# TABLE OF CONTENTS

**SECTION** | **PAGE**
--- | ---
INTRODUCTION | 1
PROGRAM FACULTY | 1
PROGRAM INFORMATION | 2
  - Mission Statement | 2
  - Overview | 2
  - Overall Program Objectives and Student Learning Outcomes | 3
PROGRAMS IN COUNSELING AND EDUCATIONAL PSYCHOLOGY | 3
  - Counselor Education Doctoral Program | 3
  - Course Sequencing | 4
PRACTICUM AND INTERNSHIP | 5
  - Doctoral Practicum | 5
  - Doctoral Internship | 6
  - Other Requirements for Practicum/Internship | 7
  - Site Selection | 7
  - Department Counseling and Training Clinic | 9
DISSERTATION | 9
  - Enrollment in CNEP 6398 Dissertation Hours | 9
  - Special Assistance | 10
  - The Dissertation Proposal/Prospectus | 10
  - Preparation of the Proposal/Prospectus Step-by-Step | 10
  - Presentation of the Proposal/prospectus | 11
  - The Dissertation Defense and Final Examination | 12
  - Preparation of the Defense and Final Examination Step-by-Step | 12
POLICIES AND PROCEDURES | 13
  - Admissions Procedures | 13
  - Degree Plans and Advisement | 14
  - Program Information | 14
  - Individual Development Plan (IDP) | 14
  - Notification of Intent to Graduate | 14
  - Comprehensive Examination | 15
  - E-mail, Blackboard, and Counseling Student Listserv | 15
  - Grading Policies | 16
  - Grades of Incomplete | 17
  - Grade Appeals Process | 17
  - Planning for Graduation | 17
  - Commencement | 17
PROFESSIONAL DUTIES AND RESPONSIBILITIES | 17
  - Student Responsibility | 17
  - Faculty Monitoring of Students | 18
  - Personal Counseling | 19
STUDENT REVIEW, REMEDIATION, RETENTION, & DISMISSAL POLICY | 19
  - The Process | 20
OTHER INFORMATION | 22
  - Orientation Meetings | 22
INTRODUCTION

The purpose of this handbook is to provide students with information concerning the Department of Counseling and Educational Psychology (CNEP) at Texas A&M University-Corpus Christi. The doctoral program in Counselor Education is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The handbook provides prospective and current students with relevant information, departmental policies, requirements, duties, and expectations set forth by the Department. Students admitted into the CNEP Department doctoral program are provided a copy of the handbook at the new student orientation meeting in the fall, and a digital copy is available for download on the CNEP Department website http://cnep.tamucc.edu/current_students.html.

It is the responsibility of the student to read and become 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 F). Submission of the signed Statement of Understanding is mandatory during the first semester of enrollment. The signed Statement of Understanding will generally be submitted to the CNEP administrative assistant, Rachel Perez, via e-mail at rachel.perez@tamucc.edu.

PROGRAM FACULTY

Joshua C. Watson, Ph.D.
University of North Carolina at Greensboro
Department chair and Professor
ECDC 151 (361) 825-2739

Yvonne Castillo, Ph.D.
Texas A&M University-Corpus Christi
Professional Assistant Professor
NRC 2700 (361) 825-3995

Jennifer Gerlach, Ph.D.
Virginia Commonwealth University
Assistant Professor
ECDC 148 (361) 825-3318

Sandy-Ann Griffith, Ph.D.
Old Dominion University
Assistant Professor
ECDC 145 (361) 825-2622

K. Michelle Hunnicutt Hollenbaugh, Ph.D.
The Ohio State University
Associate Professor
ECDC 151 (361) 825-2451

A. Stephen Lenz, Ph.D.
Texas A&M University-Corpus Christi
Associate Professor
ECDC 152 (361) 825-3467

Kristina Nelson, Ph.D.
University of Central Florida
Assistant Professor
ECDC 141 (361) 825-3393

Marvarene Oliver, Ed.D.
Texas A&M University-Commerce (ETSU)
Professor
ECDC 149/FC 179C; (361) 825-3326/825-3216

Wannigar Ratanavivan, Ph.D.
Texas A&M University-Corpus Christi
Clinical Assistant Professor
ECDC 150B (361) 825-2849

Richard J. Ricard, Ph.D.
Harvard University
Professor
FC 204B (361) 825-2731

Robert L. Smith, Ph.D.
University of Michigan
Professor
ECDC 144 (361) 825-2307
Adjunct Faculty

Adjunct faculty members are hired to teach courses in the CNEP Department based on need. Please note that adjunct faculty course assignments are subject to change and are not considered to be permanent assignments. Though adjunct faculty do not maintain offices on campus, they can be reached through your Blackboard course shell or through the e-mail contact information provided in your course syllabus. You also may contact the CNEP Department main office to leave a message.

PROGRAM INFORMATION

Mission Statement

The Department of Counseling and Educational Psychology 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, 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 program CACREP-accredited program. Students matriculate through the program in a cohort model across a minimum of three academic years. Upon completion of the program, students find themselves competitive for placement in a variety of positions. 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. Each doctoral student’s personal and professional development is periodically reviewed by faculty. Doctoral students failing to demonstrate basic knowledge, personal skills, communication skills, interpersonal skills, and/or counseling skills will be asked to seek remediation or may be dismissed from the program.

Current objectives and student learning outcomes of the CNEP Department doctoral program in Counselor Education are reflected in the core course requirements as mandated by national accreditation standards and licensure boards. Objectives are drawn from current CACREP Standards; the professional literature; and input from faculty, students, graduates, and program stakeholders. Through coursework, practicum, internship, research, successful completion of the comprehensive examination, and dissertation, students are expected to meet all overall program objectives and learning outcomes, as well as specific course objectives and coursework learning outcomes. Students should be prepared to demonstrate success in accomplishing learning
outcomes. Additionally, students must be familiar with, and have access to, computer technology in order to participate in on-line course activities and communicate with faculty and other students.

