



COLLEGE OF EDUCATION

Department of Instructional
Support Programs

Counselor Education Student Handbook

Revised Fall, 2019



Counselor Education Programs

MISSION STATEMENT

The mission of the counselor education programs at Alabama State University is to prepare graduates to perform as professional counselors in schools and community settings. The program provides a strong framework in counseling theories and techniques, as well as “hands-on” practicum and internship experiences. Graduates are expected to exhibit high levels of self-awareness; ethical behavior; knowledge of adaptive and maladaptive thought processes and behaviors; skills to effect positive client behavior changes; and the personal characteristics of caring, empathic helpers.

GOAL

The Counselor Education Department will create an environment conducive to learning, one which supports diversity and produces appropriate attitudes, skills, and knowledge needed to become a competent counselor.

OBJECTIVES

Counselor Education students will:

- a. acquire the knowledge base from the eight core CACREP areas. (1) Professional Orientation and Ethical Practice, (2) Social and Cultural Diversity, (3) Human Growth and Development, (4) Career Development, (5) Helping Relationships, (6) Group Work, (7) Assessment, and (8) Research and Program Evaluation.
- b. acquire the skills and abilities in relationship to theoretical orientation, therapeutic relationships, and counseling interventions when working with diverse populations.
- c. exhibit professional identity through professional and ethical conduct.

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I. DESCRIPTION OF PROGRAMS

The Counselor Education Department at ASU offers degrees and certifications in two areas. No course may be used to satisfy two different degrees.

A. School Counseling.

1. Master of Education (M.Ed.) Students completing the M.Ed. degree are eligible for Class A Certification in School Counseling (P-12) by the State Department of Education. To be eligible for admission to this program, students must meet requirements for admission to The Murphy Graduate School, hold at least an undergraduate degree in any field, and have an undergraduate GPA of 2.5 or higher. For certification purposes there are two avenues. Students must do one of the following: 1. pass the Praxis II examination and teach for two years, or 2. pass the Praxis II examination and the National Counseling Examination (NCE).

Courses over eight years old cannot be applied toward the degree. The School Counseling degree is a 48-51 semester-hour program. Students completing an alternative route for school counseling, who do not hold a class B teaching certificate, with two years teaching experience, must complete all requirements related to the AECTP, Praxis II and the National Counseling Examination (used for state licensure).

2. Education Specialist (Ed.S.) Students who have a Class A Certificate in School Counseling, a graduate GPA of 3.25 or higher, and meet admission requirements (combination of graduate GPA and MAT or GRE scores) are eligible for the Ed.S degree. This is a 33 semester hour program that requires a comprehensive examination.

B. Clinical Mental Health Counseling.

1. Master of Science (M.S.) Students completing the M.S. degree are qualified to work in agencies or other non-school settings employing counselors. The ASU Clinical Mental Health Counseling curriculum has been approved by the Alabama Board of Examiners in Counseling as meeting the academic component of the process leading to licensure as a professional counselor in Alabama. The Clinical Mental Health Counseling program is a 60-semester-hour program. Courses over eight years old cannot be applied to the program.

2. Education Specialist (Ed.S.) The Education Specialist degree in Clinical Mental Health Counseling is a 33-36 semester-hour program. Students who have a master's degree in counseling, a graduate GPA of 3.25 or better, and meet the admission requirements (combination of graduate GPA and MAT or GRE scores) are eligible.

Admission

Admission to The Murphy Graduate School is not equivalent to unconditional admission to an approved counseling program at ASU. Individuals must be admitted by the Murphy Graduate School, but are under review every semester within the Counselor Education Programs. All students must meet the requirements of both the Murphy Graduate School and the Counselor Education Department to be considered for admission.

Note: no course may be used to satisfy two different degrees.

II. ADVISEMENT

Upon admission, students are assigned an advisor. Students must meet with the assigned advisor every semester enrolled, including the first semester in the program. **This is a mandatory program requirement.** Students will meet with their advisors for advisement and planning for a projected program of study. A student must contact and meet with the assigned advisor for required signatures on various pertinent program specific forms, such as Admission to Candidacy, Graduation Application, Application for Comprehensive Examination, etc. Advisors are also available via telephone or email to answer other questions and concerns. Students are expected to contact the advisor in advance to schedule an office appointment. Students are also expected to meet with the advisor for advisement during the week of advisement. Advisement forms are normally distributed during class time. If students are absent during advisement week, advisement forms may be retrieved from the assigned advisor. The ASU Counselor Education Program advisors are listed below:

Dr. Juanita Barnett jbarnett@alasu.edu RA 237; 334-604-9317	A-F All Counseling Majors
Dr. LaWanda Edwards ledwards@alasu.edu RA 232; 334-229-4271	G-L All Counseling Majors
Dr. Linda Holloway lholloway@alasu.edu RA 239; 334-604-9219	M-R All Counseling Majors
Dr. Jeane Lee jblee@alasu.edu RA 236; 334-604-9034	S-Z All Counseling Majors

Students are responsible for making contact with the *assigned* advisor every semester for advisement. This is mandatory.

III. STEPS TO PROGRAM COMPLETION

A. Admission into The Murphy Graduate School. Interested applicants must submit the following documents to the Murphy Graduate School (Councill Hall 205):

1. a completed "Application for Admission to Graduate Studies" form that may be obtained from the Murphy Graduate School,
2. official transcript(s),
3. three letters of recommendation,
4. MAT/GRE scores,
5. Graduate Writing Comprehensive Test (GWCT), which must be taken by the end of the second semester. Students who make a score of 385 or higher on the MAT, a score of 150 or higher on the GRE, or a score of 3.5 or higher on the verbal/analytical portion of the GRE are exempt, and
6. complete an interview and writing sample with the Counselor Education faculty.

B. Registration for Classes. During the scheduled advisement period, students are to communicate with the assigned advisor in order to have the "advisor hold" removed from and to select classes. This is a mandatory requirement. The program sheet is the guide for course requirements, considering prerequisites and when courses are offered. It is recommended that students begin the course of study by taking COU 501- Introduction to Counseling, COU 509 – Helping Relationships, or COU 527- Counseling Over the Lifespan. COU 501 is a prerequisites for most other classes. Be sure to check the prerequisites in order to sequence your courses appropriately. The advisor will help with the process.

C. Evaluation, Remediation, and Dismissal. The Counselor Education Department follows the American Counseling Association (ACA), the Association for Counselor Education and Supervision (ACES), and the American School Counselors Association codes of ethics related to educating, training, and supervising students. As gatekeepers of the counseling profession, it is the responsibility of each faculty member to identify and address the progress of the students in achieving counseling competencies. Alabama State University Counselor Education faculty are committed to evaluating students, informing students of problematic behaviors, directing the need for remediation, and documenting decisions regarding remediation, retention, or dismissal.

Evaluation

Students will be assessed throughout the program. Faculty will assess students in each course, using the Tk20 disposition form. Students must earn a passing score at each checkpoint in order to continue in the program.

Students are evaluated on academic progress and professional dispositions each semester (Appendices J and I). The professional dispositions are rated as

Unsatisfactory, Needs Improvement, or Satisfactory. Based on the ratings on each of the dispositions, faculty members will make one of the following recommendations after each evaluation:

1. Continuation in the program **OR**
2. Continuation in the program on a probationary status (Grade C or below in a course or an "Unsatisfactory" rating on any of the dispositions).

When a faculty member recommends continuation in the program on a probationary status, the following procedure will follow:

1. A faculty member will meet with the student to discuss concerns and recommend appropriate actions for remediation.
2. The professor and student will also meet to discuss and develop a remediation plan. A copy of the evaluation and a signed copy of the remediation plan will be given to the student, the professor, and the program coordinator; with a copy of all documents placed in the student's file. Remediation may include, but is not limited to retaking a course, tutoring, viewing videos, attending a seminar, writing a paper, personal counseling, additional supervision, or any other methods identified by the Counselor Education program.

Remediation. The following steps will be taken following implementation of a remediation plan:

1. The professor will meet with the student on the scheduled review date identified on the remediation plan.
2. The professor and the student will discuss and review the student's progress with the plan, and meet with other counselor education faculty.
3. The counselor education faculty will make one of the following recommendations:
 - a. Continuation in the program.
 - b. Continuation in the program on a probationary status.
 - c. Voluntary resignation from the program.
 - d. Dismissal from the program.

Dismissal. Students can be dismissed from the Counselor Education Program based on University, The Murphy Graduate School, or Counselor Education Department policies. If the severity of a student's action warrants a dismissal or if a student does not successfully complete the remediation plan, the counselor education faculty member reserves the right to recommend the student's dismissed from the program.

D. Tk20 Requirement. Tk20 is a web-based data management system that the College of Education uses to collect data for the purpose of assessment, evaluation, and accreditation. Tk20 is an integral part of all courses within the College of Education. Initial and advanced candidates are expected to have an activated Tk20 account. Throughout the courses, practicum, and internships, students will complete assignments, portfolios, and surveys through an activated Tk-20 system. There are no exceptions to this policy.

E. Admission to Candidacy. After the completion of **12 semester hours** of core courses, a minimum GPA of 3.0 (3.25 for Ed.S. students), and a passing score on the GWCT, students can complete the Application for Candidacy. The form may be obtained from The Murphy Graduate School office (Appendix B) or the Counselor Education Program. Students will complete the information at the top of the form, collect the disposition forms from the professors of the first four counseling courses, and submit the forms to the assigned advisor who will verify the information submitted. Counselor Education faculty will then meet to determine the eligibility of students to be admitted to candidacy. Upon being admitted to candidacy, the advisor will submit the form for other signatures within the College of Education and send to the Murphy Graduate School for approval.

Admission to candidacy gives students permission to progress through the academic program. Failure to submit this form may result in delaying the students' continuation in the program until this requirement is completed.

