery of the core components of counselor education training (counseling, supervision, leadership, research, and teaching), or who are observed to be experiencing challenges with appropriate personal and professional deportment, communication skills, interpersonal skills, and/or counseling skills will be asked to seek remediation or, in extenuating circumstances, may be dismissed from the program.

**Accreditation**

The Ph.D. in Counselor Education program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). Consistent with CACREP Standards, the overall philosophy of the Department of CNEP is to prepare doctoral-level counselor educators with the academic, professional, and personal credentials needed to perform at a high level of effectiveness as educators, researchers, supervisors, and professional leaders. The Counselor Education program’s accreditation runs through 2028.

**Doctoral Program Objectives**

The doctoral program in Counselor Education at TAMU-CC is at the forefront of meeting current training counselor educators' needs. As such, the Department of CNEP faculty has identified several foundational curricular and professional objectives for each doctoral student matriculating through its counselor education program of study. Each objective has specific outcome measures associated with it.

**Program Objectives**

*The Department of CNEP faculty are committed to graduating competent and ethical counselor educators. As such, they strive to:*

- Foster a learning community where students can develop professionally and personally and achieve their highest potential.
- Create a culture of accountability in which all students are expected to maintain high professional standards for ethical behavior, academic performance, clinical skill, development, interpersonal relationships, professional attitudes, and personal character.
- Utilize anti-racist pedagogical approaches and practices.
- Provide curricular and extracurricular experiences for students to learn and demonstrate knowledge of the CACREP core standards.

**Curricular Objectives**

*Graduates of the Counselor Education doctoral program will be able to:*
• Knowledgeably integrate fundamental principles of **counseling service delivery** into a contemporary counselor educator identity
• Knowledgeably integrate fundamental principles of **clinical supervision** into a contemporary counselor educator identity
• Knowledgeably integrate fundamental principles of **curriculum development and classroom instruction** into a contemporary counselor educator identity
• Knowledgeably integrate fundamental principles of **scholarly inquiry** and professional writing into a contemporary counselor educator identity
• Knowledgeably integrate fundamental principles of **leadership and advocacy** into a contemporary counselor educator identity

**Professional Objectives**

*Throughout their program of study, across a variety of curricular and extracurricular experiences, doctoral students in the counselor education program will develop the ability to:*

- Apply a scholarly approach to theory, research, and practice that allows for integrating the knowledge and skills needed to be successful educators, supervisors, researchers, and practicing counselors.
- Through reflection and insight, develop an understanding of oneself and the use of self in both instructional and clinical settings.
- Use critical thinking to make sound, responsible judgments and decisions when working with clients, students, peers, and other helping professionals.
- Develop ethical decision-making skills and function in a manner consistent with codes of ethics and standards of practice set forth by the American Counseling Association, National Board for Certified Counselors, and all applicable state regulatory agencies.
- Demonstrate multicultural competence, value diversity, and champion inclusivity efforts.
- Advocate for clients, causes, social change, and the counseling profession itself.
- Self-monitor and engage in personal-care activities to maintain and promote their own emotional, physical, mental, and spiritual well-being.

**Application Requirements**

This section of the handbook includes standardized information about rules and policies pertaining to graduate education at Texas A&M University-Corpus Christi. It is not intended to be comprehensive. You are strongly encouraged to read the sections of the catalog pertaining to graduate students, which will provide more detail and additional topics that may impact you. You will also find information about your program.

**Graduate Admissions**

To be admitted to a program of graduate study, an applicant must hold a bachelor’s degree from an accredited institution of higher education in the United States or an equivalent foreign institution. *(Note: The requirement to hold a bachelor’s degree does not apply to students enrolling in the RN-MSN option in nursing.)* Decisions concerning admission to graduate study are based on all admission criteria. To be considered for a graduate program, a minimum last 60-hour GPA of 2.5 is required. Some programs may have higher GPA
requirements; review specific program information in the graduate catalog or elsewhere in this handbook. All applications must be made via the following web site: http://gradschool.tamucc.edu. For complete information, see the Catalog, Graduate Admissions section.

Graduate students should be aware of their enrollment status, as it may impact financial aid, veteran’s benefits, or other important aspects of graduate life. In addition, international students have specific requirements about enrollment status. Enrollment status for graduate students is defined as follows:

- **Full-time graduate student**  
  Fall or spring term = 9 hours  
  Combined summer terms = 6 hours

- **Three-quarter-time graduate student**  
  Fall or spring term = 7 hours  
  Combined summer terms = 5 hours

- **Half-time graduate student:**  
  Fall or spring term = 5 hours  
  Combined summer terms = 3 hours

**Program Admissions**

In addition to the above University requirements, students seeking to pursue a doctoral degree in Counselor Education must meet specific college (COEHD) and department (CNEP) doctoral requirements as specified in the COEHD and CNEP Graduate Policies and Regulations sections of the University’s Graduate Catalog, including:

- Minimum GPA of 3.0 in the applicant’s graduate coursework
- Valid score on the Graduate Record Examination (GRE) taken within the past five years.
- Three letters of recommendation
- Two-page professional goals statement
- Resumé or curriculum vitae documenting relevant professional experience
- Personal interview

Students who do not meet the requirements for full admission into the department may be admitted on a **conditional status** and take courses **approved by the CNEP faculty**. Conditionally admitted students are permitted to register for nine (9) semester credit hours and must earn a grade of “B” or better in each course taken during their probationary period. Students who do so become eligible for full admission status. No more than nine (9) semester credit hours of coursework completed under the conditional status may be applied to the student’s specific program of study. Students who fail to meet the conditions stipulated in their admission letter by the Department of CNEP will be suspended from the COEHD for a period of at least one year (12 months). During this suspension, they cannot take any graduate courses in the COEHD. After the suspension period, students may reapply to the program.

Students may request additional information about the department’s doctoral admissions process from the CNEP Doctoral Coordinator, Dr. Joshua Watson (joshua.watson@tamucc.edu).

The **Counselor Education** program follows a cohort model with cohorts starting in the fall semester. The department seeks to recruit 10-12 students for each cohort. Applicants should be aware that the Doctoral Admissions Committee begins their review of applicant information,
including interviews, and makes acceptance decisions as early as January for the following fall enrollment. As such, early application is encouraged since it allows students the best opportunity to secure available fellowships, assistantships, scholarships, and other forms of financial aid.

**Program Matriculation**

The doctorate in **Counselor Education** recognizes students’ attainment of independent and comprehensive scholarship in the field. The Counselor Education program consists of a minimum of three academic years of doctoral-level preparation defined as eight semesters with a minimum of 69 semester credit hours of graduate-level coursework required of all students in the program. Some students also may need to complete entry-level prerequisite courses.

Students pursuing the Ph.D. in **Counselor Education** degree must satisfy **all** the following standards to be eligible for graduation:

1. A cumulative GPA of 3.0 or better
2. No more than two courses with a grade of C being applied toward the degree plan
3. No course with a grade below C being applied toward the degree plan
4. Achieving a passing score on the written and oral comprehensive examination
5. Successfully defending a dissertation study and having it approved by the student’s committee, the Department of CNEP, and the CGS
6. No more than two (2) CNEP Student Review and Remediation Evaluations (SRREs) that result in a formal remediation plan for academic, dispositional, or ethical-related issues being placed in a student’s file

Doctoral students are expected to complete all coursework and sit for their comprehensive examination within five years of starting the program. Students in the **Counselor Education** program sit for their comprehensive examination (written and oral) following the spring semester of their second year of coursework. After completing the comprehensive examination (see page 17), students have one year in which to schedule their dissertation proposal hearing. The dissertation project is officially started in the fall semester of the third year when students enroll in CNEP 6398 Dissertation in Progress courses. The dissertation process includes both a proposal hearing, and a defense hearing scheduled in separate semesters.

**Continuous Enrollment**

Unless on an approved leave of absence (see below), students in terminal degree programs must be enrolled continuously for at least 3 semester credit hours each fall and spring semester and pay designated tuition and fees. For the counselor education doctoral program, students are on a set curriculum which has them take 9 semester credit hours per semester except for the spring semester of their third year when they take 6 semester credit hours. Although the CGS does not require doctoral student enrollment in the summer, Counselor Education cohorts do have classes scheduled in the summer of years 1 and 2 in the program. Failing to take these summer classes will extend a student’s time to graduation. Additionally, students should be aware that unapproved leaves in a fall or spring semester may result in the student being required to re-apply to their program. Finally, students must enroll during the semester in which their dissertation defense/final examination occurs and in the semester in which they plan to graduate.
Leave of Absence

Students experiencing life changing or catastrophic events should consult with their program coordinator and/or department chair and request a Leave of Absence in writing from the College of Graduate Studies using the Request for Leave of Absence form. A student who is in good standing may petition for a leave of absence of no more than two full academic terms. The maximum number of leave of absence requests permitted in a program is two. A request for a leave of absence requires approval in advance by the faculty advisor, Program Coordinator, COEHD Dean, and the Graduate Dean. If the Graduate Dean approves the petition, the registration requirement is set aside during the period of time of the leave. Students should be aware that leaves of absences require suspension of all activities associated pursuit of the degree. See the catalog for more information.

Maximum Course Load

Graduate students may not register for more than 12 hours in a regular semester, 6 hours in a single session of summer school, or 12 hours in the combined summer session (not including Maymester) without the approval of the COEHD Dean. See the Maximum Course Load section in the catalog. However, the doctoral program has a prescribed curriculum in which students take 9 hours per semester (fall, spring, and summer) except for the spring semester of their third year in which they will take 6 hours.

Repetition of a Course

There are specific policies about repeating courses for higher grades, including the provision that graduate students may retake a maximum of two courses during graduate study at the University. Each course may be repeated only once. Some courses may be repeated for multiple credit if those courses are so designated in the course description and approved by the faculty or program advisor as designated by their college. Complete catalog information can be found in the Graduate Academic and Degree Requirements section of the catalog.

Time Limit to Degree

The requirements for Ph.D. and Ed.D. degrees at Texas A&M University-Corpus Christi must be completed within ten years subsequent to admission in the terminal program. The ten-year period begins the first semester of enrollment and is calculated from the date of degree conferral. Students have a maximum of five years to advance to candidacy and a maximum of 5 years from candidacy to successfully defend the dissertation. Students who exceed the candidacy deadline may request an extension. Candidacy extensions require strong justification in writing from the student and must include a plan for timely completion of the comprehensive examination, the proposal, and the final dissertation. The extension must be approved by the student's faculty advisor, the department chair, the College Dean, and the Graduate Dean. Credit that is more than ten years old will not be counted toward a terminal degree. Exceptions will require strong justification in writing from the student requesting the exception as well as submission of a revalidation plan. Credits earned at another university are not eligible for an exception. Written approval from the Department of CNEP Chair, COEHD Dean, the Graduate Dean, and Provost are required. See the revalidation process below.
Revalidation of Courses Beyond Degree Time Limit

In order to revalidate dated courses, students should carefully attend to information in the catalog (see Graduate Academic and Degree Requirements section of the catalog). Revalidation requests should be made using the Revalidation Request Form. The request form must be accompanied by a written justification, updated degree plan, and documentation to be used for revalidation. All revalidation requests and plans must be approved by the student’s faculty advisor, the Department of CNEP Chair, COEHD Dean, the Graduate Dean, and Provost.

If your program has shorter time-to-degree limits, it may impact recency of credit and other timelines. You are encouraged to review the program information included in this handbook or seek information from your faculty advisor.

Academic Requirements for Graduate Work

Graduate Students, including degree-seeking, certificate-seeking, and non-degree-seeking students are considered in “good academic standing” if they maintain a minimum 3.0 grade point average (GPA) on all graduate course work and earn a grade of S (Satisfactory), IP (In Progress, or CR (Credit) on all course work that does not affect GPA. A higher GPA may be required by some programs. In such cases, the higher standard will be substituted for 3.0 in all other matters related to good academic standing. A complete discussion of academic requirements including but not limited to scholastic probation and enforced withdrawal may be found in the Graduate Academic and Degree Requirements section of the catalog. For information regarding the effect of scholastic probation and enforced withdrawal, see the Financial Assistance Suspension Policy in the Tuition, Fees, & Financial Assistance section of the catalog.

Texas 99 Hour Rule

The Texas State Legislator enacted a rule that provides that students at all state universities with over 99 doctoral hours may be subject to the payment of nonresident tuition. A student will generally be able to study at TAMU-CC full-time for five complete academic years, including summers, before being affected by the 99-hour rule. For students staying beyond five years, in a number of cases there is still the possibility of a programmatic or individual exemption from the rule. For more information, contact your Program Coordinator.