**Overall Program Objectives and Student Learning Outcomes**

**Graduates of the doctoral program in Counselor Education will:**

- Be able to knowledgeably integrate fundamental principles of *counseling service delivery* into a contemporary counselor educator identity.
- Be able to knowledgeably integrate fundamental principles of *clinical supervision* into a contemporary counselor educator identity.
- Be able to knowledgeably integrate fundamental principles of *curriculum development and classroom instruction* into a contemporary counselor educator identity.
- Be able to knowledgeably integrate fundamental principles of *scholarly inquiry* and professional writing into a contemporary counselor educator identity.
- Be able to knowledgeably integrate fundamental principles of *leadership and advocacy* into a contemporary counselor educator identity.

**PROGRAMS IN COUNSELING AND EDUCATIONAL PSYCHOLOGY**

The CNEP Department currently offers two M.S. degrees: Professional Counseling and School Counseling. The Professional Counseling degree offers three master’s-level program specializations, including: Addictions Counseling; Clinical Mental Health Counseling; and Marriage, Couple, and Family Counseling. A doctoral program (Ph.D.) in Counselor Education also is available. All degrees and programs are accredited by The Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The doctoral program includes a 69-hour degree plan comprised of 36 semester hours of core counselor education coursework, 24 semester hours of research skills coursework, and nine semester hours of dissertation. These classes include:

**CORE COUNSELOR EDUCATION COURSES (36 semester hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNEP 6305</td>
<td>Advanced Counseling Theories</td>
</tr>
<tr>
<td>CNEP 6310</td>
<td>Advanced Counseling Strategies</td>
</tr>
<tr>
<td>CNEP 6316</td>
<td>Professional, Legal, and Ethical Issues</td>
</tr>
<tr>
<td>CNEP 6320</td>
<td>Advanced Appraisal Techniques</td>
</tr>
<tr>
<td>CNEP 6335</td>
<td>Consultation Theory</td>
</tr>
<tr>
<td>CNEP 6340</td>
<td>Diversity in Counselor Education</td>
</tr>
<tr>
<td>CNEP 6350</td>
<td>Advanced Clinical Supervision</td>
</tr>
<tr>
<td>CNEP 6354</td>
<td>Counselor Education Pedagogy</td>
</tr>
<tr>
<td>CNEP 6355</td>
<td>Leadership and Advocacy</td>
</tr>
<tr>
<td>CNEP 6395</td>
<td>Doctoral Practicum</td>
</tr>
<tr>
<td>CNEP 6396</td>
<td>Doctoral Internship I</td>
</tr>
<tr>
<td>CNEP 6396</td>
<td>Doctoral Internship II</td>
</tr>
</tbody>
</table>
RESEARCH SKILLS COURSES (24 semester hours)

CNEP 6316 Research, Writing, and Publishing
CNEP 6360 Research Design in Counseling
CNEP 6361 Qualitative Research Methods II
CNEP 6365 Outcome Research and Program Evaluation
CNEP 6370 Quantitative Research Methods I
CNEP 6372 Quantitative Research Methods II
CNEP 6384 Qualitative Research Methods I
CNEP 6397 Research Seminar

DISSERTATION COURSES (9 semester hours)

CNEP 6398 Dissertation in Progress I
CNEP 6398 Dissertation in Progress II
CNEP 6398 Dissertation in Progress III

All coursework, as well as degree conferral, must be completed within 10 years of the beginning date of the first course taken. Courses older than that may require revalidation or may have to be re-taken. See the College of Education 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 (Form L, CGS website, doctoral forms).

Course Sequencing

Students in the Counselor Education doctoral program matriculate through a prescribed curriculum following a cohort model. The degree plan calls for students to take three courses each 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 initial degree plan should be signed by the student and doctoral program coordinator and emailed to gradstudies@tamucc.edu by the end of the first semester. Because the CNEP Department utilizes a cohort model in the doctoral program, the Counselor Education degree plan is standardized and, absent exceptional circumstances (e.g., transfer courses, additional course required for leveling), will be the same for all students. A copy of the course sequencing for the doctoral program appears in Appendix B.

Please note: All exceptions must be approved by the College of Graduate Studies; thus, the student should ensure that the Graduate Degree Plan Exceptions Form (Form I, CGS website, doctoral forms) is completed, signed by the appropriate advisor, and submitted to gradstudies@tamucc.edu for routing as soon as changes to the degree plan are initiated. Failure to have CGS approval can result in students taking courses they do not need nor can they use toward the degree, resulting in potential delays in clearance for graduation. During their final semester, students must update their degree plan, 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 final semester. Failure to do so will delay graduation clearance and could impact a student’s graduation date.
PRACTICUM AND INTERNSHIP

Practicum and Internship are required parts of our 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 2016 CACREP standards.

Doctoral Practicum

As a cohort, doctoral students participate in an advanced practicum (CNEP 6395) scheduled the fall semester of the second year of doctoral studies. According to 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. Registration for CNEP 6395 Doctoral Practicum includes a fee to cover the cost of liability insurance for each student enrolled. Verification of liability insurance purchased by the university will be available through the Administrative Assistant.