F. Comprehensive Examination. Students may register for the Comprehensive Examination upon the completion of all core courses, admission to candidacy, and possess a minimum GPA of 3.0 (3.25 for Ed.S. students). The core courses consist of: COU 501, 502, 503, 524 and 526. Registration forms may be obtained from The Murphy Graduate School and must be signed by the advisor (Appendix C). When students register for the Comprehensive Examination, they are required to take the exam on the scheduled date and time. If an emergency arises and a student cannot take the exam, the student should contact the Murphy Graduate School immediately. The ASU academic calendar lists the examination schedule and application deadlines for each semester.

Students will be permitted three attempts to pass the Comprehensive Exam. Missing the exam will count as one of the three attempts to pass the exam. A study guide is available from advisors. Students must pass the Comprehensive Examination before applying for certification and/or graduation.

G. Praxis II Examination. Students seeking Certification in School Counseling must take and pass the Praxis II Examination. This is a requirement by the Alabama State Board of Education. Failure to pass the Praxis Examination will result in not being able to register for internship until the requirement has been satisfied; nor can students

apply for certification or graduation. Prior to taking the Praxis II, students must complete the following courses: COU 501, 502, 503, 505, 509, 523, 524, and 526. In addition, students must attend the mandatory workshop and study sessions with the Praxis Coordinator.

H. Applying for Graduation. Refer to the ASU academic calendar for deadline dates regarding application for graduation the semester prior to planning to graduate. Regarding summer graduation, the student's degree cannot be conferred as there are no graduation ceremonies during the summer sessions. However, a letter of completion can be issued by the Office of Records and Registration. Graduation ceremonies take place only at the end of fall and spring semesters. The Application for Graduation form can be obtained from the Murphy Graduate School.

I. Applying for Certification. Students seeking Certification in School Counseling, must have completed course requirements, passed the Praxis II examination, and passed the Comprehensive Examination. An application for certification is available through the Certification Office, 211 Ralph Abernathy Building.

Students are responsible for meeting all application requirements and deadlines. This information can be found on the ASU Website.

J. GPA and Grade Requirements. Students must maintain a 3.0 GPA in order to remain active within the Counselor Education Program. School counseling majors must have a 3.25 GPA for the M. Ed., and a 3.50 GPA for the Ed.S. in order to graduate and be certified by the Alabama State Department of Education. Failure to do so may result in being put on probation and/or dismissed from the program.

Students are allowed one "C" grade. However, should students receive a grade of "C" or below in more than one course, students must repeat the course as soon as it is offered. Students are expected to meet with the faculty advisor to develop a remediation plan. Students can only be on academic probation for one semester. If the GPA is not brought up to a 3.0 or above the following semester, students may be dismissed from the Counseling Education Program.

L. Student Grievance Policy

I. Policies

- A. Alabama State University's College of Education Candidate/Student Grievance Policies and Procedures acknowledge the right of candidates enrolled in the College of Education programs and other students enrolled in classes in the College of Education, and faculty. (This document shall from herewith refer to the grievant as the candidate). The purpose of the Candidate Grievance Policies and Procedures shall be to enable the candidate (grievant) to seek redress of grievances by utilizing an impartial review as established in the Title IX Grievance Manual of the Office for

Civil Rights of the U.S. Department of Education, ASU, and the College of Education. This ensures that the rights of candidates are properly recognized and protected. A grievance may arise out of a decision or action reached or taken in the course of official duty by a member of the faculty of Alabama State University.

- B. The Candidate Grievance Policies and Procedures of the College of Education provide an impartial review of any decisions regarding admission, internship, graduation, or grades (to include grade appeals):
 - i. When an instructor refuses to (or cannot) assign a grade,
 - ii. When the instructor is not available to review possible computational error,
 - iii. When the candidate believes the grade assigned is inequitable or capricious, unreflective of course performance, inconsistent with other grade assignments in the course, or reflective of discrimination.
 - iv. When the candidate believes that a partial or biased decision was made regarding their matriculation in the College of Education.
- C. The Candidate Grievance Policies and Procedures does not provide for departure from curricular requirements or policies. In no event shall a challenge be pursued on the basis of the standards employed in setting grades, so long as those standards are employed impartially. The professional judgment of the instructor is not a matter to be challenged or appealed in this process.

Additionally, this process is not designed to help candidates circumvent the policies set forth in the College of Education. The intent of this Grievance Policy is to ensure that all candidates are being treated consistently and help candidates with a resolution when it is believed that there is a discrepancy between the written policy and its application.
- D. The Candidate Grievance Policies and Procedures as set forth herein applies to candidates enrolled in programs in the College of Education, as well as other students in classes within the College of Education at Alabama State University.
- E. Steps in Filing a Grievance consists of:
 - i. Candidate-Instructor Informal Discussion

A good faith effort to settle a dispute must be made before filing a formal grievance. Most disputes can be resolved by informal discussion between the candidate and the faculty member who assigned the grade. The faculty member has 10 days (excluding Saturdays, Sundays, and holidays) to resolve the dispute.

ii. Candidate-Instructor Formal Discussion

1. If the candidate still has a grievance after the informal discussion with the faculty member, the candidate may present the complaint in writing to the department chair or unit head in which the course is offered (or the Dean of the College, if the instructor is the Department Chair). The Department Chair (or the Dean of the College) is responsible for preparing a summary of the points discussed. A copy of the summary goes to the candidate, candidate's advisor, faculty member, department chair, dean, and designated Title IX grievance representative (if applicable).
2. The appeal must be presented within 30 days (excluding Saturdays, Sundays, and holidays) after the beginning of the next semester. A candidate who is not enrolled in the summer term must appeal within the first 30 days of the fall semester if the disputed appeal came in the spring semester.

A candidate who fails to file an appeal within the 30 day period forfeits the right to any appeal. In cases of an appeal, the department chair (or dean of the college) shall consider the matter in consultation with the instructor and the candidate, and seek to resolve the complaint toward mediation.

3. If the department chair (or the dean of the college) fails to mediate the dispute, the dean shall appoint a committee consisting of the chair of the department, who shall chair the committee; two faculty members within the same department offering the course or another program director; and two student participants chosen from the honor societies. The instructor involved in the appeal will not be permitted to be on the committee, and if the instructor in dispute is the dean of the college, then the Vice-President of Academic Affairs will appoint the committee.

After consideration of evidence presented by the candidate and by the instructor, the committee shall announce a decision, which shall be binding. This decision shall be made by mid-semester.

The student may appeal to the vice president of academic affairs but only on procedural grounds.

iii. Candidate-Department Formal Complaint

The candidate may present a formal complaint to the Dean of the College of Education when admission to the Counselor Education Program has been denied. The information will be reviewed, and the Dean will respond to the candidate within the academic semester that the complaint is filed. A copy of the complaint will be given to the candidate, the academic advisor, and filed in the Dean's office. The resolution will be sent to the Vice-president of Academic Affairs.

iv. Candidate-College of Education Formal Complaint

The candidate may present a formal complaint to the Vice-president of Academic Affairs when they have been recommended for dismissal from the College of Education. The information will be reviewed and the Vice-president for academic affairs will respond to the candidate within the academic semester that the complaint is filed. A copy of the complaint will be given to the candidate, the academic advisor, and the Dean of the College of Education. The resolution will be sent to the President of the University.

M. Student Background Check

Students must complete a background check in order to stay active within the Counselor Education Program. The background check is completed within the first semester of enrollment. Failure to complete the background check will result in students' inability to register for classes the following semester or until the background check is completed and turned in to the assigned advisor. A background check disclosing a criminal history does not automatically result in dismissal from the program, but will be used by the faculty to properly advise students and make appropriate recommendations for practicum and internship placements.

Students are to request their own official criminal history records through the Alabama Law Enforcement Agency's Alabama Background Check Program. The student is to fill out the ALEA Application to Review Alabama Criminal History Record Information at <https://www.alea.gov/sites/default/files/inline-files/SBI-ApplicationReviewALCHRI.pdf> and have fingerprints taken at a local law enforcement agency. The fingerprints and application are then taken to 301 S. Ripley Street, Montgomery, Alabama, 36104. If submitting the fingerprints and application by mail, the information must be mailed to P.O. Box 1511, Montgomery, Alabama, 36102-1511. The cost is \$25 by a cashier's check

or money order. This must be included with the paperwork.

IV. PRACTICUM AND INTERNSHIP COURSES AND POLICIES

A student is allowed to move forward in the practice courses when the student has demonstrated the acquisition of basic skills and the ability to successfully navigate a counseling session. Failure along the way will result in the development of a remediation plan and a likely delay in graduating.

A. COU 505 - Pre-practicum. In order to enroll in pre-practicum, students must have successfully completed COU 501, COU 502, and COU 509. It is recommended that students enroll in this course immediately prior to enrolling in COU 506.

B. COU 506 - Practicum in Counseling. This is a prerequisite to and preparatory for COU 528, Internship in Counseling. COU 506 is an applied experience in which students spend 100 hours in a school-based or clinical mental health setting. The 100-hour practicum includes a minimum of 40 clock hours providing direct services to clients. The remaining 60 hours include meetings with on site supervisor, ASU supervisor, case notes, digital audiotaping for supervision, and other hours related to the practicum. Students in School Counseling are required to spend 50 hours in the elementary setting and 50 hours in the secondary school setting.

All preliminary site related paperwork is to be submitted for approval the semester prior to enrollment in the course. Students will not be registered for the class until all paperwork has been submitted and approved. No site work can begin prior to the first night of class.

Prerequisites for practicum are:

- successful completion of 21 semester hours to include COU 501, 502, 503, 505, 509, 524;
- admission to candidacy;
- a minimum GPA of 3.0;
- attendance at a Practicum Workshop, which is conducted during COU 505 class time.
- submission of the following forms the semester prior to enrollment in the class.
 1. Contract with each site and site supervisor
 2. Clinical Site and Supervisor Data forms for all sites
 3. Verification of liability insurance
 4. Letter verifying admission to candidacy

Admission to COU 506 is on a first come basis as seating capacity is limited. A student will be enrolled by the professor after all paperwork has been submitted. Practicum

students will meet as a class for group supervision 1½ hours per week, weekly individual or triadic supervision with the instructor, and requires the audio recording of counseling sessions. Students must successfully complete COU 506 – Practicum in Counseling prior to enrolling in COU 528 – Internship. Practicum and Internship cannot be taken at the same time.