Academic Integrity

Texas A&M University-Corpus Christi students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, which include but are not limited to illicit possession of examinations or examination materials, falsification, forgery, plagiarism, or collusion in any of these behaviors. All students should familiarize themselves with the full Academic Integrity Policy as well as the processes and procedures used to address violations thereof. You can find additional information in the Academic Integrity section of the catalog. Students can also access University Rules and Procedures 13.02.99.C0.04: Student Academic Misconduct Cases.
The Curriculum

The Ph.D. in Counselor Education degree features a 69-semester credit hour degree plan comprised of 36 semester hours of core counselor education coursework, 24 semester hours of research skills coursework, and nine (9) semester hours of dissertation.

Core Counselor Education Courses

- CNEP 6305 Advanced Counseling Theories
- CNEP 6310 Advanced Counseling Strategies
- CNEP 6315 Professional, Legal, and Ethical Issues
- CNEP 6320 Advanced Appraisal Techniques
- CNEP 6335 Consultation Theory
- CNEP 6340 Diversity in Counselor Education
- CNEP 6350 Advanced Clinical Supervision
- CNEP 6354 Counselor Education Pedagogy
- CNEP 6355 Leadership and Advocacy in Counselor Education
- CNEP 6395 Doctoral Practicum
- CNEP 6396 Doctoral Internship I
- CNEP 6396 Doctoral Internship II

Research Skills Courses

- CNEP 6316 Research, Writing, and Publishing in a Multicultural Society
- CNEP 6360 Research Design and Statistics
- CNEP 6365 Outcome Research and Program Evaluation in Wellness-Based Practices
- CNEP 6370 Quantitative Research Methods I
- CNEP 6372 Quantitative Research Methods II
- CNEP 6384 Qualitative Research Methods I
- CNEP 6385 Qualitative Research Methods II
- CNEP 6397 Research Seminar

Dissertation Courses

- CNEP 6398 Dissertation in Progress (a minimum of 9 SCH)

Students must complete all degree requirements within ten years of beginning the program. Courses older than ten years may require revalidation or may have to be re-taken. See the COEHD Doctoral Handbook and the Graduate Catalog for the year of your entry to the program for more information. Students may petition to graduate under a subsequent catalog because of a preference to meet newer degree requirements by completing Form L on the College of Graduate Studies (CGS) website (http://gradcollege.tamucc.edu/contact_us/forms.html).

Course Sequencing

Students in the Ph.D. in Counselor Education program matriculate through a prescribed curriculum following a cohort model. The degree plan calls for students to take three courses (nine semester credit hours) during the Fall, Spring, and Summer semesters their first two years.
in the program, and one course plus dissertation credit hours in the Fall and Spring semesters of their third year. Students are required to complete an initial degree plan during their first semester of the program. The student and doctoral program coordinator (Dr. Joshua Watson) should sign the initial degree plan and e-mail a copy of it to gradstudies@tamucc.edu by the end of the first semester. Because the Department of CNEP utilizes a cohort model in the doctoral program, the Counselor Education degree plan is set in advance. Absent exceptional circumstances (e.g., transfer courses, additional required courses for leveling), the degree plan is the same for all students. A copy of the current course sequencing for the doctoral program appears in Appendix B.

Please note: The College of Graduate Studies must approve all exceptions. Thus, the student should ensure that the Graduate Degree Plan Exceptions Form (Form I, [http://gradcollege.tamucc.edu/contact_us/forms.html](http://gradcollege.tamucc.edu/contact_us/forms.html)) is completed, signed by the appropriate advisor, and submitted to gradstudies@tamucc.edu for routing as soon as changes to the degree plan occur. Failure to have CGS approval can result in students taking courses they do not need or cannot use toward the degree, resulting in potential delays in clearance for graduation. Students must update their degree plan during their final semester, sign it, and submit it to the College of Graduate Studies at gradcollege@tamucc.edu for routing. Students must also file a final degree plan, with grades, during their last semester. Failure to do so may delay graduation clearance and adversely impact a student’s graduation date.

### Doctoral Program Sequence of Classes (Years 1-3)

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### Practicum and Internship

Practicum and Internship are required parts of the Counselor Education Program. Doctoral-level practicum and internship are also required by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The guidelines for the practicum/internship sequence in our department are designed to align with the 2016 CACREP standards ([https://www.cacrep.org/for-programs/2016-cacrep-standards/](https://www.cacrep.org/for-programs/2016-cacrep-standards/)). Records of students’ performance in the practicum/internship courses will be kept in each student’s online Tevera account.
PRACTICUM/INTERNSHIP STUDENT ORIENTATION

All doctoral students are required to complete a Practicum/Internship orientation program in Blackboard before they will be issued a permit to enroll in these field experience courses. The program is required prior to each semester in which students will be registering for Practicum/Internship course credit.

Completion of the program and passing the quiz at the end of the program is mandatory.

Doctoral Practicum

As a cohort, doctoral students participate in an advanced practicum (CNEP 6395) scheduled during the fall semester of the second year of doctoral studies. According to the 2016 CACREP standards, doctoral practicum students must participate in a minimum of 100 hours in counseling, of which at least 40 hours must be in direct service with clients. The nature of the practicum will be determined in consultation with program faculty. Supervision, both individual/triadic and group, is required. Students must obtain at least one hour per week of individual/triadic supervision from a qualified site supervisor. Faculty members who provide individual/triadic supervision for doctoral practicum or internship may not supervise more than six students; thus, students who intend to work with a faculty member are encouraged to act early in the process to secure a supervisor. Attendance in group supervision throughout the practicum is required.

Individual/triadic supervision must be provided either by a departmental faculty member or by an individual with a graduate degree (preferably doctoral) in counseling or a related mental health profession. The supervisor should have expertise to advance the student’s knowledge and skills. Doctoral students who are concurrently working towards professional counselor licensure may count their individual/triadic supervision for the license as individual/triadic supervision for the practicum course assuming the LPC-Supervisor meets departmental requirements. While doctoral students will pursue professional experiences related to career goals in counseling, supervision, teaching, leadership/advocacy, and/or research/scholarship during their internships, the focus of practicum is counseling. Acquiring and refining advanced counseling skills are emphasized during the doctoral practicum. Thus, both direct and indirect hours must be related to the practice of counseling.

Prior to the beginning of the doctoral practicum experience, the doctoral student, university instructor, and site supervisor must sign a Field Site Supervisor Agreement that specifies the types of professional experiences the student will obtain and the roles and responsibilities of the student, practicum instructor, and site supervisor. The practicum instructor will establish and maintain contact with the site supervisor during the semester, including visits to sites as needed.

Doctoral Internship

Each doctoral cohort completes two semesters of internship (CNEP 6396) during the spring of years two and three of doctoral studies. In accordance with the 2016 CACREP standards, doctoral students are required to complete doctoral-level internships that total a minimum of 600 clock hours (see Section 6C of the 2016 CACREP standards). Unlike doctoral practicum, with its focus on the provision of counseling services, the 600 hours must include supervised experiences...
in at least three of the five doctoral core areas (counseling, teaching, supervision, research and scholarship, leadership, and advocacy). The internship provides the opportunity for students to engage in many of the activities a counselor educator may engage in as part of their professional employment. The 600 hours will be allocated at the discretion of the internship instructor and the student based on experience, training, and career goals of the student. With the approval of the internship instructor, all or part of the internship may be completed at the student's place of employment; however, the experiences must be appropriate for a doctoral-prepared employee and fit within the core areas outlined. In such cases, the internship must provide opportunities for new learning experiences that are qualitatively different than the student's routine responsibilities and provide the student an opportunity to develop the skills commensurate with doctoral-level employment.

Each of the two semesters of doctoral level internship involves 300 hours of doctoral-level field experience including individual and group supervision for a total of 600 hours for the two semesters of required internship. Standards require on-going, regularly scheduled group supervision conducted by a counselor education faculty member as well as an average of one hour per week of individual and/or triadic supervision. The individual/triadic supervisor must have a doctorate in counselor education or a graduate degree and specialized expertise that will enhance knowledge and skills to be focused on during the internship. As with faculty members who provide supervision for practicum students, faculty members who provide individual/triadic supervision for internship may not supervise more than six students. It is permissible for doctoral students who being supervised by a faculty member to remain with the supervisor throughout the practicum/internship experience. However, depending on core emphasis areas, doctoral interns may benefit from seeking supervision from another faculty member at the beginning of a new course. The university instructor will contact the site supervisor several times during the semester including a site visit if appropriate. The doctoral internship instructor provides group supervision on a regular basis throughout the internship experience.

At the beginning of the doctoral internship experience, the doctoral student, university instructor, and the site supervisor sign a Field Site Supervisor Agreement specifying the types of professional experiences the student will be performing and the roles and responsibilities of the student, internship instructor, and site supervisor. Responsibilities should be established that focus on at least three of the five doctoral core areas across two semesters of internship.

The university instructor will maintain a file on each student each semester. The file will be forwarded to departmental staff at the end of the semester for compilation into an individual student practicum/internship file. Required contents may be found in the Doctoral Practicum/Internship File Checklist which is included in the CNEP 6396 course syllabus.

<table>
<thead>
<tr>
<th>For All Doctoral Practicum/Internship Students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• It is the responsibility of students to arrange individual/site supervision and report it to the internship instructor.</td>
</tr>
<tr>
<td>• Any changes to the Field Site Supervisor Agreement, including name of supervisor or responsibilities, require a new site supervisor agreement that is submitted to and approved by the faculty instructor.</td>
</tr>
<tr>
<td>• Failure to submit documentation of changes may result in inability to count hours towards internship requirements.</td>
</tr>
</tbody>
</table>
Site Selection

The Department of CNEP approves site supervisors and field sites via affiliation agreement. For students who select a Practicum/Internship site that has not previously been affiliated with the Department of CNEP, keep in mind the site must meet the following guidelines:

- Appropriateness of the site and services for one’s specific counseling program and needs
- Availability of appropriate on-site supervision by an individual with a master's degree or higher in counseling or a related field (e.g., social work, psychology), appropriate credentials, two years of experience, and training in supervision or commitment to participate in on-going training provided by the department. Additional requirements may be in place for school counseling supervisors (please check for current information)
- Availability of a variety of professional experiences
- Availability of adequate opportunities to audio- or video-tape sessions
- Availability of adequate opportunities to provide individual, group, couple, and/or family counseling over time

Information on previous sites used by students can be viewed on Tevera. It is strongly recommended that, in addition to visiting more than one site, prospective internship students also contact students who performed their internships at those sites to get useful feedback on the quality of supervision, receptiveness of staff, and types of clients typically served by the site. In addition, the Department of CNEP hosts a Site Fair during the fall and spring semesters. Students are encouraged to attend and meet representatives from available sites in the area so they can make informed decisions about their site placements.

Unlike at the master’s level, students are permitted to choose a site at which they are employed currently. When possible, the preference is to participate in professional activities which are qualitatively different than what is normally required and are consistent with the activities of an advanced-level counselor to provide an enriching professional experience.

If a student chooses to complete an internship at a site or with a supervisor not previously used by the Department of CNEP, the student must review the above guidelines for site selection and/or consult with the Clinical Coordinator to determine the eligibility of the site and/or supervisor. It may be necessary for the student to arrange a meeting between the prospective on-site supervisor and the Clinical Coordinator to determine the appropriateness of the placement and complete the affiliation agreement. Furthermore, doctoral students may be allowed to complete practicum/internship hours at their place of employment provided the scope of practice is consistent with that of a master’s level counselor and approved in advance by the Practicum/Internship Coordinator. Students are prohibited from counting previous work hours toward satisfying internship requirements.

For the Internship experience, doctoral students often choose to work with CNEP faculty gaining experience in teaching, supervision, research, or leadership. Students should discuss their ideas with faculty members before signing up for Internship in Tevera to ensure the individuals are willing and able to provide opportunities and mentorship that are needed to make the Internship experience a success.
**Criminal Background Checks**

All counseling Practicum students are required to attest that they have received a criminal background check within the last year or will receive one prior to working with clients (this requirement also applies to Internship students who are completing hours in the clinical counseling core area. While this is a university policy for those working with certain populations, the department requires the background check for working with all populations. In addition, verification of certain health information such as a record of vaccinations is required by some sites. The procedures for some sites require the student to go through the site for these checks; others require the student to arrange for required checks. If a student’s site requires a background check, the student should participate in the site’s procedure for obtaining a background check and share the results of that check with their Practicum/Internship instructor. If a student’s site does not require a background check, the student must attain a background check via TAMU-CC. Information about how to obtain the criminal background checks is included below. Students should begin the process early in the semester prior to practicum/internship. In addition, students should submit the release of information regarding criminal background checks prior to beginning the course. Failure to do so could impact a student’s ability to complete Practicum/Internship.

