



**Admitted Student Handbook**  
**Master of Science Program**  
**Clinical Mental Health Counseling**  
**2022-2023**

**College of Education and Human Development**

08/2022

## **Preface**

The faculty and staff in the Clinical Mental Health Counseling Program would like to welcome you.

This Handbook is meant to support master's students (admitted to the Graduate School and the Counseling and Psychology Department) with information about the Clinical Mental Health Counseling Program at Texas A&M University – Central Texas. This handbook will provide support to, but will not replace, the Texas A&M University – Central Texas Undergraduate and Graduate Catalog.

Students are encouraged to be familiar with the most recent copy of the Texas A&M University – Central Texas Undergraduate and Graduate Catalog and meet with their faculty program advisor each semester.

**Students are responsible for adherence to the policies in the Handbook edition that was current during the semester when the student was admitted.**

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## **Introduction**

The Clinical Mental Health Counseling Program is one of four graduate degree programs in the Department of Counseling and Psychology within the College of Education and Human Development at Texas A&M University – Central Texas. The program was established to prepare professional counselors at the master's (M.S.) level to meet licensure requirements in the state of Texas and to provide a pathway to become a Licensed Professional Counselor. The degree program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

## **Program Mission**

The mission of the Texas A&M University-Central Texas Counseling Program is to prepare professional counselors grounded in multicultural competence to meet the diverse needs of individuals and families in Central Texas and beyond. Graduates from our Clinical Mental Health Counseling program demonstrate the necessary counseling knowledge, skills, dispositions, professional identity and scholarship enabling them to enrich the quality of all peoples' lives as well as secure positions within the profession. The program emphasizes overall competency-based performance as well as the promotion of our students' optimal state of health and wellness to foster continuous professional growth.

## **Graduate Faculty**

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## **Program Objectives**

It is expected that all Clinical Mental Health Counseling students will exhibit competence in the counseling core areas. Competence will be shown through didactic courses, experiential courses, field experiences, examinations, research, papers, presentations, supervised practice with clients, and successful completion of the Counselor Preparation Comprehensive Examination.

## **Overview of Clinical Mental Health Counseling Program**

**Clinical Mental Health Counseling.** At the master's level, the 60-hour Clinical Mental Health Counseling program provides the academic training for counselors to work in a variety of positions in mental health agencies, such as counseling centers, drug and substance abuse centers, career counseling centers, mental health programs, employee assistance programs in business and industry, adult probation offices, MHMR agencies, corrections facilities, and private counseling practices. Completion of the master's degree in Clinical Mental Health Counseling provides the graduate with the academic coursework requirements for Licensed Professional Counselor (LPC) in Texas.

**School Counselor Certification Preparation Track.** Qualifying Clinical Mental Health Counseling students may be eligible for the School Counselor Certification Preparation track, affording these students the opportunity to meet the academic requirements for both the Licensed Professional Counselor – Associate and School Counselor Educator Certification. This track prepares students to work in PreK-12<sup>th</sup> grade school districts in the State of Texas. See “School Counselor Certification Preparation Program” for more information.

## **Clinical Mental Health Counseling Program Requirements**

The Clinical Mental Health Counseling Program requirements are described in this section of the *Handbook*. For organizational purposes, the discussion will begin with the program requirements for a master's degree in Clinical Mental Health Counseling, and the additional requirements for the School Certification emphasis area will follow.

## **Program Standards**

Students 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 code of ethics of relevant professional associations and the state of Texas. A student's acceptance in the Clinical Mental Health, , Applied Psychology, Marriage and Family Therapy, or School Psychology programs does not guarantee professional fitness that is required to remain in the program. See Student Retention Policy described below regarding what procedures will be followed when faculty believe students are not fit for a particular program.

## **Academic Appeal Policy**

The Academic Appeals Procedure was designed to protect students from biased or inaccurate evaluation procedures without unfairly impinging on the academic freedoms of the faculty (see Catalog).

Consistent with this, it is recognized that:

- Students have the right for their work to be evaluated fairly and accurately using a method consistent with professional academic standards.
- Faculty members have the right to evaluate students' work using any method that is professionally acceptable, submitted in writing to all students, and applied consistently to all students.
- It is assumed that A&M-Central Texas faculty members appropriately evaluate students' work, so the burden of proof for a grade appeal lies with the student.

The process for appealing a professor's determination that a student has engaged in academic dishonesty is separate from the process for determining if a grade was determined fairly/accurately. If a student wishes to appeal a grade that was influenced by the faculty member's belief that the student violated the university's academic integrity policy and the student denies these allegations, the student must complete the university appeal process for accusations of violating the academic integrity policy prior to initiating a grade appeal.

## **Justification for an Appeal**

Grade appeals may only be initiated if the grade was influenced by one of the following:

- Error: A clerical/computational error was made in calculating/reporting the grade.
- Prejudice: The faculty member's evaluation of the student's work was influenced by the faculty member's negative attitude toward the student.
- Arbitrary method: The grading procedure employed departed substantially from accepted academic norms in a manner that indicated a failure to exercise professional judgment (e.g., no explanation given regarding the basis for assigning point values to assignments; grading procedure deviated substantially from what was stated in the syllabus without notifying students in advance of this change).
- Inconsistent application: The student's grade was not determined using the same process applied to other students in the course.
- Unsubstantiated charge of dishonesty: The grade was based on a charge of academic dishonesty by the student which has been determined by the university to be unsubstantiated by the evidence presented.

Insufficient reasons upon which to base an appeal include disagreement with course policies that are clearly communicated in writing to all students.

### **Appeal Process**

A student who wishes to appeal a decision of a faculty member must request a review by that person within 30 calendar days of the originating event.

- The faculty member is required to give the student a written response within 20 business days.
- For an appeal of a course grade, the originating event shall be considered to be the posting of the grade to the university record. For an appeal of an assignment/exam grade, the originating event shall be considered to be the posting of the grade by the faculty member.

If the faculty member is not available, a response is not made within the specified timeframe, or if the student is dissatisfied with the response, the student should submit a written appeal to the Department Chair (or designated proxy; the Chair must designate a proxy if he or she is the faculty member who assigned the grade to be appealed) within 5 business days of the originating event.

- The Chair (or proxy) then has 10 business days to respond to the written appeal.

If the student is unsatisfied with the decision of the Department Chair, the student may appeal in writing to the College's Dean. The student has 5 business days of notification of the decision from the Department Chair. The Dean will give the appeal to the College's Academic Appeals Committee, who will review the student's appeal and after hearing both sides of the incident, the committee may decide that no further review is justified or may render a recommendation to the College Dean within 20 business days of receiving the student's appeal.

- The Committee will consist of a minimum of three faculty members appointed by the College Dean.
- The Committee may request additional information from the parties involved (e.g., course syllabus, work samples, testimony).

The decision of the College Dean is final and will be communicated to the student in writing within 20 business days.

### **Student Retention Policy**

Every student enrolled in the Graduate School is required to maintain a high level of performance and comply fully with the policies of the institution. Students who have achieved admission are expected to maintain a minimum 3.0 GPA on work completed at A&M-Central Texas. The Graduate School reserves the right to suspend any graduate student who does not maintain satisfactory academic standing or fails to conform to university regulations.

**Probation** –At the end of any grading period, if a student's semester or overall GPA falls below the minimum required as set by the department (at least a minimum of 3.0 GPA), she/he will be given notice of unsatisfactory academic performance and put on probation. The student must attain a 3.0 cumulative GPA during her/his next period of enrollment. Failure to do so will result in suspension.

**Suspension** – At the end of any grading period, if a student's semester or overall GPA falls below a 2.0, she/he will be automatically suspended. Students may not attend classes for one long semester or the summer term. Upon return from suspension a student will sign a contract with the Graduate School stipulating the conditions that must be met for the following term. At a minimum, the graduate student must maintain a minimum 3.0 GPA for every semester thereafter. Additional stipulations may be created



on a case-by-case basis. A graduate student is allowed one suspension. If poor academic performance results in a second suspension, the student will be dismissed from the current program and may be permanently dismissed from the university.

**Suspension Appeal** – Under exceptional conditions, a student may write a letter of appeal to the Graduate School. Consideration for reinstatement will be on a case-by-case basis and approved only *one* time by the Dean of the Graduate School or designee. There is no appeal beyond the Dean of the Graduate School.