C. COU 528 - Internship in Counseling. This course requires 300 hours onsite and is taken upon successfully completing COU 506 - Practicum. Of the 300 hours, students are required to provide 120 hours of direct service. Prerequisites for this course are COU 501, 502, 503, 505, 506, 509, 514, 524, 526, and a minimum GPA of 3.0. The only exception is that one core course, 514, 526 or the electives may be taken simultaneously with the internship at the discretion of the advisor or professor. All paperwork must be submitted for approval the semester prior to taking internship. The internship course meets as a class for group supervision 1½ hours per week. In addition, there are weekly individual or triadic supervision with the instructor, along with digital recordings of client sessions for supervisory purposes. Clinical Mental Health Counseling students may complete their hours at a community counseling agency, and School Counseling students at a school setting.

D. COU 615 - Advanced Internship in Counseling. This course is required for students in the master's programs, both school and clinical mental health. All paperwork must be turned in prior to the semester a student plans to enroll in Advanced Internship. This is a 300 hours, on-site experience as described in COU 528 – Internship in Counseling with 120 hours required in providing direct counseling services. The advanced internship course meets as a class for group supervision 1½ hours per week. In addition, there are weekly individual or triadic supervision with the instructor, along with digital taping of client sessions for supervisory purposes.

Prerequisites. See prerequisites mentioned above in COU 528 – Internship in Counseling. The practicum and internship courses are designed to give you supervised experiences in the application of the counseling knowledge and skills that you have acquired in your coursework. Therefore, having completed the prerequisite coursework is mandatory. As stated earlier, a student cannot move forward in the practice courses unless one has demonstrated the acquisition of basic skills and the ability to successfully navigate a counseling session.

E. Completion of Practicum, Internship and Advanced Internship. Should students fail to complete all required assignments by due date for grades, students will receive a grade of "F" and be required to re-enroll in COU 506, COU 528, or COU 615 in order to complete requirements. Students may not enroll in COU 528 (Internship) until students have successfully completed all requirements for Practicum and a passing grade has been assigned. Likewise, students may not enroll in COU 615 (Advanced Internship) until students have successfully completed all requirements for COU 528 (Internship).

F. Sites

1. School Counseling students must do the practicum and internship in both elementary and secondary school settings. Students may request sites, but final placements will be made through ASU. Application for Placement forms will be given to students at the Practicum Workshop. Internships in P-12 schools must be supervised by a person who holds a valid Master's Level Professional Educator Certificate in School Counseling, has a minimum of two years of school counseling experience, and is currently employed as a school counselor.

2. Clinical Mental Health Counseling students must get approval from the course professors for their selected sites. These professors have a list of previously approved sites. Should the student need help in securing a site, the practice course professors will assist. However, students are required to make all arrangements for securing approved sites. There are agencies throughout the city and state that welcome student interns so students may further their counselor education training.

A "Memorandum of Agreement"/contract form will be distributed to students at the Practicum Workshop (COU 505) along with all necessary paperwork.

V. MISCELLANEOUS

A. Academic Honesty. Students in the counseling program are expected to maintain standards of academic honesty. Academic honesty is essential to the existence and integrity of an academic institution. The responsibility for maintaining that integrity is shared by all members of the academic community, including students. Alabama State University supports the Student Code of Conduct which addresses the issue of academic honesty. Academic dishonesty includes, but is not limited to:

1. Cheating, which includes copying an exam or assignment from another student or resource.

2. Fabrication or falsification of any information related to class assignments or practicum/internship experiences, such as reporting work or hours you did not actually complete.

3. Plagiarism in presenting or submitting the work, ideas, or writing of another person as one's own. This may also include using an assignment from one class (although it is the student's own work) to fulfill the requirements of another class.

4. Misrepresentation to avoid academic work by fabricating an otherwise justifiable excuse such as an illness, accident, or other happening in order to avoid or delay taking of an examination or submitting an assignment.

Students are expected to maintain a sense of honesty and integrity both within and outside the classroom. Students' actions in the community are a reflection on Alabama State University and the Counselor Education program.

B. Professionalism. Students in the Counseling Program are expected to behave in a professional manner both within and outside the classroom. The foundation of professionalism rests on the educational process wherein students learn the standing practices of the counseling field, which include both theoretical knowledge and technical skills. Being a professional involves, but is not limited to:

1. Adherence to ethical standards. Students are expected to be familiar with and abide by the American Counseling Association (ACA) Code of Ethics. (Appendix A). The Code of Ethics provides guidelines for professional conduct, even though it cannot outline the appropriate course of action in every situation. Therefore, counseling professionals recognize their responsibility to exercise prudence when interpreting and applying ethical principles, and are willing to seek supervision to clarify and resolve ethical dilemmas.

2. Involvement in professional organizations. Students are encouraged to join and contribute to the professional organizations governing their field. Involvement in these organizations provides opportunities for professional networking and ongoing professional development. Applications for membership in the Alabama Counseling Association and the American Counseling Association can be found in Appendices E and F.

3. Personal Integrity. In order to be effective in practice, it is essential that counselors maintain good character. Counselors serve as important change agents and role models for clients, as well as the community, and the behavior of counselors impacts the reputation of the counseling field. Professionals recognize personal power to influence others, and are willing to take the necessary steps to manage that role responsibly.

4. Dependability. In order to advance in the counseling field, professionals are aware that reliability is essential. In the classroom, and at the practicum and internship sites, students are expected to arrive when expected, be regular in attendance, give notice of absences, adhere to the established policies and routines, and complete assigned projects on time.

5. Personal Dress. Students are expected to dress in a professional manner. This means no short skirts or shorts, low cut tops, or skin-tight clothing. Men are not to wear hats in the classroom, muscle shirts, baggy pants, or any other unprofessional attire. Failure to follow these specific requirements may result in students¹ being asked to leave the classroom, and perhaps the practice site.

6. Self-awareness. Effective counselors engage in ongoing reflection and self-exploration, and possess the ability to evaluate their skills honestly and objectively. Students are expected to be sensitive to personal strengths and weaknesses, and to seek assistance when needed. It is important to be open to constructive feedback from supervisors, colleagues, and peers, and to be aware of how one's counseling activities affect clients.

7. Commitment to growth. It is essential that students acknowledge their responsibility for acquiring the knowledge and tools needed to be effective counselors, and recognize their role as lifelong learners. Professionals are committed to the process of personal development and securing basic and ongoing learning both within and outside the classroom.

8. Dispositions. Professional dispositions are a requirement in the Counselor Education Program. This means that students are required to come to class on time, present assignments and projects on time, download materials for classes, participate in class discussions, and behave in a cordial manner with students, staff, and instructors. Expected dispositions will be reviewed in the COU 501 course, with a copy provided to the student and filed. Concerns regarding students' dispositions will be addressed with students in an information meeting with discussion. Students may be given a verbal warning of any dispositions that are not being upheld. A second warning may result in a write-up and placed in students' files. This could negatively affect the student's admission to candidacy and the successful completion of the program. Program remediation will be conducted by the faculty.

C. Professional Credentials. Professional counselors are committed to achieving the standards of practice in the field, and usually pursue licensing and/or certification from state and national boards that regulate the profession. Acquiring licensing and/or certifications requires a combination of specific coursework, experience, supervision and passing scores on national certification examinations.

1. **Licensure** For licensing as a Licensed Professional Counselor (LPC) in the state of Alabama, students must meet the following requirements:

a. Educational requirements. In order to meet the educational requirements for a licensure in the State of Alabama, a student in the Counselor Education program must successfully complete and obtain their masters degree and complete all courses (60 semester hours) marked by an asterisk on the program sheet. The Alabama Board of Examiners in Counseling currently requires a total of 48 semester hours for licensing.

b. Experience requirements. Experience begins after has completed the educational requirements and obtained the master's degree. Applicants for licensing must have 3000 hours of counseling experience with Board

approved supervision. One thousand hours of experience may be subtracted for every 15 graduate semester hours beyond the master's degree for up to 2000 hours; however, in no case shall the applicant have less than 1000 hours of the required supervised professional experience.

c. Examination requirement. In addition to the previous requirements, applicants must sit for and successfully pass the National Counselor Examination (NCE).

Clinical Mental Health Counseling professors welcome discussion from students regarding the licensure process.

In order to obtain the most current and detailed requirements for licensing, students may contact the Alabama Board of Examiners in Counseling (ABEC) at 2777 Zelda Road, Montgomery, AL 36106, 334-262-1351 or <https://abec.alabama.gov/about>

2. Certification in School Counseling. In order to secure Certification as a School Counselor, students must go through the Alabama State Department of Education upon the recommendation of the Alabama State University's Certification Officer. Requirements for certification include a master's degree in education that includes the counseling courses required by the State Department of Education, and as specified on the ASU School Counseling program sheet (Appendix A). In addition, the applicant for certification must have had two years of satisfactory teaching experience **OR** have passed the National Counselors Examination (NCE), completed a survey course in special education [if one has not already been taken (SED 500)], and passed the Praxis II examination in the teaching content area as well as the specialty in counseling area.

2. **Additional Information.** Information on counseling related professional memberships, development, and identity may be obtained from the following sources:

The Alabama State Department of Education (ALSDE)

50 North Ripley Street
Montgomery, Alabama 36104
334-694-4900
www.alsde.edu

The National Board for Certified Counselors (NBCC)

3 Terrace Way, Suite D
Greensboro, NC 27403
336-547-0607
<http://www.nbcc.org>

The American Counseling Association (ACA)

5999 Stevenson Avenue
Alexandria, VA 22304
<http://www.counseling.org>

The Alabama Counseling Association (ALCA)

P.O. Box 131425
Birmingham, AL 35213
205-423-5947
Email: alca@alabamacounseling.org
www.alabamacounseling.org

Alabama Board of Examiners in Counseling (ABEC)

2777 Zelda Road
Montgomery, AL 36106
334-262-1351 or <https://abec.alabama.gov/about>

D. Endorsement Policy. The Counselor Education Program faculty will follow the American Counseling Association (ACA) Code of Ethics and will not endorse students for certification, licensure, employment, or completing of an academic or training program if it is believed that identified students are not qualified for the endorsement, or if they possess any impairment that would interfere with the performance of the duties associated with the endorsement. Students and graduates of the Counselor Education Program will be recommended for credentialing and employment upon their successful completion of the masters and specialists programs.