**Steps for Applying for Practicum and Internship**

- You must complete an application every semester you wish to enroll in practicum and internship. The application can be completed via our online platform, Tevera.

- You will need to login to the COEHD Marketplace to purchase a Tevera license. The COEHD Dean has graciously agreed to help offset the cost for our students, so we are pleased to be able to make this product available to you at a discounted rate of $100.00. Please note this is a one-time fee, and you will have access to your account and materials throughout your career. The URL to access the COEHD Marketplace is: https://tpg.tamucc.edu/C20207_ustores/web/classic/store_main.jsp?STOREID=25&SINGLESTORE=true

- Upon completing your online purchase, an automated alert will be sent to Rachel Perez in the Department of CNEP. Rachel will then add you to the Tevera system.

- Soon after being added to the system, you can expect to receive an email from Tevera asking you to register as a new user.

- Once in Tevera, you can view sites via the tile in the bottom righthand corner that states “site placements.” This is where you can find the contact information for sites and supervisors. Be sure to reach out to them FIRST if you are interested in a site, BEFORE you start the application in Tevera. You may also consider sites that are not in Tevera, however be sure to verify the site and site supervisor meet all department requirements (see below).

- Consult with your faculty advisor for questions or assistance. You may also contact Dr. Wannigar Ratanavivan, Clinical Coordinator, at wannigar.ratanavivan@tamucc.edu. School counseling students also may contact Dr. Adrienne Backer at
adrienne.backer@tamucc.edu with questions specific to professional school counseling Internship requirements.

- Once you have spoken with a site supervisor and have a verbal agreement regarding attaining hours at the site, THEN begin the application to the site in Tevera. In addition to the application, you will need to add a supervisor under the site tile in Tevera.

- With your online application, you will need to attach a copy of your degree planner, a copy of your professional liability insurance policy, a copy of your Doctoral Practicum Handbook test result, and verify the confirmation of site contact. If your site will not (or has not) complete(d) a background check, you will need to complete the background check and FERPA forms and submit those to TAMU-CC Career and Professional Development Center (for a $15- $25 fee) in University Center 304. **All practicum students are required to complete a criminal background check.** All background checks must have been completed within the past year.

- Once your application has been approved in Tevera, Rachel Perez will enter the permit for you to register for the course.

- After enrolling in the class, but before class starts, contact your site supervisor to begin drug screening (if required), or any preliminary training the site requires. Do not wait until the class begins to start these processes as this may jeopardize your ability to obtain the required number of hours required in your course. Schedule a start date with your site supervisor for the first week of the semester.

- Prior to the first-class day, complete and submit the site agreement and ethics agreement in Tevera.

**Professional Liability Insurance**

Students seeing clients (Practicum, and in some cases, Internship) must obtain an individual student liability insurance policy. This policy may be in addition to any group policies maintained by your site covering your work. There are a few ways to do this:

1. You can sign up directly through HPSO: [https://forms.hpso.com/mustela/site?productName=HCI#/QuickQuote](https://forms.hpso.com/mustela/site?productName=HCI#/QuickQuote)

2. Alternatively, you can obtain insurance through student membership in a professional organization. Some examples include:
   a. The Texas Counseling Association offers student members a discounted rate on liability insurance as part of their membership: [https://txca.org/member_benefits.php](https://txca.org/member_benefits.php)
   b. The American Counseling Association offers student members free liability insurance as part of their membership: [https://www.counseling.org/membership/join-reinstate/student](https://www.counseling.org/membership/join-reinstate/student)
Students must attach proof of liability insurance to their practicum/internship applications submitted through Tevera.

**Issuance of Grades for Practicum and Internship**

Practicum students who, due to circumstances at their sites or exceptional personal circumstances, are unable to complete required direct hours may receive a grade of incomplete. Vacations, weddings, birthdays, or other occurrences that are clearly those of a personal choice do not qualify as exceptional circumstances. Furthermore, students are ineligible to receive a passing grade or an incomplete if they fail to obtain all required supervision hours, both group and individual/triadic, or fail to complete other requirements of Practicum. Practicum students must earn a grade of “B” or better to proceed to Internship. Internship students should show substantial progress toward accruing hours during their first semester of internship; however, as internship hours must be accrued over a minimum of two semesters, there is not a specific hour requirement. If a student fails to make substantial progress and the shortage is deemed excessive by the instructor when considering a particular case, a student may earn an unsatisfactory grade (C, D, or F) and be required to re-take Internship I. Failure to complete required supervision hours and other course assignments during each individual internship course will result in an unsatisfactory grade unless exceptional circumstances apply. Students may also earn an unsatisfactory grade related to their inability to demonstrate adequate progress in building the requisite skill set needed to practice competently. Students are responsible for ensuring they complete all requisite supervision hours. No exceptions will be made for students to complete the Internship with less than the required number of supervision hours.

The only acceptable reason for an incomplete grade in Practicum or Internship is an inability to complete direct hours due to circumstances beyond the student’s control. Students who are asked to leave their practicum or internship sites for cause may receive an “F” for the course. Additionally, the faculty member will initiate a Student Review and Remediation Evaluation and enact a remediation plan to help the student address the noted deficiencies.

Policies for review of students during Practicum and Internship include the criteria discussed in the Student Review and Retention Policy, those noted on the Professional Issues and Behavior Rating Scale, and additional criteria appropriate to clinical practice. Specific criteria used for evaluation in practicum and internship are outlined in the Practicum/Internship Manual. CNEP faculty engage in continual monitoring of students to ensure quality services are provided to the clients with whom our students are working with during their practicum and internship courses. Practicum/Internship Manual.

**Department of CNEP Community Outreach Collaborative**

Some students may be able to complete Practicum or Internship hours at one of the Department of CNEP Community Outreach Collaborative (COC) sites. The COC manages the delivery of low-cost counseling services to the community at two locations, the Counseling and Training Clinic (CTC) and the Antonio E. Garcia Arts and Education Center (GC). Dr. Kimberlee Mincey serves as Training Director for the Department of CNEP COC. Along with a team of doctoral students serving as site supervisors, Dr. Mincey will coordinate all administrative, staffing, training, and supervision aspects of these field placement experiences. Students seeking to
complete their Practicum or Internship course at the Department of CNEP COC would follow the same process for selecting a site as described earlier in this handbook. Students accepted to work at the Department of CNEP COC may only see clients when Dr. Mincey (or designee) or one of the doctoral student supervisors are on site.

The Department of CNEP COC exists for three purposes. First, the COC provides a setting for supervised counselor training for Practicum and Internship students. Due to the structure of the COC, there likely is an increased opportunity for access to site supervisors than at other sites in the community. Second, the COC offers integrated counseling services for individuals, couples, and families from the surrounding community who otherwise may not have access to the needed services we provide. Third, the COC serves as a potential site at which Department of CNEP faculty and students may conduct community-based research or advocacy projects.

The CTC and GC are designed to allow for the monitoring and recording of all counseling sessions. These facilities allow for direct observation, supervision, and feedback from supervisors to CNEP students. All students who wish to complete Practicum or Internship at these sites should expect every session to be recorded and monitored.

Exit Requirements

Comprehensive Examination

The doctoral comprehensive examination will be administered following students’ second year of coursework and includes a written and oral component. The written examination covers the five professional core areas outlined in the 2016 CACREP standards for doctoral programs (counseling, supervision, teaching, research, and leadership and advocacy), with students being required to respond to five questions – one for each core area.

The administration of the written comprehensive examination occurs over a two-day period (usually in May of Year 2 in the program). On each day, students receive two questions to which they will need to submit written responses. Students are expected to submit comprehensive, evidence-supported responses evidencing doctoral-level knowledge, scholarship, and writing ability. For each question, students will have three hours to craft their response. A fifth question, typically the research question, is presented as a take-home assignment. Students will be given one week to prepare and submit their response. Students are to work on the take-home question individually. There will be no group sharing among cohort members or outside assistance permitted. All material submitted should be representative of the student’s original work. The use of previous course assignments in their entirety is not permitted, and to do so would be an act of self-plagiarism. No outside materials are permitted for the in-person writing sessions.

Written comprehensive examination responses are graded by CNEP Department faculty members. Each content area response is evaluated using the rubric below. For each of the five evaluative components, a student’s response will be rated as below standard (0), meeting standard (1), or exceeding standard (2). An average faculty rater score of 1 or greater is needed for each of the five evaluative components to pass the written examination for that question. Should a student not receive an average score of 1 (meeting standard) for any component, an opportunity to rewrite their response will be scheduled. The rewritten response will be evaluated using the same benchmarks. A student will need to pass all written examinations before proceeding to the oral examination. Students needing to rewrite portions of their written examination will schedule a date and time for
rewriting with the doctoral program coordinator. Prior to scheduling the rewrite session, the student will be given a copy of all faculty feedback related to their initial response.

Following the written portion, students schedule a time to participate in the oral comprehensive examination. The oral portion is conducted with the student’s dissertation committee members in the Department of CNEP (the GFR member is not required to participate but is welcome to attend and participate if desired). The oral examination will see the student respond to questions from the committee members. Questions from the committee members could seek to clarify elements of the student’s written responses, expand on thoughts or ideas, or extend the conversation in a direction different from a written response. At the conclusion of the oral examination, committee members will ask the student to exit the room and begin discussing the performance. Students are evaluated on three components: communication, use of supporting literature, and application to practice. The same three-point rating scale used for the written examination applies. To pass the oral examination, committee members’ ratings must average a 1 (meets standard) or higher.

Students will need to pass both the written and oral portions to successfully complete their comprehensive examination. When students complete their comprehensive examination, the doctoral program coordinator will notify the CGS and the COEHD Graduate Academic Advisor so the student’s degree plan can be updated. At this point in their program, students are considered doctoral candidates.

Students who do not pass their comprehensive examination will not be forwarded to candidacy status and will not be eligible to schedule a dissertation proposal hearing until they achieve a passing grade. After two failed attempts in either part, written or oral, a competency evaluation is conducted, and a remediation plan established.

According to the COEHD DDC policy, students must complete their comprehensive examination within 12 months of completing all required coursework on their official degree plan filed at time of admission to the program.

The rubrics used to score the comprehensive examination responses (written and oral) are provided on the following pages.
Written Examination Evaluation Rubric

Department of Counseling and Educational Psychology  
Counselor Education Doctoral Program  
WRITTEN COMPREHENSIVE EXAMINATION EVALUATION RUBRIC

Content Area: ___________________________  Review Date: ___________________________

Student: ___________________________  Evaluator: ___________________________

- **Exceeds Standard:** response demonstrates advanced knowledge, application, and content mastery
- **Meets Standard:** response demonstrates content proficiency and meets expectations for doctoral-level work
- **Below Standard:** response is inconsistent and does not meet doctoral-level performance expectations

An average rating of “meets standard” or higher across all reviewers is needed in each category to pass the written comprehensive examination for the identified content area. A score of “below standard” in any category will result in a rewrite for this content area.