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 on the Doctoral Practicum/Internship File Checklist in this handbook.
Doctoral Internship

Each doctoral cohort completes two semesters of internship (CNEP 6396) during the spring of year two and the fall of year three of doctoral studies. In accordance with 2016 CACREP standards, doctoral students are required to complete doctoral-level internships that total a minimum of 600 clock hours (see Section 6C of CACREP 2016 standards). Unlike doctoral practicum, with its focus on provision of counseling services, the 600 hours must include supervised experiences in at least three of five doctoral core areas (i.e., counseling, teaching, supervision, research and scholarship, leadership and advocacy). The internship provides the opportunity for students to engage in many of the activities of a regularly employed professional. 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 that provide the opportunity to develop 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 allow a focus on at least two of the five doctoral core areas over the course of 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 located in the CNEP 6396 course syllabus.
For All Doctoral Practicum/Internship Students:

• It is the responsibility of students to arrange individual/site supervision and report it to the internship instructor.
• 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.
• Failure to submit documentation of changes may result in inability to count hours towards internship requirements.

Other Requirements for Practicum/Internship

Registration for CNEP 6396 includes a fee for liability insurance to cover each student enrolled for the practicum/internship experience. Verification of liability insurance purchased by the university will be available through the departmental Administrative Assistant.

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 personal choice do not qualify as exceptional circumstances. Further, students cannot 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 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 a grade of “no credit” and be required to re-take CNEP 6396 Internship I. Failure to complete required supervision hours and other course assignments during each individual internship course will result in a grade of “no credit” unless exceptional circumstances apply. Students may also earn a grade of “no credit” as a result of failure to demonstrate adequate progress in skill attainment. Students may make up missed group supervision hours, with permission from the instructors involved, by attending another section of the course.

The only acceptable reason for an incomplete in practicum or internship is 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 or No Credit for the course. In addition, a Student Competency Evaluation will be triggered.

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.

Site Selection

The CNEP Department does not approve sites per se. The CNEP Department does approve site supervisors. However, some sites would clearly be inappropriate because the services provided do not fit the requirements of the program. With that in mind, doctoral students should select their practicum and internship sites based on the following guidelines:
• Appropriateness of the site and services for one’s specific counseling program and needs
• Availability of appropriate supervision (master's degree or higher in counseling or a related field [Ph.D. preferred]; appropriate credentials, knowledge of the program’s expectations, requirements, and evaluation procedures for students; and relevant training in counseling supervision
• Availability of a variety of professional experiences
• Availability of adequate opportunities to audio- or video-tape sessions
• Availability of adequate opportunities to provide individual, couple, and/or family counseling over time

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 profess.

Information on previous sites used by students may be obtained from the Department of Counseling and Educational Psychology. It is strongly recommended that, in addition to visiting more than one site, prospective practicum students also contact students who performed their practica at those sites in order 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 Counseling and Educational Psychology hosts a Site Fair during the fall and spring semesters. Doctoral students are encouraged to attend and to meet representatives from available sites in the area to learn more about available opportunities.

If a student chooses to complete a practicum (or internship) at a site not previously used by the Department of Counseling and Educational Psychology, the student must consult with the co-coordinators of Practicum/Internship. It may be necessary for the student to arrange a meeting between the prospective on-site supervisor and one of the Practicum/Internship coordinators to determine the appropriateness of the placement.

All counseling practicum/internship students (M.S. and Ph.D.) 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. 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 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 in the practicum and internship handbook. 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.
Department Counseling and Training Clinic

Some doctoral students may be able to gain hours at the CNEP Department Counseling and Training Clinic, including supervision. However, students must apply and be approved by the Clinic Director, to see clients in this setting. Students should be aware that, based on the needs of current clients being served, the Clinic Director may have additional academic requirements for students who wish to complete practicum/internship at the clinic. Information about requirements should be sought from her as much as a year prior to beginning the practicum. A formal site agreement and commitment to the clinic is required. Students may not see clients in the clinic unless the Clinic Director or designee is on site.

The Counseling and Training Clinic (hereafter referred to as "the Clinic") exists for three purposes. First, the Clinic provides a setting for supervised counselor training for practicum and internship students. Second, it offers counseling services for individuals, couples, and families from the surrounding community as well as for Early Childhood Development School students and parents. Third, the Clinic may be used for research projects conducted either by students or faculty in the CNEP Department.

The Clinic's facilities are designed to allow 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 should expect every session to be recorded and monitored.

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 conduct an original and independent scholarly investigation in a focused area of study. 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 College of Graduate Studies (CGS) and at least two other faculty members from the student’s home department. 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 fill the other two seats on the dissertation committee. Additional members can be added if needed. Once the committee has been established, students are permitted to begin the dissertation process. 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.

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 advice or assistance from a faculty member or while utilizing university facilities.

**Special Assistance**

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, typically 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-by-step)**

**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.

**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 College of Graduate Studies. The College of Graduate Studies will determine the Graduate Faculty Representative and will circulate the form for signatures.

Step 3: Complete the dissertation proposal/prospectus
Secure a copy of the College of Graduate Studies Doctoral Handbook and follow the format and style required for completing the proposal and dissertation. Complete the proposal following College of Graduate Studies 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 College of Graduate Studies 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. PowerPoint presentations 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, (b) accept the proposal with required changes to be reviewed by the chair or by the committee as a whole, 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 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-by-step)

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.