Faculty will endorse students and graduates for credentialing and employment upon successful completion and graduation from their respective specializations. Faculty will endorse students and graduates for credentialing and employment in specialty areas in which they met academic, clinical, and professional standards. Students should write a letter, soliciting the recommendation and attach a recent resume to the letter. Methods of endorsement include, but are not restricted to, written and/or verbal recommendations.

E. Transfer of credit. Students may transfer to ASU up to nine semester hours of graduate credit, with the following restrictions:

1. Transfer credits must have earned a grade of B or better.
2. The degree toward which the credit is applied must be earned within eight years of completion of the program (no time limits for certification only students).

3. Courses must be approved by the advisor and Dean of The Murphy Graduate School.

4. Courses must not have been used to satisfy requirements for another degree or another level of certification. For example, if a course was used toward a Class A certificate, the same course may not be applied toward a Class AA certificate. One course may, however, apply toward two certifications at the same level.

To apply, fill in the Application for Transfer of Credit form, which may be obtained from The Murphy Graduate School, and have it signed by the assigned advisor. For school counseling students, the form is to be signed by the Certification Officer. The completed form is then to be submitted with an official transcript, and a catalog description of the course(s) to The Murphy Graduate School.

Students will receive notification from The Murphy Graduate School regarding the approval of transfer credit. If students do not receive any communication regarding the transfer of credit within a reasonable time, students are asked to follow up with The Murphy Graduate School.

F. Program Changes. Programs of study are occasionally revised. The program of study that was in effect when students begin the program is the one students are obligated to fulfill. Students may elect to move to a more recent program, but students may not move back to a previous program.

Sometimes program changes are not approved in time to be included in the most recent edition of the catalog, so the catalog may be inaccurate.

G. Academic Management. Students are reminded and encouraged to make sure that all of their school related records are kept current and accurate. It is the responsibility of students to make certain that credit has been given for courses completed and requirements are being fulfilled. Students can manage their academic status through Peoplesoft/Hornetsweb, Blackboard, and by checking in with The Murphy Graduate School and the Registrar's Office.

Students are responsible for ensuring that their current address and telephone number is reflected in Peoplesoft/Hornetsweb.

VI. ASU Attendance Policy. According to the ASU attendance policy, which was adopted by the Board of Trustees on May of 2009, students are expected to attend all lectures, seminars, laboratories, and field work for each registered class, including the first session. Students are permitted one unexcused absence for a three-hour course. Any other unexcused absences for any reason may result in a grade of an "F". Missed assignments are to be made up with the permission of the instructor and with an official excuse from the Office of Student Affairs. Assignments are to be made up prior to the next class meeting in which the assignment was missed.

VII. Financial Aid Requirements. Graduate students must be registered each semester for a minimum of two courses, specifically from your program sheet. Should students take courses that are not specifically outlined on the program sheet or approved by the advisor, the information will be reported to the Office of Financial Aid. Failure to comply with regulations could result in remediation from financial aid and the Counselor Education Program. When students have taken all courses listed on the program sheet and need a second course to take, the adviser will assist students in finding a satisfactory course to the extent that the adviser is able.

To obtain graduate forms such as Candidacy, Transfer of Credit, or Comprehensive Examination forms, go to the Alabama State University website, click on Admissions, and on the left side bar click on Graduate School Admission Forms.

VII. Important Contact Information

Dr. Juanita Barnett	334-604-9317
A-F (All Counseling Majors Advisor)	
jbarnett@alasu.edu ; RA 237	

Dr. LaWanda Edwards, Ph.D., NCC	334-604-8386
G-L (All Counseling Majors Advisor)	
ledwards@alasu.edu ; RA 232	

Dr. Linda J. M. Holloway	334-604-9219
M-R (All Counseling Majors Advisor)	
Counselor Education Programs Coordinator	
lholloway@alasu.edu ; RA 239	

Dr. Jeane B. Lee	334-604-9034
S-Z (All Counseling Majors Advisor)	
jblee@alasu.edu ; RA 236	

(Due to the University changing the communication system, some of the following numbers may have changed.)

Certification Officer	334-604-8350
Campus Police	334-229-4400

ASU Counseling Center	334-229-4382
Career Services	334-229-4156

Records and Registration	334-229-4217
Student Health Center	334-229-4436

Housing	334-229-4357
Financial Aid	334-229-4323

Murphy Graduate School
Levi Watkins Learning Center
Computer Information Services

334-229-4275
334-229-4106
334-229-4560

Appendix A



Program Sheets

M.Ed./A School
Counseling

Ed.S. Certification Option
(AA)

M.S. Clinical Mental Health
Counseling

Ed.S. Non-certification
Option

*Class A / School Counseling Program Checklist
Alabama State University College of Education
Effective Summer 2016*

Name: _____ CWID: _____ Date: _____

Master of Education Degree (48-51 semester hours)

Instructional Support Area (45 semester hours)

Course Number	Description	Hours	Completed/Date	Grade	Offered**	Prerequisite
COU 501	Introduction to Counseling	3			fa,sp,su	Clear background check
COU 502	Theories & Techniques of Individual Counseling	3			sp	501
COU 503	Career Development	3			fa,sp	501
COU 505	Pre-practicum in Counseling	3			fa, sp	501,502,504,509,524- Must take semester prior to practicum
COU 507 *	Counseling Diverse Populations	3			fa,sp,su	
COU 509	Helping Relationships	3			sp	501,524
COU 512	Counseling Research	3			fa,sp	501, 502, 504,509
COU 523	Organization & Administration of Guidance Programs	3			fa, sp	501
COU 524	Introduction of Group Counseling	3			sp	
COU 526	Psychological Testing	3			fa,sp,su	
COU 527	Counseling Across the Lifespan	3			fa,sp	
COU 538	Elementary School Counseling	3			su	501,502,504,524

Survey of Special Education Course: If course was taken for prior level certification, another approved diversity course is required.

SED 500	The Exceptional Student	3			fa,sp,su	
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Practicum (Required for school counseling only): 3 Hours

COU 506	Practicum in Counseling	3			fa,sp,su	
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Internship: 6 Hours

COU 528	Internship in Counseling	3			fa,sp,su	
COU 615	Advanced Internship in Counseling	3			fa,sp,su	

Additional Courses: 3 Hours

EDT 574	Computer Based Instructional Technology	3			fa,sp,su	
---------	-----------------------------------------	---	--	--	----------	--

*Denotes Diversity Course.

** Tentative schedule contingent on enrollment

TK20 is required in all courses.

You may not register for internship (COU 528) until you have passed Praxis II. The Praxis exam is based on the following courses:

COU 501, 502, 503, 506, 509, 523, 524 and 526.

Advisor: _____ Date: _____

Student: _____ Date: _____

EDUCATION SPECIALIST DEGREE IN COUNSELING
Program Checklist School Counseling
Effective Fall, 2017

Name _____ CWID _____ Date _____

33-36 Semester hours- minimum requirements COU or EDT prefix = ASU courses: ECED prefix = AUM courses (COU) =ASU number for AUM courses

Instructional Support Area (18 semester hours required)

Course Number	Description	Hours	Completed/Date	Grade	Offered	Prerequisite
COU 632	Consultation & Collaboration	3			su (alt)	
COU 636	Introduction to Play Therapy	3			sp	
COU 637	Advanced Play Therapy	3			su	636
COU 638	Ethical and Legal Issues in Counseling	3			su (alt)	
COU 680	Seminar in Counseling	3			fa	
COU 690	Supervision in Counseling				sp	

***Internship (3-6 semester hours)**

COU 692	Advanced Internship in Counseling I	3			fa, sp, su	
COU 679	Advanced Internship in Counseling Intern in Coun. II	3			fa, sp, su	692

Research in Education, Problem Analysis Project (9 semester hours required)

COU 614	Topical Seminar in Counseling	3			su	
COU 656	Research and Evaluation in Counseling	3			fa	614
COU 628	Research in School and Agency Counseling	3			sp	614, 656

Elective Related Courses (3 semester hours required)

SED 640	Language Interventions for Students With disabilities** OR Approved diversity course	3				
---------	--------------------------------------------------------------------------------------	---	--	--	--	--

Students must clear the background check if master's degree was not granted from ASU program within 5 years.

Advisor:

Date

Student:

Date

Clinical Mental Health Counseling Program Checklist

Alabama State University College of Education

Effective Summer 2018

Name _____ CWID _____ Date _____

Master of Science Degree (60 semester hours)						
Instructional Support Area (45 semester hours required)						
Course Number	Description	Hours	Completed/Date	Grade	*** Offered	Prerequisite
*COU 501	Introduction to Counseling	3			fa ,sp, su	Clear background check
*COU 502	Theories & Techniques of Individual. Counseling	3			sp	501
*COU 503	Career Development	3			fa, sp	501
*COU 507	Counseling Diverse Populations	3			sp, su	501
*COU 509	The Helping Relationship	3			fa, sp,su	
*COU 514	DSM	3			fa, sp	501, 502
*COU 524	Intro. to Group Counseling	3			fa, sp	501, 509
*COU 526	Psychological Testing	3			fa, sp	501
COU 530	Family Counseling	3			fa	501, 502, 524
COU 537	Agency Res & Placement.	3			su	501, 502, 524
COU 539	Readings in Guidance and Counseling	3			su	501, 502, 524
COU 505	Pre-practicum	3			fa, sp	501, 502, 509, 524 Must take the semester before practicum
*COU 506	Practicum in Counseling	3			fa, sp,su	501, 502, 505 (practicum workshop), 509, 524
*COU 528-2	Internship in Counseling	3			fa, sp,su	506
*COU 615-2	Adv. Internship in Counseling	3			fa, sp,su	528
Foundations of Education (6 semester hours required)						
*COU 512	Counseling Research	3			fa, sp	501
*COU 527	Counseling Across the Lifespan	3			fa, sp, su	

Advisor Approved Counseling Electives (9 semester hours)

		3				
		3				
		3				

COMMENTS: *Indicates courses required for license eligibility.