<table>
<thead>
<tr>
<th>Below Standard (0)</th>
<th>Meets Standard (1)</th>
<th>Exceeds Standard (2)</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comprehension of questions asked</strong></td>
<td>Student’s responses do not indicate a clear understanding of the questions posed. Student confuses primary concepts.</td>
<td>Most of student’s responses are direct and relevant to the questions asked. Student uses unrelated information in some responses.</td>
<td>Student responds incisively and directly to the questions posed, highlighting a clear and focused thesis across the responses.</td>
</tr>
<tr>
<td><strong>Responsiveness to questions asked</strong></td>
<td>Student’s responses to questions are vague, irrelevant, or lacking in depth. No discernable response to some parts of the questions.</td>
<td>Student’s responses to questions are more general, though still accurate. Analyses go beyond the obvious and evidence sufficient depth of thought.</td>
<td>Student’s responses to questions are specific, defendable, and representative of a sophisticated understanding of contemporary issues.</td>
</tr>
<tr>
<td><strong>Use of supporting literature</strong></td>
<td>Student cites little or no evidence to support responses. Citations provided are dated or from sources with questionable scholarly merit.</td>
<td>Student provides sufficient and appropriate evidence to support position. An effort to contextualize cited works is apparent in the student’s provided responses.</td>
<td>Student provides substantial, well-chosen citations that are used strategically and properly contextualized. Citations represent current perspectives in the field.</td>
</tr>
<tr>
<td><strong>Structure and Organization</strong></td>
<td>Student’s responses are arbitrary, lacking structure, illogical, or incoherent; making it hard to follow the student’s train of thought.</td>
<td>Student’s responses contain distinct units of thought coherently arranged in paragraphs. Occasional transition issues are noted.</td>
<td>Student communicates clearly. Responses contain appropriate and adequate transitions between sentences and paragraphs.</td>
</tr>
<tr>
<td><strong>Language and Readability</strong></td>
<td>Multiple grammatical errors, stylistic problems, APA formatting issues, awkward syntax, wordiness, and repetitive sentence patterns impede meaning.</td>
<td>Some mechanical difficulties, occasional problematic word choices or awkward syntax errors that do not completely distract from meaning.</td>
<td>Responses are communicated effectively demonstrating sophisticated literacy with appropriate vocabulary, correct syntax, and proper APA formatting.</td>
</tr>
</tbody>
</table>

**Comments:**
Oral Examination Evaluation Rubric

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Below Standard (0)</th>
<th>Meets Standard (1)</th>
<th>Exceeds Standard (2)</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Weak communication and interpersonal skills. Student fails to respond to the prompts.</td>
<td>Strong communication and interpersonal skills. Student responds well to all the prompts.</td>
<td>Outstanding communication and interpersonal skills. Student responds incisively to all the prompts.</td>
<td></td>
</tr>
<tr>
<td>Use of supporting literature</td>
<td>Student’s references to readings, if any, are weak, irrelevant, or wrong. Overall gaps in the student’s knowledge are evident.</td>
<td>Student integrates several course readings. Some weak or poorly chosen connections may be present but are rare.</td>
<td>Student integrates a variety of course readings in substantial and thoughtful ways. Student is clearly well-read in this area.</td>
<td></td>
</tr>
<tr>
<td>Application to Practice</td>
<td>Student shares an unsophisticated or inappropriate understanding and rationale for how content impacts counselor educators and the profession.</td>
<td>Student provides adequate understanding and rationale for how content impacts counselor educators and the profession.</td>
<td>Student demonstrates insightful understanding and rationale for how content impacts counselor educators and the profession.</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Dissertation

The dissertation serves as the capstone project for students in the Counselor Education program. The purpose of the dissertation is to encourage and ensure the development of broad intellectual capabilities and provide students a forum for demonstrating their ability to independently conduct an original scholarly investigation in a focused area of study as related to one of the five core areas of the counselor education training curriculum: a) counseling, b) supervision, c) teaching, d) research, and e) leadership and advocacy. Both the dissertation research and the dissertation itself are to be completed under the guidance and direction of the student’s dissertation committee. This committee consists of a minimum of four individuals including a chair, graduate faculty representative (GFR) appointed by the CGS and at least two other faculty members from the Department of CNEP’s eligible faculty. One of these Department of CNEP members may serve in the role of methodologist. Students should first select a member of the CNEP faculty who holds graduate faculty status as their chair. The student and chair then work cooperatively to identify appropriate individuals to serve on the dissertation committee.
Additional members above the four required members can be added if needed. At this point, the doctoral student should submit a Doctoral Dissertation Advisory Committee Appointment Form (Form C). Once the committee has been established and approved by the CGS Dean, students are permitted to begin the dissertation process provided they have passed their comprehensive examination (both written and oral components). Appointment of a GFR by the CGS need not delay students from beginning to work on their dissertations; however, a GFR must be assigned and in attendance for the proposal and defense hearings to be scheduled. Doctoral students should be in contact with their chairs early in the process to ensure committee appointments are made in a timely manner that allows all committee members adequate time to substantively contribute to the student’s project prior to the proposal meeting.

Enrollment in CNEP 6398 Dissertation Hours

Doctoral students are required to maintain continuous enrollment throughout the degree process. While general requirements for continuous enrollment do not include summer enrollment, once the candidate’s proposal is accepted, the candidate should consult with the chair about (a) whether summer enrollment in CNEP 6398 Dissertation should occur and (b) how many hours of dissertation should be taken for each semester of enrollment. Enrollment in six semester hours of CNEP 6398 will have higher contract requirements for satisfactory progress. University policy states that the student must be enrolled in CNEP 6398 while receiving substantive advice or assistance from a faculty member or while utilizing university facilities. In addition, students should recognize that the dissertation proposal meeting and defense/final examination meeting must occur in separate semesters. The CNEP 6398 Dissertation in Progress courses are graded courses. When students enroll in these courses, they will receive a syllabus from their cooperating faculty member (chair). The syllabus includes a contract the student completes with input from their chair. The contract outlines the activities the student will complete in the upcoming semester. This contract is used to help faculty in assigning grades for students. The activities included on the contract should be consistent with the number of hours the student is enrolling for (3 or 6 SCH) that semester.

The Counselor Education degree plan includes 9 SCH of dissertation coursework (CNEP 6398). Students will take 6 SCH in the fall of their third year and 3 SCH in the spring of their third year. Additional SCH of CNEP 6398 can be taken if students require additional time (i.e., semesters) to complete their dissertation. All COEHD students are permitted to take a maximum of 18 SCH of Dissertation in Progress coursework. Students who reach the 18 SCH limit and have yet to complete their dissertation will need to petition to the COEHD Doctoral Degree Committee (DDC) for additional time. The COEHD DDC serves in an advisory capacity and can make recommendations on students’ behalf to the COEHD and CGS Deans. The decision of the CGS Dean is final.

Special Assistance

Students are required to complete their own dissertation project. However, there are instances when assistance may be required to ensure the quality of the finished project. In these cases, it is the responsibility of the candidate to seek out appropriate assistance in preparation of the manuscript. Use of the Writing Center and editors is encouraged. Editors should be familiar with both APA style and dissertation guidelines. Committee chairs and members, while they may point out grammar, punctuation, and style errors, do not have the responsibility to edit dissertation work.
Candidates should check with their chairs about what kind of assistance is available and appropriate. Candidates may not use services that write papers for them.

The Dissertation Proposal/Prospectus

The first component of the dissertation process is the proposal. The proposal document represents a formal understanding between students and their dissertation committees outlining the work to be done and the intellectual rigor expected from the student. In advance of their proposal, students will begin working on the first three chapters of their dissertation. Students will then orally present their proposal document, comprised of the first three chapters of the dissertation, to the dissertation committee at their proposal hearing. The complete proposal document should sufficiently detail the problem being studied, justification for the identification of this problem based on previous research, research questions to be addressed, theoretical/methodological framework underlying those research questions, type of research design being employed along with its merits and limitations, methods of analyses appropriate for the chosen research design, and potential relevance of the research findings. Students write the proposal document under the direction of the chair and consult with other members of the dissertation committee. Once the chair approves the proposal document it is distributed to the student’s dissertation committee and a proposal hearing is scheduled. All committee members must be given two weeks to review the proposal ahead of any agreed upon proposal hearing date. At the proposal hearing, students present their studies and address questions from committee members. Following this exchange, students are asked to leave the room as the dissertation committee deliberates the merit of the study based on their assessment of the written proposal, presentation, and student’s responses to questions. The committee then decides whether to approve the study as proposed. With the endorsement of the committee and approval from the TAMU-CC Institutional Review Board to conduct the study, students can begin collecting data and preparing their dissertation research.

Preparation of the Proposal/Prospectus

Step 1: Determine a topic

During CNEP 6397 Research Seminar, students will create a research project that demonstrates understanding of the elements and format for completing a proposal. The project may serve as the basis for the proposal for dissertation that will be defined with the dissertation chair. While students are given latitude in selecting a dissertation topic to work on, they are required to complete a study related to one of the five core components of the counselor education training curriculum: a) counseling, b) supervision, c) teaching, d) research, and e) leadership and advocacy. Clear implications for training, practice, advocacy, and policy, should be included in the student’s dissertation document.

Step 2: Select a dissertation chair and committee

Determine who you would like to chair your dissertation and make the request. Once the faculty member agrees to serve as the chair, refine your topic and, in collaboration with your chair, determine which faculty members within the department you would like to serve on your committee. Once the departmental committee members have agreed to serve, complete and upload Form C: Doctoral Dissertation Advisory Committee Appointment Form to the
CGS. The CGS will determine the Graduate Faculty Representative and will circulate the form for signatures.

**Step 3: Complete the dissertation proposal/prospectus**

Review the style and formatting requirements for completing the proposal and dissertation that are posted on the CGS website. Complete the proposal following CGS guidelines for format and style and departmental guidelines for content.

**Step 4: Schedule a proposal meeting**

The student should reserve a time for the proposal meeting under the direction of the committee chair and in collaboration with the dissertation committee. The student must notify the department administrative assistant of the date and request room assignment.

**Step 5: Complete Form D: Doctoral Dissertation Proposal Hearing Request Form**

The student must complete and upload **Form D: Doctoral Dissertation Proposal Hearing Request Form** at least two weeks prior to the planned proposal. The CGS will circulate the document for electronic signature.

**Step 6: Distribute copies of the proposal/prospectus**

Upon approval of the dissertation chair and at least two weeks prior to the dissertation proposal meeting date, distribute copies to all committee members, including the GFR. Committee members may provide comments to the dissertation chair and the candidate prior to the proposal meeting.

**Presentation of the Proposal/Prospectus**

All committee members and the Graduate Faculty representative are required to be present. The proposal includes three chapters, and the presentation usually lasts 1½ to 2 hours. The procedure may vary, but a standard format includes introductions, introductory remarks by the student regarding the topic and an explanation of the proposed study by the student. The format for presentation of the proposal will be determined by the chair. Software-based presentations (e.g., PowerPoint, Prezi, Canva) may be utilized. During or following presentation of the proposal, the candidate will address questions raised by committee members. Committee members may offer suggested changes to the proposal. The candidate will then exit the meeting. The chair will hear additional committee member comments and will make note of required and suggested changes to the research. The committee will determine whether the candidate’s research is approved. The candidate will return to the proposal meeting and will be informed of the committee’s decision and recommendations. The doctoral committee may choose to (a) accept the proposal as is, (b) accept the proposal with required changes to be reviewed by the chair and/or the committee, or (c) reject the proposal.

**The Dissertation Defense and Final Examination**

The second component of the dissertation process is the defense. Like the proposal, the defense includes both a written document and a formal meeting with the entire dissertation committee.
The defense document builds on the proposal document, presenting the results of the study, conceptualization of the results in the context of the inherent limitations of the topic of study, previous research findings, and discussion of the implications for future research or practice derived from the results. The defense document is written under the direction of the chair in an agreed upon format. The defense document can be formatted in a variety of ways. Outlines and templates for each accepted format are made available to students to inform their selection. Students should consult with their chairs early in the dissertation process to ensure the appropriate format is applied for the investigation they intend to complete. Once the defense document has been submitted and reviewed and the chair approves, it is distributed to the dissertation committee and a defense hearing scheduled. At the defense hearing the student orally presents the defense document and addresses questions raised. Following this exchange, students are asked to leave the room as the dissertation committee deliberates the quality of the final product and the student’s ability to articulate the dissertation study. The committee votes separately on the presentation and final document. Upon approval of both components of the defense, students will be recognized as having successfully completed their dissertation.

**Preparation of the Defense and Final Examination**

**Step 1: Schedule the dissertation defense and final examination**

Upon approval from the dissertation chair and under the chair’s direction, the candidate will

**Note:** It is the student's responsibility to carefully follow the policy stated in the Graduate Catalog regarding the final dissertation, editing requirements, deadlines, and any additional requirements to graduate from the University.

establish a date for the dissertation defense. Once the date is set with the committee, the candidate will complete and upload **Form E: Preliminary Agreement to Schedule the Dissertation Defense/Final Examination**. The form must be submitted at least two weeks prior to the defense and no later than 8 weeks prior to graduation. The CGS will circulate the form for signature.

**Step 2: Conduct the defense hearing and final examination**

All members of the committee, including the Graduate Faculty Representative, are present at the defense. The candidate will present the completed research, usually including design and methods used, findings, conclusions and/or implications. Committee members will ask questions as they determine appropriate to the topic and defense. Candidates should be prepared to discuss the dissertation and the implications of the study for practice and publication, as well as its contributions to the discipline. The dissertation defense is open to all graduate faculty members. As part of the defense the student may be required to discuss publication plans for the study depending on the dissertation format selected. At the conclusion of the presentation and examination, the candidate will leave the room and the committee will determine whether the candidate has passed. There are two separate elements that will be assessed: the document and the oral defense. The committee may determine the candidate has (a) passed both the oral and document elements; (b) passed both the oral and document elements pending revision of the document, (b) failed either or both elements and requires a second defense. The candidate will reconvene with the committee and the chair will inform the candidate of the results and outline
any revisions to the document that are required before approval will be issued. Options moving forward are discussed among the student and chair.