### **Master's Degree (M.S.) Program**

The master's degree program in Clinical Mental Health Counseling is designed around a core curriculum of classes which are selected to be consistent with national standards for master's programs in Clinical Mental Health Counseling, state training requirements for counselors, and Texas A&M University - Central Texas requirements for graduate programs. The Clinical Mental Health Counseling program meets academic coursework requirements for licensure as a Licensed Professional Counselor (LPC) in Texas. In addition, the program requires successful completion of the Master's Comprehensive Examination. Counseling students have a maximum of six (6) years to complete the MS degree. Appendix A lists the course requirements for a degree in Clinical Mental Health Counseling.

Appendix A lists the planned 2-year sequence of Clinical Mental Health Counseling courses. Please NOTE **this sequence is planned but cannot be guaranteed**. This sequence is dependent on resources available to offer the classes.

### **Clinical Mental Health Counseling Program Admission Requirements**

Students will be admitted into the **M.S. Clinical Mental Health Counseling** program by the faculty once the following application criteria are met:

- Successful admission to graduate school.
- Completed Counseling and Psychology Department application.
- Bachelor's degree from a regionally accredited institution.
- Minimum GPA of 3.0.
- Clinical/Work/Volunteer Experience: While specific experience is not required, previous related work experience may make the applicant more competitive.
- Timely submission of admission materials.

### **School Counselor Certification Preparation Program**

Students interested in seeking school counselor certification, a track within the MS in Clinical Mental Health Counseling, are encouraged to visit the [Clinical Mental Health Counseling website](#) for specific information regarding program admission. School Counselor Certification Preparation Program information and materials are available toward the bottom of the webpage.

### **School Counselor Certification Preparation Program Mission**

The School Counselor Certification Preparation Program, in partnership with community, school districts, college, university, prepares culturally competent professional school counselors through high quality, innovative educational practices and leadership experiences, grounded in The Texas Model for Comprehensive School Counseling Programs. Program graduates are prepared to guide all PreK-12<sup>th</sup> grade students to success in personal, social, educational, and career development. Graduates are prepared to collaborate with others in and beyond their school communities to ensure opportunities for meaningful student engagement and commit to lifelong professional development in support of program, department, college, and university missions.

### **Why Professional School Counseling?**

- Transform the lives of children, teachers, administrators, parents, and others in the school community through Classroom Guidance, Individual/Small Group Counseling, College/Career Planning, and Professional Consultation Services
- Complete LPC-Associate hours while working full-time in a school setting
- School districts provide large caseloads of students
- Competitive starting salary: Killen ISD: \$ 55,626 – 67,838

### **School Counselor Certification Preparation Admission Requirements**

- Submit an application for entrance into the School Counselor Education Preparation Program
  - Complete a 500-word essay (part of the application)
- Teacher Service record (2 years OR 1 year with a letter of continuing employment as a certified teacher in Texas from employer)
- Copy of Valid Teacher Certificate
- A minimum GPA of 3.0 earned on the last 60 hours of coursework completed, to include all courses in the semester where the 60th hour occurs.
- Complete a virtual interview
- Letter of Intent to pursue certification

\*See appendix A for copies of the Clinical Mental Health Counseling Degree Plan and the School Counselor Education Preparation Degree Plan

### **Degree Plan**

The M.S. degree plan is filed on the form titled “Graduate Degree Plan Acknowledgement and Responsibility Form”. To be an official contractual agreement, the plan must be signed by the Faculty Advisor, College Dean, and the student. Following approval, changes may be made in the degree plan by completing the same form and checking the appropriate revisions box. These documents must have all signatures and be submitted to the Graduate School.

### **Master's Comprehensive Examination**

All students enrolled in the Clinical Mental Health Counseling Master’s Degree programs must pass a comprehensive examination prior to receiving their degrees. Students are permitted to take the examination during their last semester of coursework or once all approved course prerequisites have been taken. Students eligible to take the examination will enroll in COUN 5090 Comprehensive Examination CMHC. The examination is offered once each semester (usually in Nov., April, and

July). To be eligible to take the Counselor Preparation Comprehensive Examination (CPCE), students must be enrolled in at least one semester hour of coursework. Because deadlines apply, students are encouraged to inquire about the procedures early in their last year of course enrollment or to speak with their advisor if they believe they are eligible to enroll in COUN 5090. COUN 5090 is a zero-credit hour course, in which students are required to register to take the exam. This allows students access to the Canvas shell created for the comprehensive examination and allows faculty to disseminate appropriate information to them related to the test. Students enrolled in the School Counselor Certification Preparation Program **must also** enroll in COUN 5090 Comprehensive Examination- School Counseling. See the School Counselor Certification Preparation Program Handbook for more information.

The CPCE is a knowledge-based examination that reflects the eight core curriculum areas approved by the CACREP: (a) Human Growth and Development, (b) Social and Cultural Foundations, (c) Helping Relations, (d) Group Work, (e) Career and Lifestyle Development, (f) Appraisal, (g) Research and Program Evaluation, and (h) Professional Orientation and Ethics. The CPCE is designed as a summative evaluation of relevant knowledge obtained by students during their counselor preparation programs. Study materials for the CPCE are available from the publisher and the National Board for Certified Counselors (NBCC).

The CPCE consists of 160 multiple-choice questions of which 136 questions are scored. The remaining 24 questions are not scored but are used as pilot questions that may be used as future test items. The examination administration time is four hours. Students are asked to select the best response to each question from four alternative responses. Students may take the evaluation a maximum of three times. Students who must re-take the exam must meet with their advisor to develop a plan of study for the exam re-take. After the examination has been administered and scored, an email indicating the examination results (Pass or Fail) will be sent to students by the program coordinator (please do not contact Clinical Mental Health Counseling Program faculty regarding examination results). After students have received the email from the program coordinator regarding the results of their examination, they will receive a follow-up email providing more specific feedback on their performance on the eight areas of the examination.

During the semester of graduation, students must be enrolled in at least one semester hour of graduate credit. All questions regarding registration for first and second administrations of the examination and graduation procedures should be directed to the program coordinator.

While the scheduled date is usually posted early in the semester, the student is ultimately responsible for contacting the program office for information regarding the examination and for making arrangements to take it as scheduled. Examination dates are typically:

<u>Graduating Semester</u>	<u>Comprehensive Examination</u>
Fall	Early November
Spring	Early April
Summer	Early July

### **Credentialing/Endorsement**

Credentialing is necessary for graduates to practice the profession of counseling. One means for becoming aware of the credentialing process is to talk with the Clinical Mental Health Counseling

faculty. A second means is to contact the American Counseling Association, 5999 Stevenson Ave., Alexandria, VA 22304 (1-800-347-6647 ext. 397 or 703-823-0252 ext. 397).

The Clinical Mental Health Counseling Program faculty will only endorse students for those professional certifications, licenses, and placements for which they have been adequately trained and have demonstrated both the academic and non-academic attributes required for competence. Only students who have been admitted to the Clinical Mental Health Counseling Program and have completed the 60-semester hour Master's degree in the Clinical Mental Health Counseling program will be eligible for endorsement for licensure as a LPC by the Clinical Mental Health Counseling faculty. To ask the faculty to endorse licensure or certification for which the student has not been trained is to ask the faculty to engage in unethical behavior.

### **Licensed Professional Counselor**

By state law, with few exceptions (e.g., school counselors), all individuals who call themselves professional counselors or who practice counseling independently must be licensed. Recipients of a Master's Degree in Clinical Mental Health Counseling from TAMUCT have met the academic requirements for licensure in the state of Texas. In addition to academic training, post-master's supervision is also required. Students planning to be licensed should contact the Texas State Board of Examiners of Professional Counselors, 1100 West 49th Street, Austin, Texas 78756-3183 (512-834-6658) for additional information about licensure in Texas. Students (not faculty) are responsible for obtaining copies of the counselor licensing law and license board regulations and for understanding and following their contents. The LPC Board in Austin grants licensure (not TAMUCT).