Step 1: Schedule the dissertation defense and final examination

Upon approval from the dissertation chair and under the chair’s direction, the candidate will 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 College of Graduate Studies 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 College of Graduate Studies. The form will be circulated for signature of 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.*

**POLICIES AND PROCEDURES**

**Admissions Procedures**

See the TAMUCC Office of Graduate Studies and Research website for information on the application process:  
http://gradschool.tamucc.edu/how_to_apply.html

Applications for the program must be submitted via the Apply Texas website:  
https://www.applytexas.org/adappc/gen/c_start.WBX

Completed applications by students who have met the requirements of the College of Graduate Studies, as outlined in the graduate catalog, using Apply/Texas are sent directly to the CNEP Department, where the Doctoral program coordinator forwards files to the Doctoral Admissions Review Committee. The CNEP Department admits students once yearly, with cohorts beginning each Fall semester. Minimum criteria for admission include:

- Official transcripts from all undergraduate and graduate coursework taken at any accredited college or University attended indicating the completion of requirements that are equal or equivalent to a master’s degree accredited by CACREP
- Official GRE scores (within 5 years of the date of application)
- Resume documenting work experience
- Essay (approximately two pages which includes educational and professional goals and the reason for applying to the program)
- Three letters of recommendation

Additional application requirements exist for international applicants. These individuals should check the Counselor Education doctoral program homepage (http://gradcollege.tamucc.edu/degrees/education/counselor_ed.html) for more information. Along with the above minimum criteria, the following factors are reviewed by the CNEP Department faculty selection committee in determining admissions decisions.
• Academic aptitude for doctoral-level study via GPA and GRE scores
• Previous professional experience
• Personal interview information
• Fitness for the profession, including self-awareness and emotional stability
• Oral and written communication skills
• Cultural sensitivity and awareness
• Potential for scholarship, professional leadership, and advocacy
• Personal/professional goal statement
• Quality and relevancy of recommendations
• Completion of all CACREP entry-level program requirements

Degree Plans and Advisement

Upon admission to the doctoral program, within the students first semester, students meet with the doctoral program coordinator and department chair for orientation and initial advisement. Student orientation additionally takes place in the student’s first course, during the CNEP 6305: Professional Issues and Ethics course.

Program Information

The Doctoral program coordinator and Department chair are primarily responsible for advising and informing students regarding the department and the doctoral program. All faculty members are available to advise as well; however, specific questions about the program itself should be directed to the Doctoral program coordinator. All faculty are available to students to provide course advisement. Students participate as a cohort 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 during the CNEP 6305: Professional Issues and Ethics course. Items on the IDP relate to students’ plans for gaining knowledge and experience related to the core functions of a counselor educator. After completing an IDP, students should print and retain a copy for use with any meetings with their advisor or the Doctoral program coordinator.

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.
Comprehensive Examination

The doctoral comprehensive examination will be administered in the summer following students’ second year of coursework. 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.

Comprehensive examinations are graded by CNEP Department faculty. A score is provided for each question on the examination, with a range of scores from 0-15 possible. To pass a question with no deficiencies, students need to achieve a score between 12-15 points. Students who score between 9-11 points will need to address their noted deficiencies in an oral examination to receive a passing mark. Students who score below 9 points will not have passed and will need to write a new response for this question.

<table>
<thead>
<tr>
<th>Score</th>
<th>Performance Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 – 15</td>
<td>Pass; no further action required for this question. The student’s writing in this response was complete and fully addressed the question posed using sound logic, critical thinking, and knowledge of best practices.</td>
</tr>
<tr>
<td>9 – 11</td>
<td>Oral examination required to address noted deficiencies. The student’s response was generally good; however, there were areas that were either underdeveloped or completely overlooked. Faculty would like to hear student’s thinking regarding their response and how they made the decisions they did.</td>
</tr>
<tr>
<td>0 – 8</td>
<td>Fail; student will need to rewrite for this question. The original response written did not rise to the level of doctoral quality work. Ideas were either underdeveloped or explained only in cursory fashion. Based on the written material provided, it is difficult to ascertain whether student has a strong working knowledge of the subject matter.</td>
</tr>
</tbody>
</table>

Students must reach a proficiency level of 12 or higher to successfully complete the comprehensive examination. Students with noted deficiencies (questions with scores between 9-11 points) will be allowed to progress to doctoral candidacy status; however, they will not be able to schedule their dissertation proposal meeting until faculty agree that all deficiencies have been addressed. Students who have failed questions (scores between 0-8 points) will not be forwarded to candidacy status until they provide satisfactory rewritten responses to each question not passed originally.

E-mail, Blackboard, and the Counseling Student Listserv

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.
A Blackboard course shell for the CNEP Department houses important news and notes for students in the M.S. and Ph.D. programs. All students currently enrolled in a CNEP degree program have access to the Blackboard course shell. Throughout the semester, faculty may post news and announcements to Blackboard. Students are expected to check the course shell on a regular basis to ensure they are not missing any important updates or pending deadlines.

The CNEP Department maintains a listserv for graduate students. **All students are required to subscribe to the listserv** since announcements and reminders are sent out to students using this venue. In addition, the listserv may be used by students to seek support, advice, knowledge, and expertise from other counseling students. For instance, students may use the listserv to share upcoming meeting dates and times, to seek sources for a project, to locate and buy used books, or to dialogue about an issue related to counseling. Students should remember that when posting to a listserv or responding to a listserv message, they are sending a message to all who subscribe to the list. Thus, private information or information intended for a specific recipient should not be posted to the listserv. In addition, students should remember that the listserv is a professional venue and is to be used as such.

To subscribe, send an e-mail to counsel-list-request@listserv.tamucc.edu with ‘subscribe’ in the subject line. Students must use the islander e-mail account to subscribe. This e-mail account can be forwarded to the personal e-mail account preferred by each student. To send mail to all who are subscribed to the list, send e-mail to counsel-list@listserv.tamucc.edu. To unsubscribe, send an e-mail message to counsel-list-request@listserv.tamucc.edu with the word ‘unsubscribe’ in the subject line.

Please be aware that **failure to receive information from the university or department because the listserv and islander accounts are 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 and listserv accounts are a major part of that effort. If you have difficulty or stop receiving e-mails via the listserv, you should troubleshoot the issue immediately in order to stay up-to-date.