**Step 3: After the defense hearing and final examination**

At the conclusion of the defense, the doctoral committee chair and/or student will complete Form F: Dissertation Defense and Written Dissertation Report Final Examination/Dissertation Defense Report and upload it to the CGS. The form then will be circulated for signatures from all committee members, including the chair, by CGS. The report includes evaluation of both the written document (the dissertation) and the oral examination. *It is the responsibility of the dissertation chair to sign the document only after any needed/required changes have been made and the document has been vetted for plagiarism.*

**College-Level Dissertation Procedures**

The following procedures were developed by the COEHD Doctoral Degree Committee (DDC) and apply to all doctoral students pursuing degree plans in the COEHD. Students are encouraged to discuss with their chair these procedures and how they might impact students’ plans for conducting their dissertation research and progressing toward graduation.

**Enrollment in Dissertation Hours**

- Students may enroll in a maximum of three hours of dissertation credit prior to passing their comprehensive examination.
- Students can propose after successfully passing the comprehensive examination. However, when necessary or appropriate based on study design or other rationale, and approved by the dissertation committee, students may propose their dissertation study prior to taking the comprehensive examination. Decisions are made on an individual case-by-case basis.
- Students can enroll in subsequent dissertation credit hours after successfully passing the comprehensive examination.
- Students must be enrolled in dissertation credit hours in the semester they plan to defend their completed dissertation and file for graduation.
- Students may enroll in a maximum of 18 hours of dissertation credit. Additional hours must be approved by the COEHD DDC prior to enrollment.
- Students must complete a minimum of 9 dissertation credit hours as part of their doctoral degree plan.

**Time Required for Proposal**

- Students are required to propose the dissertation within one year after passing the comprehensive examination.
- Should students fail to propose the dissertation within one year after passing the comprehensive examination, they will be referred to a hearing with the COEHD DDC. The dissertation chair also will be invited to attend the hearing.

**Completing the Dissertation**
After the student completes 18 hours of dissertation, the dissertation committee will convene a meeting with the student to assess progress and implement a plan of completion as needed.

Should the student not complete the dissertation successfully within the required timeline, not to exceed 18 hours, the dissertation chair must convene a subsequent meeting to discuss timeline, evidence of consistent compliance with the plan for completion, consideration of revalidation appeals if applicable, and potential dismissal.

At the completion of the meeting, the dissertation chair shall refer the candidate for a hearing with the COEHD DDC. Written notification of the referral should be made to the Assistant/Associate Dean and the student. No additional dissertation hours may be taken for credit without approval of the COEHD DDC.

The COEHD DDC will consider evidence of progress and a statement from the student to evaluate the rationale for student continuation or dismissal.

The COEHD DDC has the option of recommending dismissal or acceptance of the revised timeline for proposal to the CGS and COEHD Dean.

The process should continue until (a) student completes the dissertation, (b) the student has reached the five-year maximum allotment of time in program, or (c) the student is either dismissed or withdraws from the program.

CNEP Department Policies and Procedures

The following policies and procedures have been vetted by the CNEP faculty and are designed to create a comprehensive training experience for students. These policies and procedures are subject to amendment because of changes to a) Department of CNEP mission or objectives, b) TAMU-CC or COEHD regulations, and c) accreditation (i.e., CACREP) standards. Appropriate notice will be communicated to students in advance to any changes being made.

Ethical Standards

Students are expected to abide by the ethical standards associated with their respective field of practice. The Ethical Standards developed by the American Counseling Association are available online for free download at: www.counseling.org. Failure to adhere to these ethical standards will trigger a competency evaluation and may result in the formulation of a remediation plan for the student to address the noted issue. Additional information on relevant standards students are expected to follow is listed in the Professional Duties and Responsibilities section.

Advising and Degree Plans

Upon admission to the doctoral program, within the students first semester, students meet with the doctoral program coordinator and Department Chair (Dr. Joshua Watson) for orientation and initial advisement. Student orientation additionally takes place in the student’s first semester, typically in the CNEP 6315: Professional Issues and Ethics course.

The doctoral program coordinator and Department Chair are primarily responsible for advising and informing students regarding the department and the doctoral program. While all faculty members are available to advise students and answer questions they may have related to courses and extracurricular activities, specific questions about the program itself should be directed to
the doctoral program coordinator. To facilitate the process, students participate in a cohort model and follow a prescribed course schedule throughout their program.

**Individual Development Plan (IDP)**

The Individual Development Plan (IDP) is a tool used by faculty in the Department of Counseling and Educational Psychology to help facilitate students’ professional counselor identity development. All doctoral students are required to complete an IDP at various checkpoints throughout their degree plan. Items on the IDP relate to students’ plans for gaining knowledge and experience related to the core functions of a counselor educator. The IDP will be completed in Tevera, and digitally submitted to the student’s faculty advisor during their first semester.

**Grading Scale**

The standard letter grade policy is used in the Department of CNEP for most courses. Only two “C” grades may be counted for credit toward the degree, except for Doctoral Practicum (CNEP 6395) and Doctoral Internship (CNEP 6396). Students earning a “C” grade in either CNEP 6395 or CNEP 6396 will be required to re-take the course before continuing in their program. If a student believes a grade has been awarded in error, the student should follow the Grade Appeal Process outlined below and must start with meeting with the instructor.

Students should also be aware that cumulative grade point average (GPA) at TAMU-CC includes grades on all graduate coursework taken at this university, whether a part of a counseling degree plan or not. The GPA displayed on Degree Planner will often not be the same as the cumulative GPA as it just lists the GPA associated with coursework taken as part of the current degree plan. Scholastic probation and enforced withdrawal are based on cumulative graduate GPA and not just GPA within the department.

**Grades of Incomplete**

Grades of incomplete are only given in exceptional or unusual circumstances. Generally, students must be making satisfactory progress in a course and must have a substantial portion of work completed to qualify for an incomplete. It is the responsibility of the student to request a grade of incomplete from the instructor. If it is determined by the instructor that such a grade is appropriate, the instructor will complete and submit a signed Request for Incomplete Grade Notation form. The Request must be approved by the instructor and the Department of CNEP Chair. If a student receives a grade of I (incomplete), they are responsible for completing work by the last class day of the next regular (fall or spring) semester unless an earlier date is specified in writing on the Request for Incomplete Grade Notation. If work is not completed and submitted by the date indicated on the Request, the student’s grade will change to an “F” or into the grade specified on the Request. It is the responsibility of the student to ensure that work is completed and submitted to the appropriate instructor in a timely manner. Once work is submitted, the instructor will submit a Change of Grade form and the student’s academic record is changed.

Students receiving financial aid should consult with a financial aid advisor before making the decision to take an incomplete, as this may affect their Financial Aid eligibility status.
**Grade Appeals Process**

As a matter of departmental, college, and university policy, students who have a complaint about a grade should first discuss the matter with the instructor. If the problem cannot be resolved, then the student should follow the steps outlined in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. The document is available through the University Rules website at [http://studentaffairs.tamucc.edu/student_grade_appeal_procedure.pdf](http://studentaffairs.tamucc.edu/student_grade_appeal_procedure.pdf).

**Notification of Intent to Graduate**

Graduation upon completion of the course requirements is NOT automatic. The semester before graduation is anticipated, students should obtain and file an application for graduation from the Office of Admissions and Records by the deadline date indicated in the official TAMU-CC academic calendar. Deadline dates also are available on the TAMU-CC website and the College of Graduate Studies website. If students need to cancel an application for graduation, they can do so through the Office of the University Registrar website.

**Endorsement Policy**

Students should seek permission from CNEP faculty members (core and adjunct) before identifying them as references on any applications for internship placement, employment, certification, or licensure. Students and graduates seeking endorsements, letters of recommendation or reference, credentialing, and/or employment letters should provide the respective CNEP faculty member(s) a minimum of **two weeks written notice** to respond to their requests. Students are responsible for providing all relevant information and documents pertaining to the endorsement including, but not limited to, a posting listing or job announcement, current contact information, copy of the student’s curriculum vitae or resumé, and transcript or copy of degree planner.

The CNEP faculty view it as their professional duty to only endorse or recommend a student or graduate for employment opportunities, licensure, certification, or any other credentials to which the individual is adequately prepared through knowledge, training, and experience. Under no circumstance will a CNEP faculty member recommend or verify training, experience, or expertise the individual does not possess, or that the faculty member does not have any personal knowledge of having occurred or being accurate. Further, CNEP faculty are not able to estimate future performance in any remaining coursework, during Practicum or Internship, or on the comprehensive examination when assisting students in their job search processes.

**Professional Duties and Responsibilities**

**Student Responsibility**

In accordance with the Graduate Catalog, the Department of CNEP faculty assists students in progressing toward the degrees they are seeking. However, ultimate responsibility for understanding and following the degree requirements rests with the students themselves. Students are responsible for understanding degree requirements, enrolling in courses that fit into degree programs, and taking courses in the proper sequence to ensure appropriate progression of work. Students are expected seek advice from faculty about degree requirements and other university policies when necessary. Students are responsible for understanding and complying with the provisions of this handbook, the university Student Handbook, and all applicable
policies, rules, regulations, and procedures of the Texas A&M System and Texas A&M University-Corpus Christi, including those pertaining to academic standards and student conduct. The Student Handbook and Student Code of Conduct may be found at https://falcon.tamucc.edu/~students. Academic misconduct, as well as other violations, may result in serious consequences outlined in the Student Handbook, including dismissal from the University.

Students are expected to conduct themselves in an ethical, responsible, and professional manner. Students must be knowledgeable about and adhere to the code of ethics of the American Counseling Association (ACA), as well as the International Association of Marriage and Family Counselors (IAMFC) or the American School Counselor Association (ASCA). In addition, students, depending on their degree plans and professional goals, must be familiar with and adhere to the rules and regulations of the Texas State Board of Examiners of Professional Counselors, the Texas State Board of Examiners of Marriage and Family Therapists, and/or the TEA Educator Code of Ethics. The codes include both mandatory and aspirational considerations for students and professionals in the field of counseling. Mandatory guidelines must always be adhered to by students in the counseling programs. These codes of ethics are located on the home pages of the respective organizations.

As trainers of counselor educators and supervisors, the Department of CNEP faculty expects students to be concerned about others, stable and psychologically well-adjusted, effective in interpersonal relationships, and able to give and receive constructive feedback. In addition, the faculty expects that students be committed to their own personal growth and wellness as well as professional development as demonstrated by participating in opportunities such as those provided in course work, supervision, self-selected readings, personal counseling, and personal wellness activities. We believe counselor educators and supervisors have an ethical responsibility to be willing to do in their/our own lives what we ask students and supervisees to do.

**Faculty Monitoring of Students**

The CNEP faculty acknowledge the responsibility to monitor not only academic progress but also personal attitudes and conduct of students which will impact their performance as counselor educators and supervisors. Doctoral student behavior, attitudes, and expression of values should NOT interfere with professionalism or the ability of the student to function as a counselor educator/supervisor in training. Examples of attitudes and conduct that often impact performance can be found in the Professional Issues and Behavior Rating Scale (Appendix D). In addition, guidance regarding professional attitudes and conduct can be found in the ACA Code of Ethics and the Codes of Ethics of the Texas State Board of Examiners of Professional Counselors (TSBEPC) and other applicable regulatory bodies. Adherence to the ACA Code of Ethics, including the core professional values of counseling and ethical principles enumerated in the Preamble of the Code, as well as the Codes of Ethics of the Texas State Board of Examiners of Professional Counselors (TSBEPC) and other applicable regulatory bodies, is expected of all graduate counseling students.

Doctoral students are reviewed each semester by all CNEP faculty members. This regular and on-going monitoring allows CNEP faculty members to identify problems students may be experiencing in the program as early as possible and assist them in developing solutions before such problems lead to formal remediation procedures. Students are reviewed based on student
professional and ethical behavior as outlined in this document and in the professional codes of ethics referenced, clinical performance, and academic performance. If a student’s professional integrity, skill level, professional development, academic performance, or conduct is found lacking, the faculty member who notes the concern will meet individually with the student to review and document those concerns and responses thereto following the Student Review and Retention Policy (following section) and utilizing the Student Review and Remediation Evaluation (SRRE; Appendix C) and/or the Professional Issues and Behavior Rating Scale (PIBRS; Appendix E). Concerns may include but are not limited to unresolved personal problems, lack of relationship building skills, questionable ethical behavior, inability to accept feedback, academic misconduct, failure to achieve student learning objectives, or other issues which interfere with a student’s ability to function effectively as a counselor. Other issues as identified on the Individual Development Plan (IDP) may also be considered. Note: While the Professional Issues and Behavior Rating Scale is also completed in specified courses and is not necessarily an indication of problem behavior, the Student Review and Remediation Evaluation is used exclusively to identify problematic behaviors that are expected to change.