**Please note the Clinical Mental Health Counseling Program is not designed for individuals holding a Master's degree and desiring to only complete eligibility requirements for the LPC. Instead, the program is designed for students seeking a Master's degree in Clinical Mental Health Counseling. Thus, all students seeking licensure as an LPC must be admitted to the Clinical Mental Health Counseling Program and must complete the 60-hour program.**

### **Practicum and Internship Policies**

#### **Eligibility**

Eligibility for enrollment in practicum and internship classes requires admission to the Clinical Mental Health Counseling Program and completion of all prerequisite coursework with a grade of 'B' or higher (see Appendix A). The prerequisites are strictly enforced by the Clinical Mental Health Counseling faculty. Students must have a 3.0 GPA or higher and not be on academic probation. Students must show satisfactory progress and acceptable standards of conduct. And every applicant must be approved for eligibility by the practicum/internship director.

Any program faculty member may challenge a student's eligibility or fitness for a practicum or internship under the Student Performance Fitness Evaluation Policy of the department. No student will be admitted to a practicum/internship until all challenges to eligibility have been resolved.

#### **Application/Enrollment Process**

- Students can complete the initial application for fieldwork courses online by clicking the link found on the program's webpage. [Application Deadlines:](#)

Fall ..... June 1<sup>st</sup>  
Spring ..... September 1<sup>st</sup>  
Summer ..... February 1<sup>st</sup>

- The CMHC Field Experience Coordinator will review applications and then contact students via email to notify them of their eligibility for fieldwork.
- Students applying for Practicum (i.e., first semester of fieldwork) will also complete a separate set of application materials for the training clinic (Community Counseling and Family Therapy Center). This includes consent for a background check and verification of training required to work in the CCFTC.
- Application for practicum/internship experiences must be submitted for each experience.
- Acceptance and completion of one practicum/internship course does not assure acceptance to a second practicum/internship.
- Students who are approved for practicum/internship will be enrolled into an appropriate section by the CMHC Field Experience Coordinator; students cannot directly register for practicum/internship.

Prior to enrollment in practicum and internship classes, student's liability insurance is purchased by the university.

\*Materials relevant to practicum and internships, including applications and supervisory documentation are located in Appendix C of this Handbook.

### **Required Hours**

- Practicum: Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term that is a minimum of 10 weeks. At least 40 of these clock hours must involve direct service with actual clients that contribute to the development of counseling skills. Hours in excess of these minimums cannot be applied to requirements for Internship.
- Internship: Students complete 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area. Internship students complete at least 240 clock hours of direct service. Internship may be completed in no less than two and no more than three full academic terms (each being a minimum of 10 weeks). To help ensure students complete their hour requirements in no more than three semesters, a minimum number of clock hours involving direct client contact are required for each semester of Internship (90 hours in the Fall or Spring and 60 hours in the Summer).
- Students enrolled in the School Counselor Certification Preparation Program must complete all Internship Hours (i.e., 600 clock hours) in a school setting registered with Texas Education Agency. See the School Counselor Certification Preparation Handbook for more information.

### **Between-Semester Hours**

Students who have successfully completed their first semester of fieldwork (Practicum) and fulfill certain requirements may be eligible to continue accruing hours during the breaks between semesters to be applied to the requirements for Internship. Students wishing to accrue hours during breaks between semesters must obtain approval prior to the break from their site supervisor, the faculty supervisor who will be evaluating them when the semester resumes, and from the CMHC Fieldwork Coordinator. This approval must be documented in the Continuing Supervision Checklist (located in Appendix C of this Handbook) and by completing the CMHC Internship Bridge Agreement (located in Appendix C of this Handbook). Practicum students are not allowed to obtain any direct hours prior to the start of the practicum course. Training required by a student's site prior to the beginning of a practicum/internship course may count as indirect hours with approval of the responsible instructor.

### **Incomplete Hours**

Students who do not complete coursework and/or required hours during their internship course will not be eligible to receive an Incomplete grade for the course. Instead, students who are unable to fulfill the course requirements must sign-up for an additional semester of internship.

### **Locating and Selecting a Practicum/Internship Site**

- The student seeks and chooses the practicum/internship site. A site must be deemed appropriate by the CMHC Field Experience Coordinator to be approved. Sites that are greater than 75 miles from the Killeen campus must additionally be approved by the student's Program Coordinator.
- The student must provide the names and phone numbers of contacts at the site, as well as detailed information about the services offered and potential experiences for the student. To approve a site, the practicum/internship director will consider the qualifications of supervisors at the site, the experiences to be offered the student, the coursework, degree plan, and licensure/certification sought by the student, and the quality of the services offered at the site. The CMHC Field Experience Coordinator may deny placement of a student at a particular site if the site is deemed inappropriate for meeting the educational needs of the student.
- It is highly recommended that students seeking sites meet with the CMHC Field Experience Coordinator early in the semester of the application deadline to get pre-approval of the site. This will help to ensure that adequate time is available to find an alternate site in case a site is not approved.
- School Counselor Certification Preparation Program students must complete separate paperwork with the School Counselor Certification Preparation Program **before** the Internship semester begins.
- In some instances, students may be required to provide health certificates or evidence of immunization to work with clients. Because it is the responsibility of students to prepare themselves for course requirements, liability insurance must be purchased sufficiently prior to beginning a practicum or internship course to avoid delays in working with clients. Students are also responsible for renewing the insurance as needed.

### **External Site Dismissal**

If at any point during a practicum/internship term a student is removed from their placement site for reasons that violate the site's agreement, whether clinical or conduct based, the student may be subject to a formal fitness to practice evaluation. This evaluation may include a formal remediation meeting in which additional requirements may be placed on the student to resolve any need presented in the remediation. Removal from the program is possible if a student fails to complete the required remediation or if certain legal or ethical concerns reach a level in which the faculty believe the student cannot continue in the program.

### **Withdrawals**

Following registration, students may decide to withdraw from the university. Students must contact both the Registrar's Office and the Graduate School to formally process withdrawal requests. Failure to formally withdraw from classes will result in a failing grade in all classes.

### **Impairment**

According to the *ACA Code of Ethics* (2014), counselors and counselors-in-training do not offer counseling services to clients when their physical, mental, or emotional problems may harm a client or others (see Sections F.5.a and F.5.b). It is the responsibility of the counselor or counselor-in-training to be aware of signs of impairment, seek assistance for their problems, and notify program supervisors that they are unable to provide acceptable services to clients. Counselors and counselors-in-training should seek appropriate professional services to remediate the problem(s) interfering with their ability to provide services.

It is the policy of the Clinical Mental Health Counseling Program that if a student has a physical, mental or emotional problem that could potentially harm clients or others, that student will be prohibited from seeing clients until the student has completed a remediation plan. For example, it is the policy of the Clinical Mental Health Counseling Program that if a student has a documented relapse or a self-reported relapse, she/he will not see clients until a remediation plan is completed and the student can provide verified documentation of at least one year of “clean” time. This follows the ACA Code of Ethics (2014) policy on Gatekeeping and Remediation (see section F.6.b).

### **Leaves of Absence**

Because of extenuating circumstances (usually medical, financial, or personal), a student may request a leave of absence from the Graduate School. In requesting a leave of absence, a written request should be submitted to the Graduate School and a copy of the request should be sent to the Clinical Mental Health Counseling Coordinator. Courses taken more than six years ago cannot be counted toward a degree. Thus, any leave of absence should be considered carefully. Further an absence or non-continuous enrollment can prevent the student from making continuing progress toward his/her degree. When continuing progress is not made, the student may be dropped from the Clinical Mental Health Counseling Program.

### **Transfer Credit**

Although a faculty member can review and recommend courses for transfer, a formal decision on transfer credit cannot be made until a Degree Plan, available from the Graduate School, has been submitted by the student and approved by the student faculty advisor and approved by the Graduate School. Following approval by the Graduate School, the Degree Plan becomes an agreement between the student and University with regard to coursework required for graduation. Providing the coursework is no older than six (6) years and is from a CACREP approved Clinical Mental Health Counseling Program, a maximum of 6-12 semester hours may be transferred at the master's degree level. All transfer credit must be from an accredited university and a **CACREP accredited Clinical Mental Health Counseling Program** and be equivalent to the course substitution at Texas A&M University - Central Texas.