**Grading Policies**

The standard letter grade policy is used in the CNEP Department for most courses. Only two “C” grades may be counted for credit toward the degree, except for Doctoral Practicum (CNEP 6395). Students earning a “C” grade in CNEP 6395 will be required to re-take the course before continuing to their internship courses. 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, and if it is determined by the instructor that such a grade is appropriate, a Request for Incomplete Grade Notation is filled out and submitted. The Request must be approved by the CNEP Department chair and the COEHD Dean. If a student receives a grade of I (incomplete), he or she is 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, a Change of Grade form is filed, and the student’s academic record changed.

Students receiving financial aid should consult with a financial aid advisor before making the decision to take an incomplete, as this may affect 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).

Planning for Graduation

As specified in the Graduate Catalog, the student must file for graduation in the Registrar's Office by the deadline indicated in the schedule of classes or the Graduate Catalog for that semester. A student must fulfill the degree provisions of the catalog in effect at the time of admission into the doctoral program unless a request to change the catalog year has been submitted and approved by the College of Graduate Studies. Failure to request such change will result in delay of clearance for graduation.

Commencement

The degree is conferred at the commencement ceremony following the fulfillment of all requirements. The candidate is expected to be present at the ceremony. The Dean of the College of Education and Human Development must be notified if circumstances prevent a candidate from attending the commencement.

**PROFESSIONAL DUTIES AND RESPONSIBILITIES**

Student Responsibility

Doctoral students are expected to conduct themselves in an ethical, responsible, and professional manner. They must be knowledgeable about and adhere to the Code of Ethics of the American
The ACA Code of Ethics includes both mandatory and aspirational considerations for students and professionals in counseling, counselor education, supervision, and research.

As trainers of counselor educators and supervisors, the faculty of CNEP 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.

Additionally, 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.

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).

Doctoral students are reviewed each semester by all faculty members. Regular and on-going monitoring allows 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 Review, Retention, Remediation, and Retention Policy (see next section) and utilizing the Student Competency Evaluation Form (SCEF; Appendix C) and the Professional Issues and Behavior Rating Scale (PIBRS; Appendix D). 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 PIRBS may be used specific courses and is not necessarily an indication of problem behavior, the SCEF (see Appendix C) is used exclusively to identify problematic behaviors, attitudes, and/or expressed
values that are expected to change. Continuing issues that are not adequately addressed as part of the remediation process are grounds for suspension or dismissal by the program.

| Continuing issues that are not adequately addressed as part of the remediation process are grounds for suspension or dismissal from the program. Refer to Student Review, Remediation, Retention, and Dismissal, below, for more information about the process used in the CNEP Department. |

CNEP Department 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).

**Personal Counseling**

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 CNEP program 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 for students at no charge. 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. Personal counseling may be required by the Department for the student to continue in the program as part of a remediation plan. The student has the right to choose his/her own counselor.

**STUDENT REVIEW, REMEDIATION, RETENTION, AND DISMISSAL POLICY**

In accordance with CACREP 2016 Accreditation Standards, the CNEP department regularly and systematically assesses student professional dispositions 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. Issues addressed in the review, remediation, retention, and dismissal process require change on the part of the student.

Dispositions, as outlined on the Professional Issues and Behavior Rating Scale (PIRBS; see Appendix D), include behaviors, attitudes, and evidenced values that are inconsistent with legal and ethical standards or departmental expectations of individuals being prepared as professional counselors, counselor educators, and supervisors. The Student Competency Evaluation Form (see Appendix B) is used by faculty when a concern is raised about a student’s behavior within a class or during an activity sponsored by the COEHD. This form may also be used when the student engages in conduct, irrespective of its time or location, which raises substantial questions about the student’s ability to perform his or her role as a professional counselor, counselor educator, or supervisor. The Professional Issues and Behavior Rating Scale (Appendix D) may also be used as part of the process if the concerns identified by the faculty member are consistent with the PIBRS items. The purpose of the process is twofold: to provide opportunities for
students to address problematic behaviors and to provide gatekeeping for the profession, including reducing the risk of harm to future clients and the public.

The Process

If, in the professional judgment of the program faculty a student’s behavior is deemed substandard, unethical, illegal, and/or professionally questionable at any time during training (including course work, practica, internships, and research), the following actions may be taken:

1. **Initial consultation with faculty member:** This is the first step in the process. When a faculty member identifies an issue related to student performance, the faculty member may initiate a Student Competency Evaluation and consult with the student. If no corrective actions are required or the instructor and student agree on corrective steps to be taken, no further action is required, and the instructor will submit documentation of the consultation using the SCEF to be placed in the student’s departmental student file. The student will receive a copy of the SCEF. If agreed-upon steps are to be taken, the faculty member will follow up with the student and will make a notation on the SCEF when the steps have been completed. However, in some cases (e.g., occurrence of a clear ethics violation), the faculty member may also contact the department chair to establish a Review and Retention Committee to consider the case. A decision by the faculty member to forward the SCEF to the department chair for additional review by committee will be provided to the student and noted on the SCEF.

2. **Consideration by Committee:** When the student does not agree with corrective actions discussed during the consultation meeting, the faculty member will notify the department chair. The department chair will appoint members to the CNEP Review and Retention Committee, which will be charged with reviewing the SCEF to determine what further action should be taken. The CNEP Review and Retention Committee is an ad-hoc committee composed of 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. The student will have the opportunity to present issues and concerns to the Review and Retention Committee. 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 Review and Retention Committee determine that probation and remediation are appropriate, the student will be placed on departmental probation and the student and the Committee will develop a remediation plan. 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, and/or 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’s departmental file. The student’s advisor or other faculty member designated by the department chair will monitor student compliance.