In any meeting triggered by a faculty concern that results in documentation to the SRRE and/or PIBRS, the student will be presented with a copy of the relevant evaluation form (SRRE and/or PIBRS). A copy of the form will be maintained in the student’s departmental file. The faculty member will inform departmental faculty about the evaluation. Recommendations that are agreed upon by the student and faculty member will be followed up by the faculty member and a report then filed regarding completion or non-completion of the recommended actions. Non-completion of agreed-upon recommendations will result in referral to the Review, Remediation, Retention, and Dismissal Committee for possible further action.

If a student receives more than one form in the student departmental file, whether the SRRE or PIBRS, the student will be required to meet with the Review, Remediation, Retention, and Dismissal Committee. (See Student Review and Retention Policy in this handbook for more information.) In addition, students should be aware that all such evaluations are discussed by the full faculty during regular faculty meetings as an ongoing part of student monitoring.

Department of CNEP policies for review of students during Practicum and Internship include the above criteria as well as additional criteria appropriate to the clinical experience. These additional criteria can be found in the Practicum/Internship Manual (see syllabi, evaluation forms, and tape rating sheets).

Continuing issues that are not adequately addressed as part of the remediation process are grounds for suspension or dismissal from the counseling program. Students should refer to Student Review, Remediation, Retention, and Dismissal section of this handbook for additional information related to the gatekeeping process used in the Department of CNEP.

**Personal Counseling**

Department of CNEP faculty members believe that participating as a client in individual or group counseling can be both a growth experience for the graduate student and a significant educational aspect of a program to prepare mental health professionals. Experience as a client in personal...
counseling is, therefore, strongly recommended for Department of CNEP students. Individual or group counseling should be conducted by a licensed professional counselor, a licensed marriage and family therapist, a licensed social worker, a licensed psychologist, or an equivalently trained professional. The University Counseling Center and the Career Center are available and provide a wide range of services to students at no charge. **Personal counseling may at any time be required by the Department for the student to continue in the program.** Commencement of counseling and recommendation of additional counseling may be a stipulation or condition at the time of the student's screening or at any time during his/her program. The student has the right to choose his/her own counselor.

**Student Review, Remediation, Retention, and Dismissal**

In accordance with CACREP 2016 Accreditation Standards, the Department of CNEP regularly and systematically assesses students’ professional and personal attitudes and conduct at specific points during the program as well as when concerns occur regarding individual students. This section outlines the process utilized to work with those students about whom faculty members have concerns in areas other than grades. The purpose of the process is twofold. First, it provides an opportunity for students to address problematic behaviors. Second, it provides gatekeeping for the profession, including reducing the risk of harm to future clients and the public.

The *Professional Issues and Behavior Rating Scale* (PIRBS; see *Appendix D*) is used to assess behaviors, attitudes, and evidenced values important for professional counselor functioning. Students in the Ph.D. in *Counselor Education* program are expected to demonstrate behaviors, attitudes, and evidenced values consistent with the legal and ethical standards of professional counselor educators and supervisors and Department of CNEP expectations of students. The *Student Review and Remediation Evaluation* (SRRE; *Appendix C*) is used to document concerns, provide direction for conversation with the student, document student responses, and outline any required steps or action plans for remediating the presenting issue. The SRRE may be completed by a student’s instructor when there is concern about a student’s behavior, whether within or outside of the instructor’s class, or when an instructor becomes aware of a student’s conduct or attitudes being inconsistent with ethical and competent counseling.

In addition, the faculty-as-a-whole may initiate utilization of the SRRE as a result of routine monitoring of students during regular faculty meetings. In such cases, the faculty will determine what concerns will be included on the form as well as who will create the document and meet with the student. In some cases, more than one faculty member may be involved. Students should be aware that concerns may be raised by faculty members regardless of the time or location of behavior or expressed attitudes incompatible with ethical counseling practice occur. The *Professional Issues and Behavior Rating Scale* (PIBRS; *Appendix D*) may also be used as part of the process if applicable to the issues addressed in the SRRE.

**The Remediation Process**

If, in the professional judgment of (a) program faculty member(s) a student’s behavior and evidenced attitudes are deemed substandard, unethical, illegal, and/or professionally questionable at any time during training (including course work, practicum, and internships), the following processes may be used:
1. **Student Review and Remediation Evaluation by Individual Faculty Member.**

When a faculty member identifies an issue related to student performance, the faculty member may initiate a Student Review and Remediation Evaluation and schedule a meeting with the student to identify the concern and process the results of the evaluation. If no corrective actions are required, the SRRE is signed and filed in the Department of CNEP student file with a copy of the signed document given to the student. The faculty member will provide information about the SRRE during the regular student monitoring process.

If there are corrective steps to be taken and the instructor and student agree on them, the faculty member, in consultation with the student, will establish a completion date for tasks and note tasks and completion dates on the form. The faculty member will submit documentation of the consultation using the SRRE to be placed in the student’s departmental student file with a copy of the SRRE. The student will prepare documentation appropriate for the tasks undertaken and present it to the faculty member by the completion date. The faculty member and student will meet to review, and the faculty member will determine whether outlined corrective measures have been adequately met. The faculty member will make a written report of the determination for the Department of CNEP student file with a copy to the student. The faculty member will provide information about the SRRE and subsequent completion/non-completion report during the regular student monitoring process.

In some cases (e.g., occurrence of a clear ethics violation, multiple concerns/repeated review and remediation evaluations, risk of harm), the faculty member may also contact the Department of CNEP Chair, who, in consultation with the faculty member, will determine the need to establish a Review and Retention Committee to consider the case. A decision by the faculty member to forward the SRRE to the Department of CNEP Chair for additional review by the committee may be included on an initial SRRE that is provided to the student.

2. **Student Competency Evaluation by Committee**

A Department of CNEP Review and Retention Committee* may be convened by the Department of CNEP Chair when (a) an individual member requests committee review as outlined in (1) above; (b) a student does not agree with corrective actions discussed during the consultation meeting, or (c) student monitoring reflects concerns of multiple faculty members, generally over time. If a committee is needed, the Department of CNEP Chair will appoint members to the Department of CNEP Review and Retention Committee, which will be charged with reviewing the SRRE to determine what further action should be taken.

The Department of CNEP Review and Retention Committee is an ad-hoc committee composed of at least three faculty members from the department. The referring faculty member may not serve on this committee. The committee may meet with the student, the faculty member, and other individuals who may have pertinent information to contribute. The committee will determine whether probation and remediation, recommendation for voluntary resignation from the program, or a recommendation for dismissal is warranted.
3. Probation and Remediation

If the Department of CNEP Review and Retention Committee determines that remediation with departmental probation is appropriate, the committee will develop a remediation plan in consultation with the student. This plan will (a) behaviorally define the deficiencies to be addressed, (b) identify the expected outcomes of remediation, (c) identify possible methods that could be used to reach these goals, which could include personal counseling, group growth experiences, self-structured behavioral change, additional academic course work or field experiences, or other appropriate methods, (d) define acceptable methods for demonstration of outcomes identified in (b) above, and (e) designate a date for goal attainment or reevaluation. The plan will be in writing and will be signed by both the student and the chair of the committee. A copy of the plan will be provided to the student and a copy will be placed in the student Department of CNEP file. The student’s faculty advisor or other faculty member designated by the Department of CNEP Chair will monitor student compliance. The student will be placed on departmental probation; that status will be reviewed at the date for goal attainment or reevaluation.

If the student disagrees with the remediation plan established by the Committee, the chair of the committee will file forward the SRRE, with complete remediation plan, to the Department of CNEP Chair. The student will have a right to appeal the decision with the Department of CNEP Chair within ten (10) business days. If the Department of CNEP Chair agrees with the committee recommendations, the remediation plan and departmental probation will go into effect. If a student continues to refuse participation in the remediation once the Department of CNEP Chair has rendered a decision, the Department of CNEP will move forward to dismiss the student from their respective program.

4. Post-Remediation

Upon completion of the remediation plan or on expiration of the remediation plan deadline (whichever comes first), the student will request an evaluation of his or her progress from the Retention and Review Committee chair. The student will provide a report documenting the actions taken to address the remediation plan as well as any other material defined in the SRRE remediation plan. After discussion with the student, the Committee will assess whether all elements of the remediation plan have been met. If the student does not request evaluation by the deadline, the remediation plan will be considered incomplete, and the student will be subject to recommendation for dismissal.

5. Review and Retention Committee Recommendation

The Review and Retention Committee will consider all information and recommend one of the following options to the Department of CNEP faculty:

a) Continuation in the program: The specified concerns no longer present a significant problem, and the student can continue in the program.

b) Continued probation and remediation: If progress toward achieving the objectives is documented on the first evaluation but further remediation activities are warranted, an updated behavioral plan is prepared, and a date is set for another reevaluation at the program faculty’s discretion.
c) **Voluntary resignation:** If satisfactory progress has not been demonstrated and there is little or no expectation that the student can reasonably attain them soon, the Committee may recommend that the student voluntarily withdraw from the program.

d) **Dismissal from the program:** If the student has failed to attain the objectives and there is no expectation that he or she can reasonably attain them soon and the student does not voluntarily withdraw from the program, the Committee will recommend to the department that the student be dismissed from the program.

If the recommendation from the Committee is 5.a or 5.b, the student will be notified in writing, by the Chair of the Committee, of the reevaluation decision. If continued probation and remediation is recommended, the Committee will establish a new remediation plan (see 3 above for details).

If the recommendation from the Committee is 5.c or 5.d, the Committee will bring the issues to the departmental faculty meeting. Upon faculty agreement, the Chair of the Committee will meet with the student to discuss voluntary withdrawal. The student will have ten (10) business days to appeal the decision of the committee to the Department of CNEP Chair. If the Department of CNEP Chair concurs with the decision of the committee, the student will have the opportunity to voluntarily resign from the program. If the student chooses not to resign, the faculty, in consultation with the COEHD Dean, may dismiss the student from the counseling program. Students may appeal decisions of the Department of CNEP faculty to the COEHD Dean within five (5) business days.

Students who are dismissed from the program will need to sit out for one calendar year before they are eligible to reapply to the program. Students who choose to reapply to the program must navigate through the entire application process. Reapplication does not guarantee readmission to the program. In reviewing a student’s application for readmission, the admissions committee may consider all previous interactions with the student during their deliberations. Should a student be readmitted to the program, the Department of CNEP Admissions Coordinator will communicate to the student their admission status (conditional or full admit) and faculty advisor contact information.

### Communicating with Students

#### E-mail

Students are **required to set up and utilize their islander e-mail account.** This e-mail address is the one the University requires faculty and staff to use when communication originates from the University. The islander account can be set to forward automatically to the student’s preferred e-mail address so that communication from the department and the university is not overlooked. Students requiring assistance in setting up their e-mail accounts should contact the IT Helpdesk or fill out a help ticket.

#### Blackboard

Blackboard is the contracted Learning Management System (LMS) used by TAMU-CC. A Blackboard Organization Page for the Department of CNEP has been created to house important news and notes for students in both the M.S. and Ph.D. programs. All students currently enrolled in one of the CNEP degree programs have access to the Blackboard Organization Page. If you
plan to take a hiatus from the program or elect not to register for courses in a semester, please
alert the Department Chair so you can be added to the Blackboard Organization Page.
Throughout the semester, faculty may post news and announcements to Blackboard. Students are
expected to check the Organization Page on a regular basis to ensure they are not missing any
important updates or pending deadlines.

Please be aware that failure to receive information from the university or department
because the islander e-mail account is not maintained is not a valid reason to miss
deadlines or other information critical to student success in the program. We make
significant efforts to keep you informed, and the islander e-mail account is a major part of that
effort. If you have difficulty or stop receiving e-mail messages, you should troubleshoot the
issue immediately to stay up to date. If this does not work, please contact the Department of
CNEP main office (361-825-3393) for additional assistance.

Financing Your Education

Financial Aid

Several students receive financial aid through grants, loans, work-study programs, assistantships,
and scholarships. The Office of Student Financial Assistance (OSFA) is located on the first floor
of the Student Services Center (SSC) and the contact number is (361) 825-2338. General
eligibility requirements as well as application forms and detailed instructions for applying for
financial assistance can be found at https://osfa.tamucc.edu.

Most financial aid programs have a limited amount of funds which must be granted on a first-
completed, first-awarded basis. Therefore, students are strongly encouraged to have their
financial aid files completed dates listed on the OSFA website. More information can be found in
the Graduate Catalog and on the College of Graduate Studies website.