Please note that transfer credit from another institution for COUN 5350, 5353, 5354, 5357, 5358, 5086, and 5393 **will not** be accepted; these courses must be taken in the Clinical Mental Health Counseling program. It is the student's responsibility to supply information that establishes any course for transfer as equivalent to a course at Texas A&M University - Central Texas. Usually, the equivalency can be established by meeting with the faculty advisor at Texas A&M University - Central Texas and providing a course description and a course syllabus from the course under consideration for transfer.

### **Financial Assistance**

Financial assistance is available to graduate students usually via student loans, work study, scholarships, and research assistantships. Students interested in financial aid should contact the Financial Aid Offices located in Founders Hall, Room 108 or contact the financial aid offices by email at [finaid@tamuct.edu](mailto:finaid@tamuct.edu). If a student is inquiring about scholarships, they can contact the following email address [scholarships@tamuct.edu](mailto:scholarships@tamuct.edu).

### **Student Loans**

Students having a financial need may qualify for a student loan. Information about student loans may be obtained from the Student Financial Center (Financial Aid) in Founders Hall.

### **Ethics and Professional Development**

The Clinical Mental Health Counseling Program faculty endorses and implements the American Counseling Association *Code of Ethics* (2014). Students and supervisees preparing to become counselors are required to adhere to the *ACA Code of Ethics* and have the same obligations to clients as those required of professional counselors.

### **Professional Associations**

Students are encouraged to seek membership in the American Counseling Association and its divisions. The benefits of student membership are many, while the student membership fee is low. For more information, call 1-800-347-6647 ext. 222 or visit [www.counseling.org](http://www.counseling.org). We also encourage students to be members of the Texas Counseling Association and the Mid Texas Counseling Association.

Chi Sigma Iota is the national counseling honor society. Students may apply for membership in Chi Sigma Iota if the following criteria are met: the student must be admitted to the Clinical Mental Health Counseling program; the student must be in good standing and cannot have remediation or probationary status; the student must maintain a minimum GPA of 3.5; and the student must have completed a minimum of 12 hours of graduate counseling credits. For more information, see [www.csi-net.org](http://www.csi-net.org) or Dr. Jeremy Berry ([jeremy.berry@tamuct.edu](mailto:jeremy.berry@tamuct.edu)).

### **Affirmative Action**

The Clinical Mental Health Counseling Program faculty support and endorse the policies/procedures from the Affirmative Action Office at Texas A&M University - Central Texas. A copy of the policy is available from the Human Resources Office in Warrior Hall, Room 424.



### **Sexual Harassment**

The Clinical Mental Health Counseling Program faculty support and endorse the Sexual Harassment Policy adopted by Texas A&M University - Central Texas. A copy of the policy is available from the Office of Institutional Compliance, Warrior Hall, Room 425.

### **Americans With Disabilities Act**

The Clinical Mental Health Counseling Program faculty support and endorse the Americans with Disabilities Act. A copy of the act is available from the Office of Institutional Compliance, Warrior Hall, Room 425.

### **Graduation**

Graduation from the Clinical Mental Health Counseling Program entitles students to participate in the campus-wide graduation ceremony held December, May, and August each year. Students are encouraged to participate in the graduation ceremonies. It is the student's responsibility to be cognizant of and to complete the various graduation forms and fees within the specified deadlines. Information regarding graduation is available from the Graduate School, Founders Hall, Room 424C. Failure to complete the appropriate forms within the specified deadlines will result in the student being unable to graduate during that semester. Students who are not participating in the official graduation ceremony should contact the Graduate School and make arrangements for obtaining their diploma.

## **Appendix A**

### **Prerequisites for Counseling Required/Recommended Courses**

#### **Prerequisites for Counseling Practicum**

## Degree Plan (Clinical Mental Health Counseling)

Texas A&M University – Central Texas  
Advising Guide 2022 -2023 Catalog

### MASTER OF SCIENCE

Clinical Mental Health Counselor (CMHC)  
60 Hour Program

51 Semester Hours of Counseling Psychology Core Courses	
COUN 5302 Intro to Research	
COUN 5304 Human Development	
COUN 5307 Abnormal Behavior	
COUN 5311 Multicultural Counseling	
COUN 5350 Foundations of Counseling	<b>TAKEN FIRST</b> , Pre Req to COUN 5393 (B or better)
COUN 5351 Career Counseling	
COUN 5353 Theories of Counseling	Pre Req to COUN 5393 (B or better)
COUN 5354 Group Procedures for Counselors	Pre Req to COUN 5393 (B or better)
COUN 5356 Introduction to Family Counseling	
COUN 5357 Methods and Practices in Counseling	Pre Req to COUN 5354 and to COUN 5393 (with a B or better)
COUN 5358 Counseling Perspectives on Psychopathology	Pre Req to COUN 5393 (B or better)
COUN 5363 Addictions Counseling	
COUN 5365 Ethical Foundations of Counseling	Pre Req to COUN 5393 (B or better)
COUN 5381 Assessment and Evaluation Fundamentals	
COUN 5386 Clinical Mental Health Internship (1) COUN 5386 Clinical Mental Health Internship (2)	Must complete 600 clock hours (240 direct contact) in no less than 2 semesters. May register for a third semester if needed.
COUN 5393 Clinical Mental Health Practicum	Consent of practicum/internship director required
9 Semester Hours of an Elective Course from COUN, CNSL, CPSY, PSY, MFT	

NOTE: This is a tentative guide to be used for advisement of students. It is not considered an official degree plan by Texas A&M-Central Texas and it is subject to review and change by the Texas Higher Education Coordinating Board.

## Course Sequences (Clinical Mental Health Counseling)

### Clinical Mental Health Counseling Recommended Course Sequence by Term Start

#### For Fall Start:

Fall Year 1	Spring Year 1	Summer Year 1	Fall Year 2	Spring Year 2	Summer Year 2	Fall Year 3
COUN 5350	COUN 5353	COUN 5358	COUN 5356	COUN 5351	COUN 5386	COUN 5386
COUN 5365	COUN 5357	COUN 5363	COUN 5381	COUN 5393	COUN 5304	Elective
COUN 5302	COUN 5307	COUN 5311	COUN 5354	Elective	Elective	COUN 5090

#### Spring Start:

Spring Year 1	Summer Year 1	Fall Year 2	Spring Year 2	Summer Year 2	Fall Year 3	Spring Year 3
COUN 5350	COUN 5353	COUN 5358	COUN 5393	COUN 5386	COUN 5386	COUN 5351
COUN 5365	COUN 5357	COUN 5363	COUN 5381	COUN 5356	Elective	Elective
COUN 5302	COUN 5311	COUN 5307	COUN 5363	Elective	COUN 5304	COUN 5090

#### Summer Start:

Summer Year 1	Fall Year 2	Spring Year 2	Summer Year 2	Fall Year 3	Spring Year 3	Summer Year 3
COUN 5350	COUN 5353	COUN 5358	COUN 5393	COUN 5386	COUN 5386	COUN 5304
COUN 5365	COUN 5357	COUN 5354	COUN 5363	COUN 5381	COUN 5351	COUN 5356
COUN 5311	COUN 5307	COUN 5302	Elective	Elective	Elective	COUN 5090

## Degree Plan (School Counseling Emphasis)

Texas A&M University – Central Texas

### MASTER OF SCIENCE

**Clinical Mental Health Counselor (CMHC)**  
**School Counselor Certification Preparation Program Track**  
60 Hour Program

48 Semester Hours of Counseling Core Courses	
COUN 5350 Foundations of Counseling	<b>TAKEN FIRST</b> , Pre Req to COUN 5393 (B or better)
*COUN 5365 Ethical Foundations of Counseling	Pre Req to COUN 5393 (with a B or better)
*COUN 5352 Foundations of Professional School Counseling	Pre Req to COUN 5386
*COUN 5302 Intro to Research	
*COUN 5353 Theories of Counseling	Pre Req to COUN 5393 (with a B or better)
*COUN 5357 Methods and Practices in Counseling	Pre Req to COUN 5354 and to COUN 5393 (with a B or better)
COUN 5363 Addictions Counseling	
*COUN 5354 Group Procedures for Counselors	Pre Req to COUN 5393 (with a B or better)
COUN 5358 Counseling Perspectives on Psychopathology	Pre Req to COUN 5393 (with a B or better)
COUN 5307 Abnormal Behavior	
*COUN 5304 Human Development	
*COUN 5311 Multicultural Counseling	
COUN 5356 Introduction to Family Counseling	
COUN 5393 Practicum I: Field Experience	Consent of practicum/internship director required
*COUN 5381 Assessment & Evaluation	
*COUN 5351 Career Counseling and Guidance	
6 Semester Hours of COUN 5386 Internship in Counseling (TEA Field Practicum)	<ul style="list-style-type: none"><li>• Complete TEA Field Practicum Application form prior to enrollment</li><li>• Complete 600 clock hours (240 direct contact) in no less than 2 semesters May register for a third semester if needed.</li><li>• Internships must be completed in a TEA-approved public/private school</li><li>• Must submit at 2 Year Service Record Prior to enrollment</li></ul>
3 Semester Hours of an Elective Course from COUN	
3 Semester Hours of an Elective Course from COUN	
*School Counseling Certification courses	*Students seeking school counselor certification must be admitted into the school counselor program prior to completing the certification courses