If there is disagreement between the student and the Department of Counseling and Education Psychology Review and Retention Committee, the committee will forward the recommendation
to the department chair. The student will have a right to appeal the decision with the department chair within 10 business days. If the department chair agrees with the committee recommendations, the remediation plan will go into effect. If a student continues to refuse participation in the remediation once the department chair has rendered a decision, the Department will forward an immediate dismissal recommendation to the Graduate School.

4. 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. This request should be made to the faculty with whom the student has been working. The student will provide a report documenting the actions taken to address the remediation plan. After discussion with the student, the faculty member will provide the Committee with the report, along with any observations he/she may have about student progress. 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. The Review and Retention Committee will review progress made towards completing the remediation plan and will recommend one of the following options:

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

- **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.

- **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.

- **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 Department will recommend dismissal from the program to Graduates Studies.

6. 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).

7. 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 10 business days to appeal the decision of the committee to the department chair. If the department 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 student will be dismissed from the counseling program. The chair of the committee and the department chair will send notification to the College of Education and Human Development.
Should a recommendation for dismissal from the university be made to the College of Graduate Studies, the CNEP department will cooperate with the College of Graduate Studies and will follow the TAMU-CC policy and procedures for dismissal from the university outlined in the graduate catalog.

**OTHER INFORMATION**

**Orientation Meetings**

New student orientation meetings are held in conjunction with the TAMU-CC graduate school orientation each Fall semester, and in the CNEP 6305 Professional Issues and Ethics class during the student’s first semester.

- Providing new students with information about the respective programs.
- Discussing the importance of seeing an advisor and completing/reviewing degree plans.
- Informing students about departmental functions, workshops, honor society, etc.
- Talking about the dissertation process.
- Providing information regarding the comprehensive exams.
- Gathering information from students.
- Distributing and reviewing the Handbook.

**Professional Liability Insurance**

Litigation involving practitioners in the mental health professions has increased dramatically. Clearly, the best way to avoid involvement in litigation is to adhere to professional ethical standards, as well as to demonstrate high standards of personal and professional conduct. However, there are no guarantees, and ethical practice does not ensure that a mental health professional will not be sued. As a result, most professionals now consider professional liability insurance a necessity. Additionally, most insurers who cover mental health services require that providers of services who receive reimbursement from the insurer carry professional liability. The University and some schools have professional liability insurance policies that cover students who are providing services to clients as part of the practicum or internship. Practicum and Internship students in the CNEP Department at TAMU-CC pay a fee each semester which is used, in part, to cover the cost of that liability insurance. However, there may be some restrictions on coverage, which makes it advisable for students to have their own insurance. Student membership in ACA or TCA includes as a part of the membership fee professional liability insurance. Students should check time limits on membership-related insurance to be sure that it will cover them throughout the Practicum and Internship experiences.

**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](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.

**Graduate Assistantships**

The CNEP Department 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 CNEP Department main office. While not required, a recommendation letter from a program faculty member also may be submitted. The CNEP Department chair and program coordinators will meet to review all complete applications submitted. Applicants will be rank-ordered in terms of fit both for the student’s professional growth and the department’s needs. The CNEP Department chair will communicate to students selected to receive a graduate assistantship in the department.

In addition, several CNEP Department 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 CNEP Department and across campus.

**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 program, they may also be eligible for licensure as a Licensed Marriage and Family Therapist (LMFT). The CNEP Department faculty makes every effort to ensure that graduates meet all academic and pre-graduation clinical requirements for licensure; thus, if a student adequately completes the courses required for graduation in the CNEP program, he or she should be well prepared to seek licensure in the state of Texas.* After graduation, students 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-Intern 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 www.dshs.state.tx.us/counselor. For LMFT information, the website is http://www.dshs.state.tx.us/mft.

*Note: 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 that appearing on your degree plan if you wish to pursue licensure as an LPC or LMFT. You will receive information via the departmental listserv as we receive it. We will inform you of changes as soon as changes are finalized by that Board.

Individuals obtaining the master’s degree in School Counseling seeking school counseling certification must complete several steps to be in order 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 152 School Counseling Certification examination. Please note, TEA charges various fees when completing the certification process. To take the TExES 152 school counseling exam, students must complete Developmental School Counseling (CNEP 5316).
There are no exceptions to taking the state exam prior to course completion. After completing CNEP 5316, students must schedule a practice exam with the College of Education 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 152 exam is offered on a limited basis per TEA guidelines. Students must pass this exam, obtain a master’s degree in the 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.

Students may also be eligible for a national certification in marriage and family therapy (Certified Family Therapist) through The National Credentialing Academy (NCA) for Certified Family Therapists. Contact NCA at either the website, http://nationalcredentialingacademy.org or via e-mail, ncacademy@stx.rr.com

PROFESSIONAL IDENTITY AND AFFILIATIONS

Professional 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 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.