Fellowships

The Scholar Achievement in Graduate Education (SAGE) Fellowship Award for terminal degree
programs is available to students entering the Counselor Education doctoral program. Each year,
a limited number of fellowships will be awarded to incoming students selected to be a
Department of CNEP graduate assistant. The fellowships, which are renewable for up to three
years, cover all tuition as well as mandated university fees for students awarded a graduate
assistantship. Additional information related to the SAGE fellowships is distributed each year by
the Department of CNEP.

Graduate Assistantships

The Department of CNEP has a limited number of graduate assistantships available. Priority is
typically given to doctoral students, but all counseling students are eligible to apply. To apply for
an assistantship, students first must submit a resume to the Department of CNEP main office.
While not required, a recommendation letter from a program faculty member also may be
submitted. The Department of CNEP Chair will review all complete applications submitted. The
applicants will be rank ordered in terms of fit both for the student’s professional growth and the
department’s needs. The Department of CNEP Chair will communicate with those students selected to receive a graduate assistantship in the department. The offer letter details the nature of the appointment and corresponding compensation.

In addition, several Department of CNEP students are employed as graduate assistants in other Departments within and outside of the COEHD. Research assistants also are employed on funded research projects within the Department of CNEP and across campus. Information on the availability of these assistantships is communicated through the CNEP Blackboard page and sent to all current students through Blackboard announcements. Additional information can be found on the CGS website: https://www.tamucc.edu/grad-college/funding/assistantships.php

Scholarships

Students completing graduate coursework in the counseling programs may be eligible for several scholarship programs offered by the University and its various departments. Students are encouraged to review the TAMU-CC Scholarship (http://scholarships.tamucc.edu/index.html) and College of Graduate Studies (https://gradschool.tamucc.edu/funding/index.html) websites for more information on available funding.

Professional Licensure and Certification

Individuals in the counseling profession who practice in the state of Texas may seek licensure as a Licensed Professional Counselor (LPC). Depending on their academic background, they may also be eligible for licensure as a Licensed Marriage and Family Therapist (LMFT). While the doctoral curriculum does not align with the educational training requirements of these licensing bodies, the field experience activities completed in Practicum and Internship can be used to meet licensure requirements. Students who choose to work toward licensure while enrolled in the doctoral program must still obtain additional clinical supervised experience. They must also take the licensure examination and the jurisprudence examination for either license desired. The examinations must be taken and passed before obtaining the LPC-Associate or LMFT-Associate. Accumulation of clinical hours may not begin until the license has been granted. Details of licensure procedures, including testing information, may be found on the websites for the regulatory boards. For LPC information, students may visit https://www.bhec.texas.gov/texas-state-board-of-examiners-of-professional-counselors/index.html. For LMFT information, visit https://www.bhec.texas.gov/texas-state-board-of-examiners-of-marriage-and-family-therapists/index.html.

Changes to TSBEP and TSBEMFT rules can and do occur. Timelines for changing the Graduate Catalog and the consideration and publication of rules for licensure do not coincide; thus, you may be required to take additional or alternative coursework from what appears on your degree plan if you wish to pursue licensure as an LPC or LMFT in the State of Texas. The Department of CNEP communicates information to students as it is received.

Individuals with a master’s degree in school counseling who are seeking school counseling certification must complete several steps to be to be certified in Texas. Students must complete the school counselor application on the TEA website, submit evidence of a background check, and pass the TExES 252 School Counseling Certification examination. Please note, TEA charges
various fees when completing the certification process. To take the TEExES 252 school counseling exam, students must complete Developmental School Counseling (CNEP 5316) or its equivalent. There are no exceptions to taking the state exam prior to course completion. After completing CNEP 5316 or its equivalent, students must schedule a practice exam with the COEHD Certification office. Students must provide evidence of exam preparation when taking the practice test. Students will be approved to take the state counseling exam once they have received an 85% or higher on the practice exam. Please note that the TEExES 252 exam is offered on a limited basis per TEA guidelines. Students must pass this exam, obtain a master’s degree in the Professional School Counseling program, and have two years of successful teaching experience to qualify for a school counseling position in the State of Texas. Students are encouraged to read and familiarize themselves with the information available at https://tea.texas.gov/Texas_Educators/Certification/Additional_Certifications/Student_Services_Certificates/

The National Board of Certified Counselors (NBCC) certifies individuals as National Certified Counselors if they have met the minimum academic and experiential preparation standards appropriate for all persons who refer to themselves as counselors. Beyond successful completion of an appropriate master's degree program, NBCC's National Counselor Examination must be successfully completed. Information can be obtained by contacting www.nbcc.org. The Department of CNEP, by virtue of its CACREP-accredited counseling programs, can approve students to sit for the NCC certification examination once they have completed all COEHD-required and core counseling coursework. The registration fee includes the application fee for the NCC credential. Information on sitting for the examination (NCE) can be obtained from the Department of CNEP administrative associate.

Students also may be eligible for a national certification in marriage and family therapy (Certified Family Therapist) through The National Credentialing Academy (NCA) for Certified Family Therapists. Additional information can be found on the NCA website (http://nationalcredentialingacademy.org). E-mail your questions to ncacademy@stx.rr.com.

Professional Identity and Affiliations

Professional Identity

To assist students in developing a strong counselor educator identity, the Department of CNEP faculty have instituted an Individual Development Plan (IDP) system which assesses students’ knowledge and understanding of the core CACREP doctoral training areas of teaching, supervision, counseling, research, and leadership. Additionally, a student’s IDP should address goals for professional growth and counselor identity.

As part of the CNEP 6396 Internship experience, doctoral students are required to select three of the five core functions of doctoral level counselor educators (see above) and develop a plan for gaining experience in those activities. The selection of these core functions should be made with the input of the CNEP 6396 instructor, the doctoral program coordinator, the student’s dissertation chair, or a faculty mentor.

Students are required to initiate an on-line Individual Development Plan (IDP) with details about their goals and strategies for accomplishing both holistic personal development and professional growth and counselor identity formation throughout their time in the program. The Individual
Development Plans are reviewed with students’ faculty advisors at regular intervals during the degree plan (first semester during the CNEP 6315 course, before beginning Practicum, while enrolled in Internship II and prior to graduation).

Professional Affiliation

To enhance graduate education and set the foundation for full participation in the counseling profession, the Department of CNEP faculty strongly recommend that all graduate students become members of the professional organizations or associations that represent their area(s) of special interest. Most professional organizations offer reduced membership rates. Students may be required to obtain a faculty signature to receive a student rate and are encouraged to check with each organization to see what may be required to join. In addition to reduced membership costs, students receive additional benefits including:

- Receipt of professional publications (journals and newsletters) published by the organization and divisions in which membership is held
- Reduced registration fees for professional meetings (seminars, conventions, workshops) sponsored by the organization
- Eligibility for member services (library resource use, legal defense funds and services, group liability insurance)
- Involvement with activities and issues which are directly or indirectly pertinent to their profession (legislation and professional credentialing, including licensure, certification and program accreditation)
- Affiliation with other professionals having interests and areas of expertise like their own
- Liability insurance coverage included in the cost of student membership

Most professional organizations have both state and national affiliations. Students may join one without joining the other. Divisions within the professional organizations serve specific areas of interest (i.e., marriage and family counseling, mental health counseling, addictions counseling, or school counseling). These divisions can be joined if one already belongs to the parent organization (usually at a small additional cost) or as a division member only.

Students are often given applications to join the American Counseling Association (ACA) and the Texas Counseling Association (TCA) at orientation sessions. Applications are also available in the Department of CNEP main office. Most of the Department of CNEP faculty are members of ACA and TCA and actively participate in these organizations. Some hold offices in the professional organizations or are on boards and committees of these organizations. Students are encouraged to speak with Department of CNEP faculty to find out how they can get involved and begin strengthening their professional counselor identity.

Recommended National Organizations

American Counseling Association (ACA) and its divisions:
- Association for Adult Development and Aging (AADA)
- Association for Assessment and Research in Counseling (AARC)
- Association for Child and Adolescent Counseling (ACAC)
- Association for Creativity in Counseling (ACC)
- American College Counseling Association (ACCA)
- Association for Counselor Education and Supervision (ACES)
• Association for Humanistic Counseling (AHC)
• Association for Multicultural Counseling and Development (AMCD)
• American Rehabilitation Counseling Association (ARCA)
• Association for Spiritual, Ethical and Religious Values in Counseling (ASERVIC)
• Association for Specialists in Group Work (ASGW)
• Counselors for Social Justice (CSJ)
• International Association of Addictions and Offender Counselors (IAAOC)
• International Association of Marriage and Family Counselors (IAMFC)
• Military and Government Counseling Association (MGCA)
• National Career Development Association (NCDA)
• National Employment Counseling Association (NECA)
• Society for Sexual, Affectional, Intersex, and Gender Expansive Identities (SAIGE)

American Association for Marriage and Family Therapy (AAMFT)
American Mental Health Counselors Association (AMHCA)
American School Counselor Association (ASCA)

Recommended State Organizations

Texas Counseling Association (TCA) and its divisions:
• Texas Association for Assessment and Research in Counseling (TAARC)
• Texas Association for Adult Development and Aging (TAADA)
• Texas Association for Counselor Education and Supervision (TACES)
• Texas Association for Humanistic Education and Development (TAHEAD)
• Texas Society for Sexual, Affectional, Intersex, and Gender Expansive Identities (Texas-SAIGE)
• Texas Association of Marriage and Family Counselors (TAMFC)
• Texas College Counseling Association (TCCA)
• Texas Career Development Association (TCDA)
• Texas Association for Multicultural Counseling and Development (TextAMCD)
• Texas Mental Health Counselor Association (TMHCA)
• Texas School Counselor Association (TSCA)
• Texas Counselors for Social Justice (TxCSJ)

Because we realize that financial resources are limited, students are not required to become a member of one or more professional organizations. However, membership in a professional organization is an important aspect of professionalism, and therefore, students who can do so are strongly encouraged to join one or more of the professional organizations listed above.

Chi Sigma Iota

TAMU-CC has a chapter of Chi Sigma Iota (Theta Alpha Mu), the International Counseling Honor Society. The Theta Alpha Mu Chapter in the Department of CNEP is active in conducting seminars and workshops and holding special events for CNEP students. A student member representing the chapter will attend the National ACA Conference and represent the Theta Alpha Mu Chapter at the CSI business meeting. Eligibility criteria include the completion of a minimum of nine semester hours in the counseling program with a GPA of 3.5. The Chapter
Faculty Advisor (Dr. Backer) will send all membership-eligible students an invitation to join. A member initiation ceremony occurs each May.

Information related to CSI events is posted on the Chapter Activity Board in the department office suite and distributed through Blackboard announcements.

**Workshops and Continuing Education Programs**

The Department of CNEP regularly offers workshops for students and professionals in the community to further enhance knowledge and skills in counseling. The workshops are announced in classes, published on the listserv and in Blackboard, and posted on the Department of CNEP bulletin boards, and may be funded by grants, projects such as the Texas Counselors and Healthcare Integration Project (Tex-CHIP), or sponsored by Chi Sigma Iota. Students are encouraged to attend these extracurricular activities as schedules permit.