**Course Sequences (School Counseling Emphasis)**

**School Counseling  
Recommended Course Sequence by Term Start**

**Fall Start:**

Fall Year 1	Spring Year 1	Summer Year 1	Fall Year 2	Spring Year 2	Summer Year 2	Fall Year 3	Spring Year 3
COUN 5350	COUN 5353	COUN 5358	COUN 5356	COUN 5381	COUN 5393	COUN 5386	COUN 5386
COUN 5365	COUN 5357	COUN 5363	COUN 5352	COUN 5351	COUN 5304		
COUN 5302	COUN 5307	COUN 5311	COUN 5354	Elective	Elective		

**Spring Start:**

Spring Year 1	Summer Year 1	Fall Year 2	Spring Year 2	Summer Year 2	Fall Year 3	Spring Year 3
COUN 5350	COUN 5353	COUN 5358	COUN 5307	COUN 5393	COUN 5386	COUN 5363
COUN 5365	COUN 5357	COUN 5363	COUN 5304	COUN 5356	COUN 5381	COUN 5386
COUN 5302	COUN 5311	COUN 5352	Elective	Elective	COUN 5351	

**Summer Start:**

Summer Year 1	Fall Year 2	Spring Year 2	Summer Year 2	Fall Year 3	Spring Year 3	Summer Year 3
COUN 5350	COUN 5353	COUN 5358	COUN 5393	COUN 5386	COUN 5386	COUN 5363
COUN 5365	COUN 5357	COUN 5354	COUN 5304	COUN 5307	COUN 5381	COUN 5356
COUN 5311	COUN 5352	COUN 5302	Elective	COUN 5351	Elective	

## Two – Year Course Rotations

### Master of Science in CMHC (Including School Counseling Emphasis)

<b>Fall 2022</b>	<b>Spring 2023</b>	<b>Summer 2023</b>
COUN 5350 Foundations of Coun	COUN 5350 Foundations of Coun	COUN 5363 Addictions Counseling
COUN 5352 Foundation of School	COUN 5353 Theories	COUN 5311 Multicultural Coun
COUN 5353 Theories	COUN 5354 Group	COUN 5304 Human Development
COUN 5354 Group	COUN 5351 Career	COUN 5365 Ethics
COUN 5357 Methods in Counseling	COUN 5307 Abnormal	COUN 5356 Intro to Family
COUN 5351 Career	COUN 5381 Assessment	COUN 5350 Foundations of Coun
COUN 5307 Abnormal	COUN 5304 Human Development	COUN 5386 Internship
COUN 5381 Assessment	COUN 5365 Ethics	COUN 5393 Practicum
COUN 5304 Human Development	COUN 5386 Internship	COUN 5357 Methods in Counseling
COUN 5365 Ethics	COUN 5393 Practicum	COUN 5358 Psychopathology
COUN 5386 Internship	COUN 5358 Psychopathology	COUN 5353 Theories
COUN 5393 Practicum	COUN 5302 Intro to Research	<b>Elective Offerings:</b>
COUN 5358 Psychopathology	COUN 5356 Family	<b>COUN 5366 Sandtray Therapy</b>
COUN 5302 Intro to Research	COUN 5363 Addictions Counseling	
COUN 5356 Family	COUN 5351 Career	
<b>Elective Offerings:</b>	<b>Elective Offerings:</b>	

<b>Fall 2023</b>	<b>Spring 2024</b>	<b>Summer 2024</b>
COUN 5350 Foundations of Coun	COUN 5350 Foundations of Coun	COUN 5363 Addictions Counseling
COUN 5352 Foundation of School	COUN 5352 Foundation of School	COUN 5311 Multicultural Coun
COUN 5353 Theories	COUN 5353 Theories	COUN 5304 Human Development
COUN 5354 Group	COUN 5354 Group	COUN 5365 Ethics
COUN 5357 Methods in Counseling	COUN 5351 Career	COUN 5356 Intro to Family
COUN 5351 Career	COUN 5307 Abnormal	COUN 5350 Foundations of Coun
COUN 5307 Abnormal	COUN 5381 Assessment	COUN 5386 Internship
COUN 5381 Assessment	COUN 5304 Human Development	COUN 5393 Practicum
COUN 5304 Human Development	COUN 5365 Ethics	COUN 5357 Methods in Counseling
COUN 5365 Ethics	COUN 5386 Internship	COUN 5358 Psychopathology
COUN 5386 Internship	COUN 5393 Practicum	COUN 5353 Theories
COUN 5393 Practicum	COUN 5358 Psychopathology	<b>Elective Offerings:</b>
COUN 5358 Psychopathology	COUN 5302 Intro to Research	
COUN 5302 Intro to Research	COUN 5356 Family	
COUN 5356 Family	COUN 5363 Addictions Counseling	
<b>Elective Offerings:</b>	COUN 5351 Career	
	<b>Elective Offerings:</b>	
	<b>COUN 5367 Play Therapy</b>	

**Appendix B**

**Professional Dispositions**



## Student Performance Fitness Evaluation Form

<https://tamuct.sharepoint.com/:b:/r/sites/SchoolCounselorCertificationPreparationProgram/SharedDocuments/Admissions/Admission/PDCA Manual January 2020.pdf?csf=1&web=1&e=E4OorT>

Texas A&M University - Central  
Texas Clinical Mental Health  
Counseling

### *Fitness to Practice Evaluation Form*

Student Name: \_\_\_\_\_ Student ID \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

This is to notify you that your professional performance has been evaluated according to the Fitness to Practice (FTP) Review policy in the Student Handbook:

Standard	Competence not achieved	Competence achieved	No opportunity to observe
1. Follows ethical and legal considerations	__0	__1	__N
2. Displays multicultural competence	__0	__1	__N
3. Open to new ideas	__0	__1	__N
4. Aware of own impact on others	__0	__1	__N
5. Responsive, adaptable, and cooperative	__0	__1	__N
6. Receptive to and uses feedback	__0	__1	__N
7. Responds to conflict appropriately	__0	__1	__N
8. Accepts personal responsibility	__0	__1	__N
9. Expresses feelings effectively and appropriately	__0	__1	__N
10. Dependable in meeting obligations	__0	__1	__N

- I. Competence achieved in each FTP Standard observed?: \_\_\_\_yes \_\_\_\_no  
*If no, describe the specific behavior(s) observed indicating competence not achieved:*

What will happen next? (*Describe responsibility of student and/or faculty*)

\_\_\_\_\_resolved \_\_\_\_\_remediation plan \_\_\_\_\_referred to Faculty Review Committee  
\_\_\_\_\_Other (explain)

Signatures (acknowledges the student received this evaluation):

\_\_\_\_\_  
Student

\_\_\_\_\_  
Evaluating Faculty

\_\_\_\_\_  
Others in attendance



Texas A&M University - Central  
Texas Clinical Mental Health  
Counseling

**Fitness to Practice Standards**

All standards are evaluated based on student performance in programmatic, academic, clinical, supervisory, and interpersonal contexts.