Professional Affiliation

Doctoral students are expected to be involved with professional counseling associations. This involvement will help students in their professional identity as counselors and as future counselor educators. Doctoral students are encouraged and often supported to attend and present at professional conferences. Example professional associations recommended include the American Counseling Association and its Divisions based upon the students interests and future career goals. Both the ACA and its Divisions hold national conferences providing leadership and learning activities for its members. Information on these organizations and how to become a member is available at https://www.counseling.org/about-us/divisions-regions-and-branches

Recommended National Organizations

AMERICAN COUNSELING ASSOCIATION (ACA)
Divisions and affiliates of ACA:

- American Mental Health Counselors Association (AMHCA)
- International Association of Marriage and Family Counselors (IAMFC)
- Association for Specialists in Group Work (ASGW)
- National Career Development Association (NCDA)
- Association for Counselor Education and Supervision (ACES)
- Association for Multicultural Counseling and Development (AMCD)
- National Employment Counseling Association (NECA)
- International Association of Addictions and Offender Counselors (IAAOC)
- American College Counseling Association (ACCA)
- Association for Adult Development and Aging (AADA)
- American Rehabilitation Counseling Association (ARCA)
- Association for Humanistic Counseling (AHC-)
- Association for Assessment and Research in Counseling (AARC)
- Association for Spiritual, Ethical and Religious Values in Counseling (ASERVIC)
- Military and Government Counseling Association (MGCA)
- Association for Gay, Lesbian, Bisexual, and Transgender Issues in Counseling (AGLBTIC)
- Counselors for Social Justice (CSJ)
- Association for Child and Adolescent Counseling (ACAC)
- Association for Creativity in Counseling (ACC)

AMERICAN SCHOOL COUNSELOR ASSOCIATION (ASCA)

Recommended State Organizations

TEXAS COUNSELING ASSOCIATION (TCA)
Divisions and interest groups of TCA (may not include all groups):

- Texas Mental Health Counselor Association (TMHCA)
- Texas Association of Marriage and Family Counselors (TAMFC)
- Texas School Counselor Association (TSCA)
- Texas Association for Humanistic Education and Development (TAHEAD)
- Texas Association for Adult Development and Aging (TAADA)
- Texas Association for Counselor Education and Supervision (TACES)
- Texas Association for Multicultural Counseling and Development (TAMCD)
- Texas Association for Religious and Value Issues in Counseling (TARVIC)
- Texas Association for Specialists in Group Work (TASGW)
- Texas Career Development Association (TCDA)
- Texas College Counseling Association (TCCA)
- Texas Association for Assessment in Counseling and Education (TAACE)

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 are strongly encouraged to join one or more of the above professional organizations.
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 CNEP Department 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 9 semester hours in the counseling program with a GPA of 3.5.

WORKSHOPS SPONSORED BY CNEP DEPARTMENT

The CNEP Department 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 CNEP Department 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. Both M.S. and Ph.D. students are encouraged to attend these extracurricular activities as schedules permit.

OTHER SOURCES OF INFORMATION

Information about TAMU-CC, the COEHD, and the CNEP Department, is available online. You can also visit the College of Graduate Studies website (www.gradcollege.tamucc.edu) where you will find information about policies and rules governing master’s degree programs at this University, application information and forms, important deadline information, and information about financial aid. The Graduate Catalog is also available via the TAMU-CC and College of Graduate Studies websites.
### Appendix A
CGS Pathway to the Doctorate Checklist

## Doctorate Checklist

Please use the checklist below for a timely submission of requirements.
Forms can be found at [http://gradschool.tamu.cc/forms.html](http://gradschool.tamu.cc/forms.html)
Important dates: [http://gradschool.tamu.cc/doctoral_dates.html](http://gradschool.tamu.cc/doctoral_dates.html)

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form A - Degree Plan (signed)</td>
<td>ED: 30 hrs. S&amp;E: 9 hrs.</td>
</tr>
<tr>
<td>Form B - Comprehensive Examination and Advancement to Candidacy Report</td>
<td>ED: 42 hrs. S&amp;E: 36 hrs.</td>
</tr>
<tr>
<td>- Submitted at least two weeks before anticipated proposal date.</td>
<td></td>
</tr>
<tr>
<td>Form E - Preliminary Agreement to schedule the Dissertation Defense/Final</td>
<td>8 weeks prior to Graduation</td>
</tr>
<tr>
<td>Examination</td>
<td></td>
</tr>
<tr>
<td>- The dissertation, in its entirety, must be submitted to each committee</td>
<td></td>
</tr>
<tr>
<td>member two weeks prior to the defense.</td>
<td></td>
</tr>
<tr>
<td>- Last day to defend is 6 weeks prior to graduation</td>
<td></td>
</tr>
<tr>
<td>Form F - Dissertation Defense &amp; Written Dissertation Report</td>
<td>ED: 4 Weeks Prior to Graduation</td>
</tr>
<tr>
<td>Form G - Graduate Faculty Representative Report</td>
<td>ED: 5 Days following Defense Exam</td>
</tr>
<tr>
<td>Form H - Doctoral/Dissertation Committee Member Change Request</td>
<td>ED: 5 Weeks prior to Graduation</td>
</tr>
<tr>
<td>Form I - Graduate Degree Plan Exceptions Form</td>
<td>ED: As needed</td>
</tr>
<tr>
<td>Form J - Graduate Degree Plan Revalidation Request</td>
<td>ED: As needed</td>
</tr>
<tr>
<td>Form K - Request for a Leave of Absence</td>
<td>ED: As needed</td>
</tr>
<tr>
<td>Final Version of Dissertation Submitted to ProQuest</td>
<td>ED: 4 Weeks prior to Graduation</td>
</tr>
<tr>
<td><a href="http://www.etdadmin.com/tamu.cc">www.etdadmin.com/tamu.cc</a></td>
<td></td>
</tr>
<tr>
<td>Note: Title Page, Committee Member Page, and Copyright Page templates can</td>
<td></td>
</tr>
<tr>
<td>be found online at [<a href="http://gradschool.tamu.cc/forms.html">http://gradschool.tamu.cc/forms.html</a>](<a href="http://gradsch">http://gradsch</a></td>
<td></td>
</tr>
<tr>
<td>ool.tamu.cc)</td>
<td></td>
</tr>
<tr>
<td>Survey of Earned Doctorates</td>
<td>ED: 4 Weeks prior to Graduation</td>
</tr>
<tr>
<td><a href="https://sod-noises.org">https://sod-noises.org</a></td>
<td></td>
</tr>
<tr>
<td>Email a copy of the completion certificate to <a href="mailto:gradweb@tamu.cc">gradweb@tamu.cc</a></td>
<td></td>
</tr>
<tr>
<td>Dissertation Processing Fee</td>
<td>ED: 4 Weeks prior to Graduation</td>
</tr>
<tr>
<td>[<a href="http://gradschool.tamu.cc/doctoral_students.html">http://gradschool.tamu.cc/doctoral_students.html</a>](<a href="http://gradschool.tam">http://gradschool.tam</a></td>
<td></td>
</tr>
<tr>
<td>uc.edu)</td>
<td></td>
</tr>
</tbody>
</table>
## 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>
<td></td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td><strong>Spring Semester</strong></td>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td>CNEP 6XXX 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 6XXX Qualitative Research Methods II</td>
<td></td>
</tr>
<tr>
<td>CNEP 6370 Quantitative Research Methods I</td>
<td>CNEP 6396 Doctoral Internship</td>
<td></td>
</tr>
<tr>
<td><strong>Summer Semester I</strong></td>
<td><strong>Summer Semester I</strong></td>
<td><strong>Summer Semester I</strong></td>
</tr>
<tr>
<td>CNEP 6316 Research, Writing, &amp; Publishing</td>
<td>CNEP 6397 Research Seminar*</td>
<td></td>
</tr>
<tr>
<td>CNEP 6355 Leadership &amp; Advocacy*</td>
<td>CNEP 6XXX Diversity in Counselor Education</td>
<td></td>
</tr>
<tr>
<td><strong>Summer Semester II</strong></td>
<td><strong>Summer Semester II</strong></td>
<td><strong>Summer Semester II</strong></td>
</tr>
<tr>
<td>CNEP 6320 Advanced Appraisal Techniques</td>
<td>CNEP 6365 Outcome Research &amp; Program Evaluation</td>
<td></td>
</tr>
</tbody>
</table>
Appendix C
CNEP Student Competency Evaluation