** Tk20 is required in all courses. *** Tentative depending on enrollment

Advisor: _____ Date _____

Student: _____ Date _____

EDUCATION SPECIALIST DEGREE IN COUNSELING
Program Checklist Clinical Mental Health Counseling
Effective Fall, 2012

Name _____ CWID _____ Date _____

33-36 Semester hours- minimum requirements						
Instructional Support Area (15 semester hours required)						
Course Number	Description	Hours	Completed/Date	Grade	Offered	Prerequisite
COU 636	Introduction to Play Therapy	3			fa	
COU 690	Supervision in Counseling	3			sp	
COU 680	Seminar in Counseling.	3			sp	
COU 638	Ethical and Legal Issues in Counseling	3			fa	
COU 637	Advanced Play Therapy	3			sp	636
*Internship (3-6 semester hours)						
COU 692	Advanced Internship in Counseling I (300 hours)	3				
COU 679	Advanced Internship in Counseling II (300 hours)	3			fa, sp, su	692
Research in Education, Problem Analysis Project (9 semester hours required)						
COU 614	Topical Seminar in Counseling	3			Su	
COU 656	Research and Evaluation in Counseling Programs	3			Fa	614
COU 628	Research in School and Agency Counseling	3			Sp	614, 656
Elective Related Courses (6 semester hours required)						
COU 632	Consultation and Collaboration	3			su (alt)	
EDT 575/576	Instructional Technology	3			fa,sp, su	EDT 574
SED 500	The Exceptional Student	3			Fa, sp, su	
Other Advisor Approved Elective		3				
<p><small>*Students whose master's program included fewer than 700 practicum/internship hours must take two advanced internships (692 & 679). Students must also clear background check if master's degree was not granted from ASU program within 5 years.</small></p>						
<div style="display: flex; justify-content: space-between;"> <div> <p>Advisor:</p> <p>Student:</p> </div> <div> <p>Date:</p> <p>Date</p> </div> </div>						

APPENDIX B

ADMISSION TO CANDIDACY FORM





ALABAMA STATE UNIVERSITY

SCHOOL OF GRADUATE STUDIES

P. O. BOX 271

MONTGOMERY, AL 36101-0271

ADMISSION TO CANDIDACY

In the Area of: M.A. ____ M.S. ____ M.Acc ____ M.Ed. ____ ALTA ____ Ed.S. ____

SID:

Name: _____ Address: _____

City _____ State _____ Zip Code _____

Major: _____ Phone Number: _____

Email Address _____

Have you completed your prerequisite undergraduate courses if applicable? YES or NO

Have you completed twelve graduate hours? YES or NO

List the twelve hours completed and grades

Students must have a 3.0 Cumulative GPA (M.A., M.S., M.Acc., M.Ed., and ALTA). Students in the Instructional Leadership Program and the Education Specialist Degree must have a 3.25 Cumulative GPA.

MAT Score: _____

Score: _____

GMAT Score: _____

Date of Test: _____ GRE

Date of Test: _____

Date of Test: _____

GWCT or BWCT Score: _____

Score: _____

Valid Teaching Certificate (if applicable)

() B or () A

Date of Test: _____ APTT

Date of Test: _____

Student Signature _____ Date _____

Action of Candidacy

Admit ()

Deny ()

Comments _____

Advisor
Chairperson
Departmental Dean

Signature Date _____ Date
Signature Date _____

For Office Use Only

APPENDIX C

GRADUATE

COMPREHENSIVE

EXAMS

REGISTRATION

FORM



**ALABAMA STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES
P.O. BOX 271
MONTGOMERY, AL 36101**

**GRADUATE COMPREHENSIVE EXAMINATION
REGISTRATION FORM**

M. A.____ M.ED.____ M.S.____ ALTA____ ED.S.____ CERT.____

Name: _____ CWID: _____

Local Address: _____
Street or P.O. Box

City State Zip

Telephone Number: _____ Email : _____

Please check the area of concentration you are taking the comprehensive exam.

ADM () BIO () ECE () EED () ENG () GCOU () HIS () ILP () LEM ()

MATH () MUS () PED () REA () SED () SCOU () SSC () Education ()

NOTE: All secondary Education majors have a two-part test (Subject and Education). If you are taking both tests, please check education as well as your subject area.

Graduation Date: _____

Hours Completed: _____

Student Signature: _____ Date _____

Advisor Signature: _____ Date _____

ALL INCOMPLETE FORMS WILL BE RETURNED

Note: All degree candidates must have completed 21 hours of graduate work in major area and have been admitted to candidacy. Certification candidates in Library Education Media must have completed at least 21 hours of graduate work in major area.

APPENDIX D

REQUEST FOR TRANSFER CREDIT FORM



**ALABAMA STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES
P. O. BOX 271
MONTGOMERY, AL 36101-0271**

REQUEST FOR TRANSFER CREDIT

Name _____ CWID _____

ASU course number(s) for which transfer credit is (are) requested:

1. _____ 2. _____ 3. _____

Equivalent course number(s)
from _____

taken (year) _____ (course(s) must not be more than 8 years old at the time of graduation)

1. _____ Grade _____ Credit _____

2. _____ Grade _____ Credit _____

3. _____ Grade _____ Credit _____

**Once the course(s) has/have been completed, you must provide the
School of Graduate Studies with an official transcript.**

Student Signature

Advisor Signature

Certification Officer Signature

**ALL FORMS WITHOUT ADVISOR AND CERTIFICATION OFFICER
SIGNATURE WILL BE RETURNED**

APPENDIX E

ALABAMA COUNSELING ASSOCIATION MEMBERSHIP APPLICATION



ALABAMA COUNSELING ASSOCIATION

MEMBERSHIP APPLICATION

For Office Use Only

Amount _____ Check # _____

Bank _____

Process Date _____

Membership # _____

NAME _____

MAILING ADDRESS _____ City, State, Zip _____

JOB TITLE _____ SPECIALIZATION _____

EMPLOYER _____

HOME PHONE _____ WORK PHONE _____

COUNTY _____ ALCA CHAPTER _____

EMAIL _____

☐ State House District _____ ☐ State Senate District _____

☐ Are you an LPC? Yes _____ No _____

☐ American Counseling Association Member (ACA)

Date first joined AICA: ____/____/____ ☐ Please send information about the American Counseling Association

Are you on the ALCA listserv? _____

If not, would you like to be added? _____

☐ I am a renewing member (was member last year) ☐ I am reinstating membership (was formerly a member)

☐ I am applying for a new membership (first time) ☐ I do not wish to renew

Type of Membership (membership in AICA and at least one division is required; note categories on back)		Membership Dues	Amount of Payment
A. AICA membership includes on geographic chapter:			
<input type="checkbox"/> 1. Active Professional/Regular	Active	60.00	
<input type="checkbox"/> 2. Student(full-time; not working)	Student	30.00	
<input type="checkbox"/> 3. Retired	Retired	30.00	
<input type="checkbox"/> 4. Past President	Past President	N/A	
B. Divisions (you must join at least one; student and retired members pay 1/2 division dues):			
<input type="checkbox"/> 1. Alabama College Counseling Association	ALCCA	5.00	
<input type="checkbox"/> 2. Alabama Association for Counselor Education and Supervision	AIACES	15.00	
<input type="checkbox"/> 3. Alabama Association for Multicultural Counseling and Development	AIAMCD	8.00	
<input type="checkbox"/> 4. Alabama School Counselor Association	AISCA	15.00	
<input type="checkbox"/> 5. Alabama Career Development Association	AICDA	6.00	
<input type="checkbox"/> 6. Alabama Mental Health Counselors Association	AIMHCA	15.00	
<input type="checkbox"/> 7. Association of Lesbian, Gay, Bisexual, and Transgender Issues in Counseling of AL	ALGBTICAL	5.00	
<input type="checkbox"/> 8. Alabama Association for Specialists in Group Work	AIASGW	6.00	
<input type="checkbox"/> 9. Alabama Association for Spiritual, Ethical, and Religious Values in Counseling	AIASERVIC	6.00	
<input type="checkbox"/> 10. Alabama Division of the American Rehabilitation Counseling Association	AIDARCA	4.00	
<input type="checkbox"/> 11. Alabama Association for Marriage and Family Counseling	AIAMFC	10.00	
<input type="checkbox"/> 12. Alabama Association for Addictions and Offenders Counseling	AIAAOC	5.00	
<input type="checkbox"/> 13. Alabama Association for Adult Development and Aging	ALAADA	5.00	
TOTAL DUES ENCLOSED			

I certify that the applicant is not working full-time and is a full-time student.

Signature of Professor

Institution

Make check to AICA and mail application to:

Dr. Ervin "Chip" Wood
AICA
217 Daryle St.
Livingston, AL 35470

OR

Debit/Credit Card # _____

Type: _____ Exp. _____

I agree to adhere to the ethical codes of ACA and the National Divisions which govern AICA and its Divisions. Copies of these statements are available upon request. I also grant permission for AICA to release my name and other pertinent information as part of the AICA directory and mailing list.

DATE: _____

Member's Signature _____

APPENDIX F

AMERICAN COUNSELING ASSOCIATION MEMBERSHIP APPLICATION



Five Steps to your ACA Membership

1) Personal and Contact Information

Referred by _____ Referrer's ACA ID# _____ source code N12X
Full Name of Applicant _____ M.I. _____ Last Name _____ Mailing
Address _____ City
State/Province _____ Zip _____ Country _____ Work Phone () _____ Home Phone ()
Cell Phone () _____
E-mail _____ Fax () _____

Membership in ACA means that you will abide by ACA's bylaws and other governing documents and are qualified for the membership category selected. By becoming an ACA member, you are agreeing to be subject to the rules, regulations and enforcement of the terms of the the ACA Code of Ethics (available to you at counseling.org/ethics) that can include appropriate sanctions up to suspension or expulsion from ACA and public notice about any such action.