<b>Standard:</b>	<i>Competence Not Achieved</i>	<i>Competence Achieved</i>
<b>Follows ethical and legal considerations</b>	<ul style="list-style-type: none"> <li>– Displays inappropriate and/or disrespectful boundaries with clients, faculty, supervisors, and peers.</li> <li>– Does not demonstrate awareness of personal values or imposes personal values on others.</li> <li>– Breaches applicable professional counseling ethical codes and laws.</li> </ul>	<ul style="list-style-type: none"> <li>– Maintains appropriate and respectful boundaries with clients, faculty, supervisors, and peers.</li> <li>– Demonstrates awareness of personal values and does not impose personal values on others.</li> <li>– Follows applicable professional counseling ethical codes and laws.</li> </ul>
<b>Displays multicultural competence</b>	<ul style="list-style-type: none"> <li>– Discriminates or expresses prejudice towards those of a different race, culture, gender, religion, sexual orientation, age, ability status, gender identity, marital status/partnership, language preference, or socioeconomic status than self.</li> <li>– Does not demonstrate multicultural counseling competencies.</li> </ul>	<ul style="list-style-type: none"> <li>– Demonstrates sensitivity to diversity.</li> <li>– Demonstrates multicultural counseling competencies.</li> </ul>
<b>Open to new ideas</b>	<ul style="list-style-type: none"> <li>– Dogmatic about own perspective and ideas.</li> <li>– Unable or unwilling to consider others' points of view.</li> </ul>	<ul style="list-style-type: none"> <li>– Openly discusses and respects perspectives other than own.</li> <li>– Considers others' perspectives and points of view.</li> </ul>
<b>Aware of impact on others</b>	<ul style="list-style-type: none"> <li>– Shows little or no concern for how others are impacted by them.</li> <li>– Blames others for problems without self-examination.</li> <li>– Disrespectful toward peers, supervisors, and/or instructors (e.g., monopolizes discussion or gossips).</li> </ul>	<ul style="list-style-type: none"> <li>– Recognizes how own words and actions impact others.</li> <li>– Avoids blaming others and examines own role in problems.</li> <li>– Respectful toward peers, supervisors, and/or instructors.</li> <li>– Compromises in cooperative activities.</li> </ul>

	<ul style="list-style-type: none"> <li>– Monopolizes cooperative activities.</li> </ul>	
<b>Responsive, adaptable and cooperative</b>	<ul style="list-style-type: none"> <li>– Shows little or no effort to adjust behaviors in response to changes in professional &amp; interpersonal contexts.</li> <li>– Expresses intolerance of changes in programmatic, academic, clinical, or supervisory settings.</li> <li>– Reactionary and defensive in response</li> <li>– Shows little or no engagement in cooperative activities</li> </ul>	<ul style="list-style-type: none"> <li>– Shows reasonable effort to adjust behaviors in response to changes in professional &amp; interpersonal contexts.</li> <li>– Expresses tolerance of change in programmatic, academic, clinical, or supervisory settings.</li> <li>– Thoughtful and reflective in response</li> <li>– Appropriately cooperates in cooperative activities</li> </ul>
<b>Receptive to and uses feedback</b>	<ul style="list-style-type: none"> <li>– Responds to feedback with defensiveness, anger, and/or denial.</li> <li>– Shows little or no evidence of incorporating feedback.</li> </ul>	<ul style="list-style-type: none"> <li>– Responsive, open, and receptive to feedback</li> <li>– Appropriately incorporates feedback.</li> </ul>
<b>Responds to conflict appropriately</b>	<ul style="list-style-type: none"> <li>– Shows minimal willingness to examine own role in conflict.</li> <li>– Shows minimal effort and/or ability at problem solving</li> <li>– Displays hostility when conflicts are addressed.</li> <li>– Does not address conflict directly with individual(s) involved and addresses with others instead</li> </ul>	<ul style="list-style-type: none"> <li>– Actively examines and acknowledges own role in conflict</li> <li>– Actively participates in problem-solving efforts.</li> <li>– Appropriately expresses emotions when conflicts are addressed</li> <li>– Addresses conflict directly with individual(s) involved.</li> </ul>
<b>Accepts personal responsibility</b>	<ul style="list-style-type: none"> <li>– Refuses to admit mistakes or examine own contribution to problems.</li> <li>– Lies, minimizes, or embellishes the truth to extricate self from problems.</li> </ul>	<ul style="list-style-type: none"> <li>– Examines own role in problems</li> <li>– Accurate and honest in describing own and others roles in problems.</li> <li>– Accepts own mistakes and responds to them as opportunity for self-improvement.</li> </ul>
<b>Expresses feelings effectively and appropriately</b>	<ul style="list-style-type: none"> <li>– Does not express own feelings appropriately</li> <li>– Does not recognize or acknowledge feelings of others</li> <li>– Acts out negative feelings (through negative behaviors) rather than articulating them</li> <li>– Expression of feelings is inappropriate to the setting</li> </ul>	<ul style="list-style-type: none"> <li>– Expresses own feelings</li> <li>– Acknowledges others feelings</li> <li>– Acts professionally while experiencing difficult emotions</li> <li>– Expression of own feelings is appropriate to the setting</li> </ul>
<b>Dependable in meeting obligations</b>	<ul style="list-style-type: none"> <li>– Absent from scheduled program obligations (e.g., class, supervision, GA, or clinical site) and does not notify others in advance.</li> </ul>	<ul style="list-style-type: none"> <li>– Satisfactorily meets attendance requirements and notifies others in advance regarding absences.</li> <li>– Arrives on-time for scheduled obligations.</li> </ul>

	<ul style="list-style-type: none"> <li>– Arrives late for scheduled obligations.</li> <li>– Rarely meets deadlines (i.e., practicum and internship paperwork, applications, tapes, other assignments) or paperwork is incomplete when submitted.</li> </ul>	<ul style="list-style-type: none"> <li>– Meets deadlines and satisfactorily completes paperwork.</li> </ul>
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I  hereby certify that I have read  
(Print name)

and that I understand the information presented in this *School Counselor Certification Handbook*.

\_\_\_\_\_

(Signature)
(Date)

# **Appendix C**

**Reservation Forms**

**for**

**Practicum and Internship**

**CMHC/LPC OPTION-60 Hour Degree Plan**  
**MASTER OF SCIENCE IN CLINICAL MENTAL HEALTH COUNSELING**

**Practicum Verification of Coursework**

I certify that I have completed the following pre-requisite courses for COUN 5393 with a grade of 'B' or better: COUN 5350, COUN 5353, COUN 5354, COUN 5357, COUN 5358 & COUN 5365.

<b>Required Course</b>	<b>Semester/Year</b>	<b>School</b>	<b>Grade</b>
COUN 5350 Foundations of Counseling			
COUN 5365 Ethical Foundations of Counseling			
COUN 5353 Theories of Counseling			
COUN 5357 Methods & Practices in Counseling			
COUN 5354 Group Procedures for Counselors			
COUN 5358 Counseling Perspectives on Psychopathology			

Approved course substitutions or reasons for not completing any pre-requisite course.

## Application for Practicum / Internship

Deadlines: Fall (June 1<sup>st</sup>), Spring (September 1<sup>st</sup>), Summer (February 1<sup>st</sup>)

*A New Application is Required Each Semester*

\*School Counselor Certification Preparation Program (SCCPP) Students

<b>Section 1: Completed by Student</b>		
Name:	Warrior ID:	
Semester:		
Placement you are applying for ( <b>check one</b> ): <input type="checkbox"/> practicum <input type="checkbox"/> internship I <input type="checkbox"/> internship II <input type="checkbox"/> internship III <input type="checkbox"/> school counseling (SCCPP*) internship		
Prerequisites (semester completed & grade):		
COUN 5350 COUN 5365  COUN 5352 (SCCPP only)	COUN 5353 COUN 5357	COUN 5354 COUN 5358
Complete if known at time of application:		
Location of Field Placement: (Practicum is CCFTC). <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px; width: 45%;"> <i>must be in a school setting. the fall or spring semester</i> </div> <div style="border: 1px solid black; padding: 2px; width: 45%;"> <i>SCCPP Internship Available only during</i> </div> </div>		
Supervisor:		
Supervisor Credentials: (School Counselor, LPC, LCSW, LMFT, LP, etc.) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px; width: 45%;"> <i>SCCPP Internship must be supervised by a School</i> </div> <div style="border: 1px solid black; padding: 2px; width: 45%;"> <i>Counselor with 3+ years of experience</i> </div> </div>		
Supervisor Contact Information:	Phone:	Email:

**\*\*\* Please note, students will not be enrolled in their preferred practicum / internship section until Dr. Airhart-Larraga has received all required paperwork.**