Students enrolled in the Counseling and Educational Psychology Department must maintain high scholastic standards 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 into the doctoral program in Counselor Education does not guarantee professional fitness, which is required to remain in the program. At any time, if a student does not seem professionally fit, he/she 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).

Name of student: ___________________________ Name of Faculty: ___________________________

Nature of concern: ________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Recommendations: ____________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

_______________________________________________________________________
Appendix D
Professional Issues and Behavior Rating Scale
Department of Counseling and Educational Psychology

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

In addition to counseling skills, professional counselors should demonstrate appropriate professional behavior as well as the ability to manage themselves effectively and appropriately. Items below are representative of the kinds of behavior practicum and internship instructors and supervisors will consider as part of their overall evaluation of students in practicum/internship. 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 grade in the course, ability to proceed to the next course in the practicum/internship sequence, and/or the departmental remediation process.

*N/O denotes Not Observed.

<table>
<thead>
<tr>
<th>-2</th>
<th>-1</th>
<th>0</th>
<th>+1</th>
<th>+2</th>
</tr>
</thead>
<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>

Is open and receptive to supervision  -2  -1  0  +1  +2  N/O*
Is prepared for supervision  -2  -1  0  +1  +2  N/O
Willingly makes changes in response to supervision  -2  -1  0  +1  +2  N/O
Actively solicits feedback about their work  -2  -1  0  +1  +2  N/O
Receptive to feedback from peers  -2  -1  0  +1  +2  N/O
Is actively attentive when peers present their work  -2  -1  0  +1  +2  N/O
Provides appropriate and useful feedback to peers  -2  -1  0  +1  +2  N/O
<table>
<thead>
<tr>
<th>Statement</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates ability to be self-reflective about work with clients</td>
<td>-2</td>
</tr>
<tr>
<td>Demonstrates ability to be self-reflective about personal attitudes, behaviors, and beliefs</td>
<td>-2</td>
</tr>
<tr>
<td>Demonstrates good interpersonal skills with peers</td>
<td>-2</td>
</tr>
<tr>
<td>Demonstrates a collaborative stance with peers</td>
<td>-2</td>
</tr>
<tr>
<td>Adheres to general standards of professional ethics and practice (e.g., ACA, IAMFC)</td>
<td>-2</td>
</tr>
<tr>
<td>Demonstrates knowledge of and adheres to state regulatory rules and regulations (e.g., TSBEP, TSBEMFT, TEA)</td>
<td>-2</td>
</tr>
<tr>
<td>Demonstrates sound judgment in matters related to the profession and practice of counseling</td>
<td>-2</td>
</tr>
<tr>
<td>Demonstrates commitment to personal growth and professional development</td>
<td>-2</td>
</tr>
<tr>
<td>Demonstrates openness to new ideas</td>
<td>-2</td>
</tr>
<tr>
<td>Demonstrates ability to accept personal responsibility</td>
<td>-2</td>
</tr>
<tr>
<td>Demonstrates ability to regulate and express emotions effectively and appropriately</td>
<td>-2</td>
</tr>
<tr>
<td>Demonstrates awareness of own impact on others</td>
<td>-2</td>
</tr>
<tr>
<td>Demonstrates openness to issues of multiculturalism and diversity, including willingness to enhance skills and competence in these areas</td>
<td>-2</td>
</tr>
</tbody>
</table>

__________________________________________  __________________________
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 Counseling and Educational Psychology Department 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 Counseling and Educational Psychology Department 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 Counseling and Educational Psychology Department. 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 Counseling and Educational Psychology Department 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 or not I will continue in the program.

________________________________________________________________________
Student Signature                                             Date

________________________________________________________________________
Instructor Signature                                         Date