☐ Please add me to the Government Relations Listserv.

2) Select Your ACA Membership

- ☐ **\$161 Professional:** Individuals who hold a master's degree or higher in counseling or a closely related field from a college or university accredited by the Council for Higher Education Accreditation. Proof of academic credentials may be requested.
- ☐ **\$161 Regular:** Individuals whose interests and activities are consistent with those of ACA, but who are not qualified for Professional Membership.
- ☐ **\$92 New Professional:** Individuals who have graduated with a master's or a doctorate within the past 12 months. Status is good for one year.
Please indicate date of graduation (month/year) _____ / _____
and institution _____
- ☐ **\$92 Student:** Individuals who are enrolled at least half-time in a college or university program.
Please indicate date of graduation (month/year) _____ / _____
and institution _____
Please indicate education level ☐ Master's ☐ Doctoral

3) Choose Your Division Membership Dues (optional)

I wish to enhance my professional opportunities by joining the following Divisions. See chart on back page for fees. Print Division acronyms in spaces provided below, select member type and enter appropriate fees.

- 1) _____ ☐ Professional
☐ Regular
☐ New Professional
☐ Student
\$ _____
- 2) _____ ☐ Professional
☐ Regular
☐ New Professional
☐ Student
\$ _____

4) Make a Voluntary Contribution (tax deductible except PAF)

- ☐ ACA Foundation \$ _____
- ☐ David K. Brooks Jr. Distinguished Mentor Award \$ _____
- ☐ Human Concerns Fund \$ _____
- ☐ Legal Defense Fund \$ _____
- ☐ Professional Advocacy Fund (PAF) \$ _____ (not tax deductible)
- ☐ Gilbert & Kathleen Wrenn Award \$ _____

Total of Membership Dues (add total amounts from steps 2 and 3)

Want to avoid dues increases, save on postage, and reduce paperwork? Join now for 2 years at the current rate(s) by simply doubling the current dues.

1 Year	ACA Membership	\$ _____	Division
	Membership	\$ _____	ACA
2 Years	Membership	\$ _____	Division
	Membership	\$ _____	
	\$10 Processing fee*	\$ _____	
	Voluntary Contribution(s)	\$ _____	Total
	Amount Remitted	\$ _____	

*Applies only when you join one or more of the following WITHOUT also joining ACA, AACE (any category); AADA (Regular (Associate)); ACCA (any category); ASERVIC (Regular Affiliate); ASGW (any category); CSJ (any category); NCDA (Regular, New Professional, Student); or NECA (any category); Add \$10 in space provided.

ACA Automatic Renewal Option

Continuous Member benefits without interruption.

- I authorize ACA to automatically renew my membership annually in my anniversary month, at the rates effective at that time for my
- ☐ ACA/Division membership(s) using my credit card information. (Your membership card and receipt will be provided). To update your membership information, and/or cancel the Automatic Renewal Option, please contact ACA Member Services at 800-347-6647, x222, or 703-823-9800, x222, M-F, 8 am – 6 pm ET.)

Total amount enclosed or to be charged \$ _____

5) Payment Method

☐ Check or money order, payable to ACA in U.S. funds, enclosed

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Credit Card # _____

Exp. Date _____

CVC Code: AmEx (4 digits above credit card #) _____

VISA, MC, Discover (last 3 digits next to signature line) _____

☐ **Three-month Payment Plan Option**

I elect to pay in 3 equal monthly installments (*only available for payment by credit card or debit card*). A \$2 processing fee will be charged on both the 2nd & 3rd installments.

☐ **Total Amount to be charged** (divide total by 3) \$ _____
☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Cardholder's Name (print) _____

Phone () _____ Authorized Signature _____ Date _____

5999 Stevenson Avenue • Alexandria, VA 22304-3300 • **ph:** 703-823-9800 / 800-347-6647 • **fx:** 703-461-9260 / 800-473-2329 • counseling.org

ACA Divisions

ACA Divisions are a great way to add value to your membership. Divisions give you access to information, research, and a network of professionals practicing in your specialty.

Association for Assessment in Counseling and Education (AACE) Originally the Association for Measurement and Evaluation in Guidance, AACE promotes the effective use of assessment in the counseling profession.

Association for Adult Development and Aging (AADA) Focuses on adult development and aging issues as well as addressing counseling concerns throughout the lifespan.

NEW! Association for Child and Adolescent Counseling (ACAC) Children and adolescents in a multitude of settings.

Association for Creativity in Counseling (ACC) Brings together counselors, counselor educators, creative arts therapists and counselors in training to explore unique and diverse approaches to counseling.

***American College Counseling Association (ACCA)** Is to foster student development in colleges, universities, and community colleges.

Association for Counselors and Educators in Government (ACEG) Originally the Military Educators and Counselors Association, ACEG addresses the unique needs of clients and families in local, state, and federal government or in military-related agencies.

***Association for Counselor Education and Supervision (ACES)** Originally the National Association of Guidance and Counselor Trainers, ACES stresses quality education and supervision for counselors in all settings.

***Association for Humanistic Counseling (AHC)** Provides a forum for the exchange of information about humanistically-oriented counseling practices and promotes the growing body of knowledge about humanistic principles applied to human development and potential. *Formerly C-AHEAD.*

Association for Lesbian, Gay, Bisexual and Transgender Issues in Counseling (ALGBTIC) ALGBTIC educates counselors on the unique needs of client identity development, and helps counselors develop a non-threatening counseling environment.

***Association for Multicultural Counseling and Development (AMCD)** Originally the Association of Non-White Concerns in Personnel and Guidance, AMCD strives to improve cultural, ethnic and racial empathy and understanding.

American Mental Health Counselors Association (AMHCA) Represents mental health counselors, advocating for client-access to quality services within the health care industry.

American Rehabilitation Counseling Association (ARCA) Brings together rehabilitation counseling practitioners, educators, and students who serve people with disabilities throughout their life span.

American School Counselor Association (ASCA) Advocates for school counseling professionals who work to improve the personal, educational, and career development of students. ASCA members also work with parents, educators, and community members to provide a positive learning environment.

***Association for Spiritual, Ethical, and Religious Values in Counseling (ASERVIC)** Originally the National Catholic Guidance Conference,

Counselors for Social Justice (CSJ) A community of counselors, counselor educators, graduate students, and school and community leaders who seek equity and an end to oppression and injustice affecting clients, students, counselors, families, communities, schools, workplaces, governments, and other social and institutional systems.

***International Association of Addictions and Offender Counselors (IAAOC)** Originally the Public Offender Counselor Association, IAAOC advocates for the development of effective counseling and rehabilitation programs for people with substance abuse problems, other addictions, and adult and/or juvenile public offenders.

International Association of Marriage and Family Counselors (IAMFC) IAMFC members help develop healthy family systems through prevention, education, and therapy.

***National Career Development Association (NCDA)** Originally the National Vocational Guidance Association, NCDA promotes career development for all people across the life span through public information, member services, conferences, and publications.

***National Employment Counseling Association (NECA)** Originally the National Employment Counselors Association, NECA is committed to offering professional leadership to people who counsel in employment and/or career development settings.

Use the chart below to make your selections and then write your selections on the Membership Application

Division	Professional	Regular	New Professional	Student
AACE	\$40*	\$40*	\$30*	\$30*
AADA	\$40	\$40/\$40*	\$24	\$24
ACAC	\$45	\$45	\$25	\$25
ACC	\$43	\$43	\$33	\$33
ACCA	\$50*	\$50*	\$40/\$40*	\$40/\$40*
ACEG	\$25	\$25	\$20	\$20
ACES	\$65	\$65	\$27	\$27
AHC	\$45	\$45	\$35	\$35
ALGBTIC	\$45	\$45	\$25	\$25
AMCD		\$40	\$30	\$30

AMHCA *To join call 800-326-2642 or visit www.amhca.org*

ARCA *\$70* \$70* \$15* \$15**

ASCA *To join call 800-306-4722 or visit www.schoolcounselor.org*

ASERVIC promotes spiritual, ethical, religious, and other human values within the discipline of counseling.

Association for Specialists in Group Work (ASGW) Provides professional leadership and research in the field of group work, as well as establishes standards for professional training.

ASERVIC	\$40*	\$40/\$50*	\$20	\$20
ASGW	\$40*	\$40*	\$27*	\$27*
CSJ	\$35*	\$35*	\$20*	\$20*
IAAOC	\$48	\$48	\$30	\$30
IAMFC	\$60*	\$60*	\$44*	\$44*
NCDA	\$65	\$65*	\$28*	\$28*
NECA	\$38*	\$38*	\$24*	\$24*

**Add the \$10 processing fee on the membership application if you join one or more of the following Divisions: AACE [any category]; AADA [Regular (Associate)]; ACCA [any category]; ARCA [any category]; ASERVIC [Regular (Affiliate)]; ASGW [any category]; CSJ [any category]; IAMFC [any category]; NCDA [Regular, New Professional, Student]; and NECA [any category].*



Getting to Know You Better!

In order to provide you with the necessary resources, tools, products and services – all designed with you in mind, please complete the following checklist about you and your profession, which will remain in your confidential member record.