**Additional Information**

Information, policies, and procedures about tuition, fees, financial assistance, scholarships, and other topics important to graduate students can be found in the catalog. In addition to the catalog, web pages for offices and services on campus provide expanded information, forms, and contact names/phone numbers. Some of those webpages include the following:

- College of Graduate Studies
- Office of Student Financial Assistance
- Office of International Education
- (Graduate Resource and Opportunity Workspace (GROW))
- Assistantships
Please use the checklist below for a timely submission of required documents. Forms can be found at [http://gradschool.tamucc.edu/forms.html](http://gradschool.tamucc.edu/forms.html)

Important dates can be located at [http://gradschool.tamucc.edu/doctoral_dates.html](http://gradschool.tamucc.edu/doctoral_dates.html)

<table>
<thead>
<tr>
<th>Document to Submit</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Signed copy of official degree plan (<a href="http://gradschool.tamucc.edu/forms.html">Form A</a>)</td>
<td>By the end of Year 1</td>
</tr>
<tr>
<td>Comprehensive Examination and Advancement to Candidacy Report (<a href="http://gradschool.tamucc.edu/forms.html">Form B</a>)</td>
<td>By the end of Year 2 (after student passes)</td>
</tr>
<tr>
<td>Doctoral Dissertation Advisory Committee Appointment (<a href="http://gradschool.tamucc.edu/forms.html">Form C</a>)</td>
<td>2 weeks before the comprehensive exam</td>
</tr>
<tr>
<td>Doctoral Dissertation Proposal Hearing Request Form (<a href="http://gradschool.tamucc.edu/forms.html">Form D</a>)</td>
<td>2 weeks before the scheduled proposal date</td>
</tr>
<tr>
<td>Preliminary Agreement to schedule the Dissertation Defense/Final Examination (<a href="http://gradschool.tamucc.edu/forms.html">Form E</a>)</td>
<td>8 weeks prior to graduation</td>
</tr>
<tr>
<td>Dissertation Defense and Written Dissertation Report (<a href="http://gradschool.tamucc.edu/forms.html">Form F</a>)</td>
<td>4 weeks prior to graduation</td>
</tr>
<tr>
<td>Graduate Faculty Representative Report (<a href="http://gradschool.tamucc.edu/forms.html">Form G</a>)</td>
<td>Within 5 days of defense/final exam</td>
</tr>
<tr>
<td>Doctoral Dissertation Committee Member Change Request Form (<a href="http://gradschool.tamucc.edu/forms.html">Form H</a>)</td>
<td>As needed</td>
</tr>
<tr>
<td>Graduate Degree Plan Exceptions Form (<a href="http://gradschool.tamucc.edu/forms.html">Form I</a>)</td>
<td>As needed</td>
</tr>
<tr>
<td>Graduate Degree Plan Revalidation Request Form (<a href="http://gradschool.tamucc.edu/forms.html">Form J</a>)</td>
<td>As needed</td>
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<tr>
<td>Request for a Leave of Absence Form (<a href="http://gradschool.tamucc.edu/forms.html">Form K</a>)</td>
<td>As needed</td>
</tr>
<tr>
<td>Final Version of Dissertation Submitted to ProQuest <a href="http://www.etdadmin.com/tamucc">www.etdadmin.com/tamucc</a></td>
<td>4 weeks prior to graduation</td>
</tr>
<tr>
<td>Survey of Earned Doctorates <a href="https://sed-nces.org">https://sed-nces.org</a></td>
<td>4 weeks prior to graduation</td>
</tr>
<tr>
<td>E-mail copy of the completion certificate to <a href="mailto:gradweb@tamucc.edu">gradweb@tamucc.edu</a></td>
<td>4 weeks prior to graduation</td>
</tr>
<tr>
<td>Dissertation Processing Fee <a href="http://gradschool.tamucc.edu/doctoral_students.html">http://gradschool.tamucc.edu/doctoral_students.html</a></td>
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## Appendix B

### Counselor Education Course Sequencing

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Fall Semester</strong></td>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>CNEP 6305 Advanced Counseling Theories</td>
<td>CNEP 6310 Advanced Counseling Strategies</td>
<td>CNEP 6335 Consultation Theory</td>
</tr>
<tr>
<td>CNEP 6315 Professional, Legal, &amp; Ethical Issues</td>
<td>CNEP 6384 Qualitative Research Methods I</td>
<td>CNEP 6398 Dissertation in Progress (6 SCH)</td>
</tr>
<tr>
<td>CNEP 6360 Research Design in Counseling</td>
<td>CNEP 6395 Doctoral Practicum</td>
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<thead>
<tr>
<th><strong>Spring Semester</strong></th>
<th><strong>Spring Semester</strong></th>
<th><strong>Spring Semester</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CNEP 6354 Counselor Education Pedagogy</td>
<td>CNEP 6372 Quantitative Research Methods II</td>
<td>CNEP 6396 Doctoral Internship</td>
</tr>
<tr>
<td>CNEP 6350 Advanced Clinical Supervision</td>
<td>CNEP 6385 Qualitative Research Methods II</td>
<td>CNEP 6398 Dissertation in Progress (3 SCH)</td>
</tr>
<tr>
<td>CNEP 6370 Quantitative Research Methods I</td>
<td>CNEP 6396 Doctoral Internship</td>
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<thead>
<tr>
<th><strong>Summer Semester I</strong></th>
<th><strong>Summer Semester I</strong></th>
<th><strong>Summer Semester I</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CNEP 6316 Research, Writing, &amp; Publishing</td>
<td>CNEP 6397 Research Seminar*</td>
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</tr>
<tr>
<td>CNEP 6355 Leadership &amp; Advocacy in Counselor Education*</td>
<td>CNEP 6340 Diversity in Counselor Education</td>
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<tr>
<th><strong>Summer Semester II</strong></th>
<th><strong>Summer Semester II</strong></th>
<th><strong>Summer Semester II</strong></th>
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<tbody>
<tr>
<td>CNEP 6320 Advanced Appraisal Techniques</td>
<td>CNEP 6365 Outcome Research &amp; Program Evaluation</td>
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</table>

*10-week courses*
Appendix C
CNEP Student Review and Remediation Evaluation

Students enrolled in the Counseling and Educational Psychology Department must maintain high scholastic standards, professional interpersonal behavior, and develop skills necessary to work with people with diverse needs. Students are expected to demonstrate emotional and mental fitness in their professional fields and to conform to the current ACA Code of Ethics and any other codes of ethics of relevant professional associations as well as the State of Texas. A student’s acceptance in the Counseling and Educational Psychology Department does not guarantee professional fitness, which is required to remain in the program. At any time, if a student does not seem professionally fit, or there are concerns regarding their professional and/or interpersonal behaviors in and outside of class, CNEP faculty instructors may complete this form to formally document the concern and then meet with the student to discuss the concern and possible consequences. If the student does not agree with recommendations or has more than one Review and Remediation form completed, they may be referred to a faculty review committee to discuss the student’s needs. In accordance with departmental goals and standards, students are expected to exhibit:

• an attitude that respects individual uniqueness and potential growth and development of all individuals.
• personal stability as well as professional and ethical behaviors according to the ACA Code of Ethics and Texas law.
• awareness of, knowledge about, and skills in working with diverse populations in a pluralistic society.
• productive and cooperative working relationships that display motivation, independence, maturity, adaptability, and respect for others.
• a commitment to continuing personal and professional growth characterized both by participation in experiential and diverse learning opportunities and professional organizations that promote counselor identity; and
• a commitment to participation in professional organizations and production and presentation of scholarly papers and publications (Doctoral Students Only).

Student: ________________________________________________________________

Faculty: ________________________________________________________________

Nature of Concern:

Recommendations:

Student Signature ____________________________ Date ________________

Faculty Signature ____________________________ Date ________________
Appendix D
Professional Issues and Behavior Rating Scale
Counselor Education Doctoral Program
Department of Counseling and Educational Psychology

Student Name: ________________________________ Date: _________________________
Course (if applicable): __________________________ Other: ________________________

In addition to preparing graduates to work as counselor educators, researchers, and practitioners in academic and clinical settings, the counselor education program faculty expect doctoral students to demonstrate appropriate professional dispositions and behavior as well as the ability to manage themselves effectively and appropriately. Items below are representative of the kinds of behaviors and attitudes that are related to success as a counselor educator. Faculty members may indicate other specific items as needed.

Depending on severity, number of issues, and response to faculty/supervisor feedback, results on this evaluation may impact a student’s grade in the course, ability to move forward in the program, and/or need to participate in the departmental remediation process.

*N/O denotes Not Observed.

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<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Poor: Consistently or usually performs in a way that is unacceptable or inconsistent with professional behavior</td>
<td>Unsatisfactory: Often behaves in a way that is unacceptable or inconsistent with professional behavior; however, there is some evidence of growth</td>
<td>Adequate: Evidence of professional behavior at a level consistent with the counselor-in-training’s development; however, there is inconsistency</td>
<td>Good: Professional behavior generally demonstrated</td>
<td>Excellent: Professional behavior consistently demonstrated to a high degree</td>
</tr>
</tbody>
</table>

Demonstrates genuineness; is honest in dealings with others 1 2 3 4 5 N/O
Demonstrates openness and receptivity 1 2 3 4 5 N/O
Demonstrates engagement and interest 1 2 3 4 5 N/O
Demonstrates self-awareness and self-reflective behavior 1 2 3 4 5 N/O
Demonstrates flexibility and comfort with ambiguity 1 2 3 4 5 N/O
Willingly makes changes in response to feedback 1 2 3 4 5 N/O
Actively solicits feedback about their work 1 2 3 4 5 N/O
<table>
<thead>
<tr>
<th>Skill</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/O</th>
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<tbody>
<tr>
<td>Receptive to feedback from peers</td>
<td></td>
<td></td>
<td></td>
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<td>N/O</td>
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<td>Is actively attentive when peers present their work</td>
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<td>N/O</td>
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<tr>
<td>Provides appropriate and useful feedback to peers</td>
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<td>N/O</td>
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<tr>
<td>Demonstrates ability to be self-reflective about work with</td>
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<td>N/O</td>
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<tr>
<td>colleagues, students, supervisees, and/or clients</td>
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<tr>
<td>Demonstrates ability to be self-reflective about personal</td>
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<td>N/O</td>
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<td>attitudes, behaviors, and beliefs</td>
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<td>N/O</td>
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<tr>
<td>Demonstrates good interpersonal skills with peers</td>
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<tr>
<td>Demonstrates a collaborative stance with peers</td>
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<tr>
<td>Adheres to general standards of professional ethics (e.g., ACA</td>
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<td>N/O</td>
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<tr>
<td>Code of Ethics) in practice and scholarship</td>
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<td>N/O</td>
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<tr>
<td>Demonstrates knowledge of and adheres to state regulatory rules</td>
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<td>N/O</td>
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<td>and regulations (e.g., TSBEPIC, TSBEMFT, TEA)</td>
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<td>N/O</td>
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<td>Demonstrates sound judgment in matters related to the profession</td>
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<td>in the areas of teaching, research, supervision, counseling,</td>
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<td>leadership, and advocacy</td>
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<td>N/O</td>
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<td>Demonstrates commitment to personal growth and professional</td>
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<td>development as a counselor educator</td>
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<td>N/O</td>
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<td>Demonstrates ability to accept personal responsibility</td>
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<td>N/O</td>
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<tr>
<td>Demonstrates ability to regulate and express emotions effectively</td>
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<td>and appropriately</td>
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<td>N/O</td>
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<tr>
<td>Demonstrates awareness of own impact on others</td>
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<td>N/O</td>
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<td>Demonstrates openness to issues of multiculturalism and diversity,</td>
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Faculty Signature

Student Signature

Date

Date
Appendix E
Statement of Understanding
(to be signed and submitted to the CNEP administrative assistant)

Students enrolled in the Department of Counseling and Educational Psychology must maintain high scholastic standards and develop skills necessary to work with people with diverse needs. Students are expected to demonstrate fitness in their professional fields as discussed in the Professional Duties and Personal Expectations and the Review, Remediation, Retention, and Dismissal sections of this Handbook. In addition, students are expected to conform to the current ACA Code of Ethics and any other codes of ethics of relevant professional associations as well as the State of Texas. A student's acceptance in the Department of Counseling and Educational Psychology does not guarantee professional fitness, which is required to remain in the program. At any time, if a faculty member determines that a student’s behaviors or attitudes are of concern as outlined in the policies indicated above, he/she may be referred to a faculty review committee to discuss the student’s needs. In accordance with departmental goals and standards, students must exhibit:

- an attitude that respects individual uniqueness and potential growth and development of all individuals;
- personal stability as well as professional and ethical behaviors according to the ACA Code of Ethics and Texas law;
- awareness of, knowledge about, and skills in working with diverse populations in a pluralistic society;
- productive and cooperative working relationships that display motivation, independence, maturity, adaptability, and respect for others; and
- a commitment to continuing personal and professional growth characterized both by participation in experiential and diverse learning opportunities and professional organizations that promote counselor identity.

I, _______________________________________________   (student name), have received and read the Student Handbook from Texas A&M University-Corpus Christi Department of Counseling and Educational Psychology. I understand the policies and procedures as stated in the Handbook, including the Student Review and Retention Policy. I agree to fulfill the requirements as stated and to abide by the policies set forth herein as well as to comply with all applicable state and federal laws and policies, rules, regulations, and procedures of Texas A&M University System and Texas A&M University-Corpus Christi.

I understand that a program in counseling involves activities and learning experiences that require a certain amount of self-disclosure and personal reflection that may cause some personal discomfort. I also recognize that I am obligated to treat self-disclosure of others with respect and maintain confidentiality of peers who participate with me in class activities.

I further agree that the faculty of the Department of Counseling and Educational Psychology program at Texas A&M University-Corpus Christi has the right and responsibility to monitor my academic progress, my professional ethical behavior, and my personal characteristics.

If in the opinion of the faculty, any, or all of these are in question, I agree to abide by the faculty’s decision as to whether I will continue in the program.

________________________________________________      _____________________________
Student Signature                                                                   Date

________________________________________________ _____________________________
Instructor Signature Date