**Email this form with Section 1 completed to Dr. Airhart-Larraga at [s.airhart-larraga@tamuct.edu](mailto:s.airhart-larraga@tamuct.edu)**

Section 2: Completed by Field Experience Coordinator			
Program	Required Completed Forms		Required Forms Timeline
All students	Site Supervision Agreement		Each Semester
All students	Confidentiality Statement		Each Semester
All students	Affirmation, Waiver, and Liability Release		Each Semester
SCCPP Only	TEA Field Practicum Application, 2-year		Internship I, II
SCCPP Only	2-year Service Record		Internship I only
SCCPP Only	Paid Internship with School Counselor Intern certification: Student Provided with School Counselor Intern/Probationary Certification Completion Checklist		Students must email Dr. Levi McClendon at <a href="mailto:lmccclendon@tamuct.edu">lmccclendon@tamuct.edu</a>
Student is Approved for:	Practicum	Internship I	Internship II
Student Registered for class:	Class	Day	Time



**TAMUCT Clinical Mental Health Counseling Program**  
**Site Supervisor's Practicum or Internship Supervisory Agreement**

Semester / Year				
Student Information				
Student Name:				
Warrior ID:				
Practicum / Internship Site Information				
Agency Name:				
Address:				
Phone:	Website:		Specialization:	
Site Supervisor Information (Attach copy of resume)				
Name:				
Email:				
Phone:				
Highest Degree	Year Completed	Name of University	Field of Study	CACREP Accredited?
Licensure	License #		Years of Post-Graduation Experience in Mental Health	

**Purpose of the Agreement**

The purpose of this agreement is to specify the nature of the relationship between TAMUCT, co-trainer, and the student during the internship (field placement). This agreement reflects our common interests in educating counselors and therapists and preparing them for professional responsibilities in agencies, institutions, and private practice.

This agreement neither requires nor involves an exchange of funds between TAMUCT and co-trainer. This agreement does not imply that TAMUCT will provide onsite supervision. Extensions of the programs for a student beyond one semester must be mutually agreed to by TAMUCT, co-trainer, and student and must be needed to meet training objectives and requirements. **The University Program at TAMUCT Agrees**

- A. To the extent permitted by law, the anonymity of clients will be maintained.
- B. To provide a minimum of 1.5 hours of weekly group supervision to the student by the faculty supervisor and up to 1.0 hours/week of biweekly individual/triadic supervision if needed.
- C. That the university's faculty supervisor will collaborate/consult with the co-trainer's site supervisor to ensure the student's learning needs are addressed.
- D. To provide on-site visits by the university's faculty supervisor or practicum/internship director as needed.
- E. That assignment of students' grade for the semester is the responsibility of the TAMUCT faculty supervisor.

- F. That students' work will be subject to critique by the university supervisor via direct observation, tapes of sessions, and/or personal conferences.
- G. That the co-trainer will not be charged for services performed by TAMUCT personnel or students.
- H. That the co-trainer shall not be liable on account of injury, sickness, disease, or death of any student, personnel, or faculty member using the resources of the co-trainer under the terms of this agreement. Further, TAMUCT agrees, only insofar as it is authorized by law to do so, to hold the co-trainer harmless from and against liability of personal injury, including injury involving death, or damage to property, that results directly or indirectly from the use by TAMUCT of co-trainer resources under this Agreement.
- I. That the students and faculty are to have adequate health insurance or be responsible for their own expenses in case of injury, illness, or hospitalization.

#### **The Practicum / Internship Site Agrees**

- A. To the extent permitted by law, the anonymity of clients will be maintained.
- B. To provide weekly on-site supervision by the co-trainer's on-site approved supervisor that averages 1 hour per week. At least half of these supervision hours will include individual/triadic supervision.
- C. The co-trainer's on-site approved supervisor has the following qualifications:
  - a. a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
  - b. a minimum of two years of pertinent professional experience in the program area in which the student is enrolled.
  - c. knowledge of the program's expectations, requirements, and evaluation procedures for students; and relevant training in counseling supervision.
- D. The co-trainer's site supervisor will collaborate/consult with the university's practicum/internship faculty supervisor to ensure the student's learning needs are addressed.
- E. To indemnify or "hold harmless" TAMUCT and/or its employees for any injuries occurring to the student or to the people with whom the student has contact should such injuries occur during the student's period of enrollment.
- F. That co-trainer has the right and privilege of reviewing and interviewing student applicants and determining whether they will be acceptable. Such decisions will be in keeping with federal guidelines protecting civil rights and rights of the disabled.
- G. While providing site supervision for students, co-trainer will retain overall clinical responsibility for clients/patients.
- H. To provide the student with the opportunity to provide direct service with actual clients that contributes to the development of counseling skills.
- I. To provide the student with the opportunity to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).
- J. To provide adequate space, equipment, and supplies during the period of supervision as would be provided to professional counselors and therapists.
- K. That the on-site supervisor will, as part of his/her supervisory responsibilities, provide evaluative feedback to the student and to TAMUCT supervisor on a regular basis.
- L. That the on-site supervisor will provide TAMUCT with a written final evaluation of the student using at minimum the forms provided by TAMUCT for this purpose. To the extent provided by law, this evaluation will be made available to potential employers only on written request by the student.
- M. That co-trainer reserves the right to suspend a student for inadequate, unprofessional, or illegal conduct or behavior for any reason deemed justifiable by co-trainer. Co-trainer agrees to communicate such status changes to the student in accordance with due process guidelines, to include written and verbal communication between co-trainer and university supervisor and same between co-trainer and student regarding cause of suspension or dismissal. After notification regarding the change of student status, the Department of Psychology and Counseling will convene a committee of program faculty to determine an appropriate course of action. Recommendations will be in accordance with established policy, procedure, and statute.
- N. That co-trainer is not for any purpose an agent of TAMUCT.

#### **The University Student Agrees**

- A. To the extent permitted by law, the anonymity of clients will be maintained.
- B. That he/she retains the right to conference with university supervisor regarding case assignments and training experiences.
- C. That in addition to field assignment, student will attend all required meetings with university supervisor and with the on-site supervisor.
- D. To adhere to the regulations, policies, and practices of co-trainers so long as they are legal and ethical. He/she will conduct him/herself in a professional manner, complying with ethical principles of the profession and with due concern for confidentiality and the well-being of the co-trainer's clients/patients.  
 To address any concerns that may arise about the co-trainer's site and/or staff via professionally appropriate channels. The first course of action if a student has a concern about a placement is to address this with their site supervisor or his/her immediate supervisor. If this is not feasible, the student  
 E. should raise his/her concern with his/her TAMUCT faculty supervisor or his/her immediate supervisor.
- J. To purchase and keep in effect a personal liability insurance policy which is acceptable to the co-trainer and shall provide a valid certificate of such insurance to TAMUCT prior to beginning internship and/or practicum.
- K. That he/she is responsible for meeting all screening and training requirements for employment at the site (e.g., background checks, drug screens, immunizations).
- L. That he/she will be responsible for their own meals, laundry, and transportation to and from the co-trainer's assigned facilities.

### Termination

This agreement will remain in effect during the semester(s) the specified student whose name appears above is assigned to the cotrainer named in the first paragraph of this document. TAMUCT or co-trainer may terminate this agreement by giving ten (10) days written advance notice to the other party. Further, a violation of this agreement by any party may lead to termination of the agreement.

### Signatures

Site Supervisor Signature	Printed Name	Date
Student Signature	Printed Name	Date
University Supervisor Signature	Printed Name	Date
Field Experience Coordinator	Printed Name	Date

**PSYCHOLOGY AND COUNSELING PRACTICUM**  
**Texas A&M University – Central Texas**

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**Statement of Confidentiality**

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I, the undersigned, do agree to hold in strictest confidence personal information gained in a practicum/internship. This agreement is in accordance with established Codes of Ethics from professional associations as well as the licensure laws of the state of Texas. I understand the necessity for such an agreement and will abide by the implicit and explicit demands of this statement. I further understand that breaches of confidentiality will result in disciplinary action including possible dismissal from the Texas A&M University – Central Texas Psychology and Counseling Program.