Specialty (check all that apply)

- ☐ Addictions/substance abuse
- ☐ Administration
- ☐ Aging/gerontology
- ☐ Alzheimer's/dementia
- ☐ Anger management
- ☐ Assessment/testing
- ☐ Career development
- ☐ Children/adolescents
- ☐ Chronic illness
- ☐ College counseling
- ☐ Corrections/prison
- ☐ Counselor education
- ☐ Counselor supervision
- ☐ Couples and family counseling
- ☐ Creative art therapies
- ☐ Crisis
- ☐ Depression
- ☐ Domestic violence
- ☐ Dual diagnosis/co-occurring
- ☐ Eating disorders
- ☐ EAP
- ☐ Employment counseling
- ☐ Foster care
- ☐ Gender issues
- ☐ GLBT counseling
- ☐ Grief
- ☐ Group work
- ☐ Homelessness
- ☐ Life coaching
- ☐ Mental illness
- ☐ Multicultural counseling
- ☐ Pastoral/religious/spiritual counseling
- ☐ Rehabilitation counseling
- ☐ School counseling
- ☐ Sexual abuse
- ☐ Sexuality
- ☐ Sports counseling
- ☐ Stress/stress management
- ☐ Suicide
- ☐ Trauma
- ☐ Veterans
- ☐ Wellness
- ☐ Not applicable

Work Setting (check all that apply)

- ☐ Assisted Living/nursing home
- ☐ Business/industry
- ☐ Career Development program/center
- ☐ Child protective service
- ☐ College/university
- ☐ Community/technical college
- ☐ Correctional facility
- ☐ Counseling agency-private
- ☐ Counseling agency-state/county/city
- ☐ EAP-Employee assistance program
- ☐ Family court/juvenile justice counseling
- ☐ Federal government- hospital
- ☐ Federal government- social services
- ☐ Medical-hospital
- ☐ Medical-office building
- ☐ Military installation
- ☐ Military/veterans hospital
- ☐ Military/veterans out-patient
- ☐ Pastoral/religious
- ☐ Private practice (Full time)
- ☐ Private practice (Part time)
- ☐ Psychiatric hospital
- ☐ Rehabilitation agency
- ☐ Retired
- ☐ School district office
- ☐ School K–12
- ☐ School-elementary
- ☐ School-middle/junior high
- ☐ School-secondary/senior high
- ☐ School-vocational/technical
- ☐ Sexual abuse treatment facility
- ☐ Student
- ☐ Substance abuse treatment center
- ☐ No longer working in the counseling field
- ☐ Not applicable

There shall be no discrimination against any individual on the basis of ethnic group, race, religion, gender, sexualorientation, age and/or disability.

ACA occasionally makes available to carefully selected applicants, such as publishers, a mailing list of members. Mailing pieces are screened to ensure relevance. If you do not wish to receive offers via U.S. mail from these companies, such as continuing education providers, please check here [] to opt-out of third party mailings. *Please note that ACA does not make e-mail addresses available commercially to these third-party providers.*

Education

- ☐ Doctorate
- ☐ Education Specialist
- ☐ **Master's**
- ☐ Bachelor's
- ☐ Associate
- ☐ Doctoral student now
- ☐ **Master's** student now

Years Employed as a Counseling Professional

- ☐ 1-5
- ☐ 6-10
- ☐ 11-15
- ☐ 16-20
- ☐ 20+

Ethnicity

- ☐ African American
- ☐ Asian/Pacific Islander
- ☐ Native American
- ☐ Hispanic/Latino
- ☐ Caucasian
- ☐ Other
- ☐ Multiracial

Birth Year _____ Licensure

Do you hold a license?

- ☐ Yes ☐ No ☐ Not applicable

Do you currently belong to a Branch of ACA?

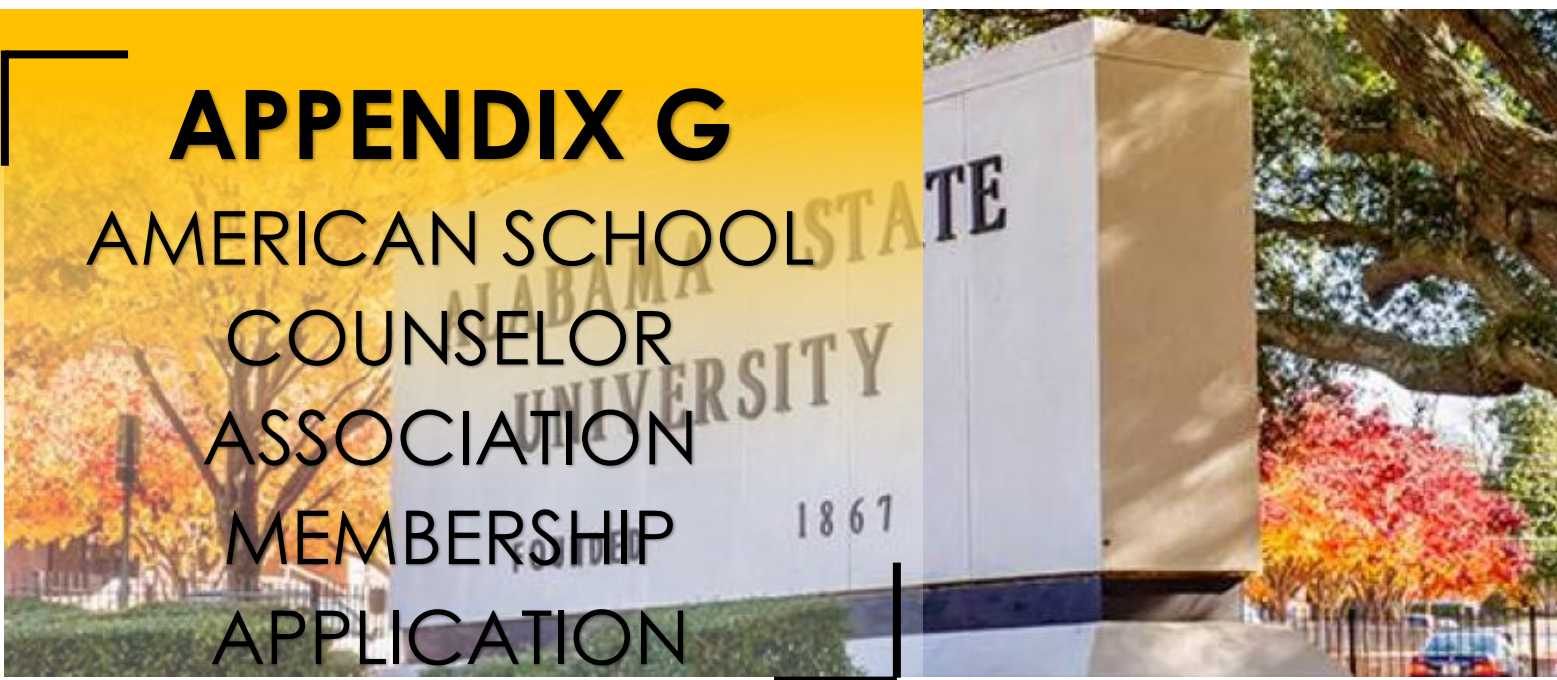
- ☐ Yes ☐ No

Association Membership; Currently a member of: (*check all that apply*)

- ☐ AACC (Am Assoc Christian Coun)
- ☐ AAMFT (Am Assoc Marr & Fam Therapy)
- ☐ AAPC (Am Assoc of Pastoral Coun)
- ☐ AMHCA (Am Mental Health Coun Assoc)
- ☐ APA (Am Psychological Assoc)
- ☐ ASCA (Am School Coun Assoc)
- ☐ NACAC (Nat'l Assoc College Adm Coun)
- ☐ NAADAC (Assoc for Addiction Professionals)
- ☐ NASP (Nat'l Assoc School Psych)
- ☐ NASPA (Nat'l Assoc Studt Personnel Adm)
- ☐ NASW (Nat'l Assoc Social Workers)
- ☐ NRA (Nat'l Rehabilitation Assoc)

APPENDIX G

AMERICAN SCHOOL COUNSELOR ASSOCIATION MEMBERSHIP APPLICATION





Membership Application

Take charge of your future. Join the American School Counselor Association today!

Join online to activate your membership immediately!

NAME _____		SCHOOL _____	
HOME ADDRESS _____		WORK ADDRESS _____	
CITY, STATE, ZIP _____		CITY, STATE, ZIP _____	
PHONE _____	FAX _____	PHONE _____	FAX _____
PREFERRED E-MAIL ADDRESS* _____		DATE OF BIRTH _____	
SECONDARY E-MAIL ADDRESS _____			
USERNAME** _____		PASSWORD _____	
MEMBER ID # (IF KNOWN) _____		GENDER: M F _____	

PREFERRED MAILING ADDRESS ☐ HOME ☐ WORK

* ASCA does the bulk of its communication via e-mail to limit paper consumption. ASCA will never sell your e-mail address to third parties, and you may limit the types of e-mail communications you receive from ASCA. Please provide at least one valid e-mail for these purposes.

** Username and password should be 6-10 letters and/or numbers long. No other characters will be accepted.

Work Setting (check one)

- ☐ Elementary
- ☐ Middle/Jr. High
- ☐ Secondary
- ☐ K-12
- ☐ Central/School District Office
- ☐ College/University
- ☐ Private Practice
- ☐ Other _____

Current Job Position (check one)

- ☐ School Counselor
- ☐ Paraprofessional
- ☐ Retired
- ☐ Supervisor/Director/Coordinator
- ☐ College Professor/Instructor
- ☐ Principal/Assistant Principal
- ☐ Social Worker
- ☐ Administrator

☐ Student

(Must be enrolled in a master's degree program for school counseling and not currently working as a full-time school counselor. May only be eligible for student rate for two years.)

Graduation Date _____ Professor's

Name _____ Professor's

E-mail _____ School Name

☐ Other _____

Member Products

- ☐ Membership Certificate – \$12 ☐ Lapel Pin – \$8 ☐ Special Offer: Certificate & Pin – \$16

NAME AS YOU WOULD LIKE IT TO APPEAR ON CERTIFICATE (25 CHARACTERS MAXIMUM)

Membership Payment Options (check one)

ONE-TIME PAYMENT OPTIONS

- ☐ Professional – \$115 ☐ Retired – \$60
☐ Affiliate – \$115 ☐ Student – \$60

AUTO-RENEWAL OPTIONS: (professionals only; you must pay with credit card)
Selecting one of the following options authorizes ASCA to automatically charge your credit card on a monthly or annual basis at the specified amount.

- ☐ Monthly Payments – \$9.95 ☐ Annual Auto-Renewal – \$115

Total Payment Due Today

\$_____ National membership dues
\$_____ Additional fee for international members, \$25
\$_____ Purchase order processing fee, \$10 (if paying by P.O.; P.O. must accompany application)
\$_____ State membership fee for _____ state. (For professional members only; see reverse.)
\$_____ Member products

\$_____ **TOTAL**

Mail completed application with payment to ASCA, 1101 King St., Suite 625, Alexandria, VA 22314. Credit card payments may be faxed to (703) 683-1619 or placed online at www.schoolcounselor.org/join. If you have questions or need more information about membership, call (800) 306-4722 or visit ASCA's Web site, www.schoolcounselor.org. \$10 of your membership dues is for a subscription to *ASCA School Counselor* magazine and \$15 is for *Professional School Counseling* journal. ASCA is the school counseling division of the American Counseling Association.

Fees valid through Dec. 31, 2011.

Payment Information (check one)

- ☐ Check Payable to ASCA
☐ Purchase Order
☐ VISA
☐ MasterCard
☐ American Express

CREDIT CARD NO.

EXP. DATE

V CODE

SIGNATURE

PRINT NAME AS IT APPEARS ON CARD

**TO JOIN NOW, CALL
(800) 306-4722.**
Please have your
credit card ready.

NATIONAL MEMBERSHIP CATEGORIES

Professional Membership - \$115

Professional members must hold a master's degree or higher in counseling or the substantial equivalent and must be credentialed as a school counselor by a state, district or territory of the United States or the credentialing agency of the country in which they practice or must be employed as counselor educators in a graduate program that prepares school counselors.

Retired Membership - \$60

Members who are in retirement and do not hold full-time positions in school counseling are eligible for retired membership. Retired members hold a master's degree or higher in counseling or the substantial equivalent; are or were credentialed as a school counselor by a state, district or territory of the United States or the credentialing agency of the country in which they practice; or were employed as school counselors, supervisors of school counselors or counselor educators in a graduate program that prepares school counselors.

Student Membership - \$60

Students who are enrolled in a master's degree program that prepares school counselors and who do not hold full-time positions in school counseling are eligible for student membership for two years only.

Affiliate Membership - \$115

Individuals interested in counseling, who are not eligible for any other type of membership, may become affiliate members.

MEMBERSHIP DUES OPTIONS

ASCA offers three options for paying your membership dues.

1. Yearly payments: This payment option is available to **all member types**. Pay your dues in full up front, and receive a renewal notice each year.

2. Auto renewal of yearly payments: (professionals only; you must pay with credit card)

Professional members paying by credit card may choose to have their annual dues automatically renewed each year. You will receive an e-mail reminder approximately 30 days before expiration letting you know that ASCA will be charging your credit card next month for your annual dues payment. Check the box on the reverse side for automatic yearly renewal.

3. Monthly payments: (professionals only; you must pay with credit card)

Professional members may pay their dues in monthly installments of \$9.95. These payments will be charged to your credit card each month unless you choose to cancel your membership.

State Membership Fees (professionals only)

ASCA encourages members to join their state school counseling association. If you reside in one of the following states, you can join ASCA and your state school counseling association at the same time on this form. If you're only joining your state association, you must do it through the individual state association instead. Visit www.schoolcounselor.org, click on "School Counselors & Members," then "About ASCA" then "State Associations" to link to your individual state association. (All state dues amounts are for professional membership.)

Alaska	\$45
Arizona	\$35
California	\$85
Connecticut	\$50
Colorado	\$50
Delaware	\$30
Florida	\$30
Hawaii	\$25
Illinois	\$90*
Indiana	\$45
Kansas	\$90*
Kentucky	\$25
Maine	\$30
Maryland	\$35
Massachusetts	\$45
Michigan	\$65
Montana	\$30
Nebraska	\$20
Nevada	\$40
New Jersey	\$30
New York	\$50
North Carolina	\$40
Ohio	\$50
Oklahoma	\$60*
Oregon	\$50
Pennsylvania	\$55
Rhode Island	\$55
South Dakota	\$30
Vermont	\$45
Virginia	\$90*
Washington	\$50
West Virginia	\$40
Wyoming	\$70*

* includes membership in the state counseling association as well.

Member Benefits

For a complete listing of member benefits, visit www.schoolcounselor.org.

APPENDIX H

DISPOSITIONS

FORM



ASU COUNSELOR EDUCATION DISPOSITIONS

Alabama State University and the College of Education want to encourage your professional development as a sound decision-maker, lifelong learner, and reflective practitioner. Therefore, throughout this program, your professors will be taking note of the following dispositions, placing their observations in your file.

STUDENT: _____ CWID: _____

COURSE: _____ SEMESTER: FA SP SU
(circle one)

Scoring: 2=Satisfactory, 1=Needs Improvement, 0=Unsatisfactory **Any scores of "1" or "0" should also have a comment to explain the score.

DISPOSITIONS	Rating	COMMENTS
1. ATTENDANCE		1.
2. PUNCTUAL		2.
3. COURTEOUS/RESPECTFUL		3.
4. COOPERATIVE		4.
5. RECEPTIVE TO FEEDBACK		5.
6. TAKES PRIDE IN WORK, AS EVIDENCED IN PAPERS, PROJECTS, AND ASSIGNMENTS		6.
7. DRESSES APPROPRIATELY		7.
8. PROFESSIONAL INVOLVEMENT AND/OR MEMBERSHIPS		8.
9. DEMONSTRATES AN UNDERSTANDING OF ETHICAL STANDARDS AND BEHAVIORS		9.
10. SEES THE CURRICULUM AS PROGRESSIVE, INTEGRATING KNOWLEDGE AND SKILLS		10.
11. OPEN TO DIVERSITY AND DIFFERENT CULTURES		11.

FACULTY RECOMMENDATION: _____ Continue in the program
 _____ Probation/remediation plan
 _____ Dismissal

Student has been notified of ratings less than satisfactory. Yes ----- Date: -----

Student Signature: _____ Date: _____

Faculty Signature: _____

Date: _____

APPENDIX I

STUDENT LEARNING PROGRAM CHECKPOINTS



ASU Counselor Education Department
Student Learning Program Checkpoints

Program Checkpoint	When	Evaluations	Passing Score
Program Checkpoint 1: Admission to Candidacy	After completion of 12 course hours in Counselor Educ.	(1) GPA (2) Disposition Form scores from first four Counselor Ed. courses	(1) 3.0 (2) 75 total points from four Disposition Forms
Program Checkpoint 2: Professional Practice 1	COU 506: Practicum	(1) Site Supervisor Midterm Evaluation (2) Site Supervisor Final Evaluations (3) University Supervisor Evaluation	Grade of “B” or above in the course and completion of 100 hours
Program Checkpoint 3: Professional Learning 1	Semester prior to Internship	Praxis II: School Counseling	Score of 520 or above
Program Checkpoint 4: Professional Learning 2	During Practicum or Internship	Counselor Education Department Comprehensive Exam	Score of “3” out of “4” points
Program Checkpoint 5: Professional Practice 2	COU 528: Internship COU 615: Advanced Internship	(1) Site Supervisor Midterm Evaluation (2) Site Supervisor Final Evaluations (3) University Supervisor Evaluation	Grade of “B” or above in each course and completion of 600 total hours

Students will also be evaluated on a continuous basis in each course,
using the student disposition list as it appears in Tk20

APPENDIX J

INFORMED CONSENT



ALABAMA STATE UNIVERSITY
COUNSELOR EDUCATION DEPARTMENT
Informed Consent

Students in the Counselor Education Program at Alabama State University must meet minimum standards in each of the three areas: knowledge, skills, dispositions. Failure to meet standards in any area may result in (a) failure to be approved for candidacy, (b) continuation in the program, pending remediation, or (c) dismissal from the counseling program. Minimum standards are described below.

- I. **Knowledge:** The university requires that graduate students maintain at least a 3.0 GPA. Admission to candidacy in counseling requires completion of core courses with at least a 3.0 GPA. Core courses include COU 501, 502, 503, 504, 505, 507, 509, 514, 524, 526 (Clinical Mental Health Counseling); and for School Counseling, add COU 523. Note that admission into the Graduate School does not guarantee acceptance into a program area.
- II. **Skills:** An important aspect of counselor training is the development of facilitative counseling/interpersonal skills. Three courses in the curriculum are devoted primarily to skills training: COU 509 - Helping Relationships; COU 505 - Pre-Practicum in Counseling; and COU 506 - Practicum in Counseling. A student who, in the judgment of the instructor, has failed to make satisfactory skills progress in any of these courses may be retained regardless of grades received on tests, other assignments, or site supervisor evaluations. It might be that a student is performing well in class, but should that student not have the necessary facilitative skills as a counselor, that student cannot progress within the counseling program.
- III. **Dispositions:** Students in the counseling program are expected to conduct themselves in professional, ethical, and legal manner both within and outside the classroom. The attached DISPOSITIONS checklist describes some dispositional expectations. Violation of the ACA Code of Ethics or counseling department dispositional standards may result in failure to be approved to candidacy, suspension pending remediation, or dismissal from the program.

Informed Consent

I have received a Counselor Education Student Handbook.
I have read and understand the Handbook and the standards described. I understand that there are consequences should I fail to meet those standards. I understand that admission to the Murphy Graduate School does not guarantee admission into the Counselor Education Program.

I understand that the evaluation of my knowledge, skills, and dispositions is ongoing, and that interventions/remediation, and/or possible dismissal may occur at some point during my enrollment in courses within the Counselor Education Program at Alabama State University.

Print Name: _____

Student Signature: _____

Date:_____CWID:_____

APPENDIX K

ACA CODE OF ETHICS

Please go to the American Counseling Association

Go to Code of Ethics <http://www.counseling.org>

Download the 2014 ACA Code of Ethics