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Student

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Date

**Affirmation, Waiver, and Liability Release**  
**TEXAS A&M UNIVERSITY – CENTRAL TEXAS**  
**PSYCHOLOGY AND COUNSELING PRACTICUM**

In consideration of being allowed to participate in a practicum course and the field placement requirement of said course, the undersigned student agrees:

1. To waive all claims for liability against Texas A&M University – Central Texas, the Board of Regents, the Texas A&M University System, their respective officers, agents, servants, and employees, arising or in any way predicated upon acts or omissions, in connection with the above-described class and program. The undersigned agrees to hold harmless Texas A&M University – Central Texas, the Board of Regents, the Texas A&M University System, their respective officers, agents, servants, and employees from any and all liability arising out of, or in any manner predicated upon, loss or damage to property, injury or death to the undersigned, which injury may occur in connection with the operation of the above described class and program, regardless whether or not such injuries arise, in whole or in part, from the negligence of TAMUCT or its employees.
2. That his/her participation in said class will make use of personal student experiences in the group in a classroom situation, and I hereby give my informed consent to the usage of these experiences and further agree and consent that professional observations and/or findings as well as student comments may be communicated to and discussed with the group in a classroom situation. The undersigned agrees to hold harmless Texas A&M University – Central Texas, the Board of Regents, the Texas A&M University System, their respective officers, agents, servants, and employees from any and all liability arising out of or in any way predicated upon acts or omissions, in connection with the activity described in this paragraph.
3. To hold harmless Texas A&M University – Central Texas, the Board of Regents, the Texas A&M University System, their respective officers, agents, servants, and employees from all liability arising from participation in the field practicum/internship or which might be due to injuries because of the co-trainer's negligence. Co-trainer represents any agency, institution, or facility outside Texas A&M University – Central Texas that accepts responsibility of supervising a student intern.
4. That he/she assumes all risk involved in participation in this field practicum/internship program. This assumption is made freely and voluntarily and with full and complete understanding of the consequences of such risk assumption.
5. That his/her fitness for providing counseling services will be continually monitored by faculty and onsite supervisors, and I hereby give my informed consent for my faculty supervisor, on-site supervisor, and practicum/internship director to share information about my performance to facilitate this evaluation.

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Date

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Student Signature

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Date

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University Representative Signature

## Self-Inventory for Practicum / Internship Selection

### SELF-INVENTORY FOR PRACTICUM/INTERNSHIP SELECTION\*\*

**Directions:** Prior to enrolling in practicum or internship students are asked to complete this self-inventory.

1. My long term career goal is:
2. My area of special interest is:
3. The type of client who I would most like to work with is:
4. The type of client who I would least like to work with is:
5. I feel most qualified/skilled to work with:
6. I feel least qualified/skilled to work with:
7. An area of competence I would like to enhance or develop is:
8. My ideal site supervisor would have the following characteristics:
9. I feel most comfortable in a working environment with the following characteristics:
10. I have had the following professional or volunteer experience and/or course work related to counseling:
11. My personal areas of strength and weakness which should be considered in the site selection process include:

Strengths:

Areas for improvement:

12. My ideal counseling internship would be a(n) \_\_\_\_\_ agency performing \_\_\_\_\_ duties with \_\_\_\_\_ (type of population).

**\*\*Ideally you should complete this form prior to contacting sites, and then use the information herein when consulting with your program advisor or the practicum/internship director to narrow your search to sites most appropriate to your needs/expertise.**

**Internship Bridge Agreement**  
**Clinical Mental Health Counseling**

I, \_\_\_\_\_, am applying to continue my fieldwork experiences during the break between \_\_\_\_\_ (semester/year) and \_\_\_\_\_ (semester/year). I have secured permission as specified in the following agreement.

This cooperative agreement is between the Department of Counseling and Psychology at Texas A&M University – Central Texas and \_\_\_\_\_ (**name of site**), hereinafter referred to as a co-trainer. The purpose of this agreement is to specify the nature of the relationship between TAMUCT, co-trainer, and the student during the field placement experiences between academic semesters. This agreement reflects our common interests in educating counselors and therapists and preparing them for professional responsibilities in agencies, institutions, and private practice.

In consideration of their participation in a cooperative internship, and the benefits and responsibilities accruing to the parties from such an agreement, TAMUCT, co-trainer, and student, each individually agree as follows:

**I.**

This agreement neither requires nor involves an exchange of funds between TAMUCT and co-trainer. This agreement does not imply that TAMUCT will provide onsite supervision. Extensions of the programs for a student beyond one semester must be mutually agreed to by TAMUCT, co-trainer, and student and must be needed to meet training objectives and requirements.

**II.**

TAMUCT agrees:

- A. To the extent permitted by law, anonymity of clients will be maintained.
- B. That the university faculty will not be obligated to provide group or individual supervision to the student during the break between semesters.
- C. That the university's faculty supervisor will collaborate/consult with the co-trainer's site supervisor prior to the break to ensure the student's learning needs are addressed.
- D. That students' work will be subject to critique by the university supervisor via direct observation, tapes of sessions, and/or personal conferences once the academic term resumes.
- E. That the co-trainer will not be charged for services performed by TAMUCT personnel or students.
- F. That the co-trainer shall not be liable on account of injury, sickness, disease, or death of any student, personnel, or faculty member using the resources of the co-trainer under the terms of this agreement. Further, TAMUCT agrees, only insofar as it is authorized by law to do so, to hold the co-trainer harmless from and against and liability of personal injury, including injury involving death, or damage to property, that results directly or indirectly from the use by TAMUCT of co-trainer resources under this Agreement.

- G. That the students and faculty are to have adequate health insurance or be responsible for their own expenses in case of injury, illness, or hospitalization

### III.

Co-trainer agrees:

- A. To the extent permitted by law, anonymity of clients will be maintained.
- B. To provide weekly on-site individual/triadic supervision by the co-trainer's on-site approved supervisor that averages 1 hour per week.
- C. The co-trainer's on-site approved supervisor has the following qualifications:
  - a. a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
  - b. a minimum of two years of pertinent professional experience in the program area in which the student is enrolled.
  - c. knowledge of the program's expectations, requirements, and evaluation procedures for students; and
  - d. relevant training in counseling supervision.
- D. The co-trainer's site supervisor will collaborate/consult with the university's practicum/internship faculty supervisor prior to the break to ensure the student's learning needs are addressed and will provide a summary evaluation of the student's work at the end of the break.
- E. To indemnify or "hold harmless" TAMUCT and/or its employees for any injuries occurring to the student or to the people with whom the student has contact should such injuries occur during the student's period of enrollment.
- F. That co-trainer has the right and privilege of reviewing and interviewing student applicants and determining whether they will be acceptable. Such decisions will be in keeping with federal guidelines protecting civil rights and rights of the disabled.
- G. While providing site supervision for students, co-trainer will retain overall clinical responsibility for clients/patients.
- H. To provide the student with the opportunity to provide direct service with actual clients that contributes to the development of counseling skills.
- I. To provide the student with the opportunity to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service, and staff meetings).
- J. To provide adequate space, equipment, and supplies during the period of supervision as would be provided to professional counselors and therapists.



- K. That the on-site supervisor will, as part of his/her supervisory responsibilities, provide evaluative feedback to the student and to TAMUCT supervisor on a regular basis.
- L. That the on-site supervisor will provide TAMUCT with a written final evaluation of the student using at minimum the forms provided by TAMUCT for this purpose. To the extent provided by law, this evaluation will be made available to potential employers only on written request by the student.
- M. That co-trainer reserves the right to suspend a student for inadequate, unprofessional, or illegal conduct or behavior for any reason deemed justifiable by co-trainer. Co-trainer agrees to communicate such status changes to the student in accordance with due process guidelines, to include written and verbal communication between co-trainer and university supervisor and same between co-trainer and student regarding cause of suspension or dismissal. After notification regarding the change of student status, the Department of Psychology and Counseling will convene a committee of program faculty to determine an appropriate course of action. Recommendations will be in accordance with established policy, procedure, and statute.
- N. That co-trainer is not for any purpose an agent of TAMUCT.

#### IV.

Student agrees:

- A. To the extent permitted by law, anonymity of clients will be maintained.
- B. That he/she retains the right to conference with university supervisor regarding case assignments and training experiences once the academic term resumes.
- C. That in addition to field assignment, student will attend all required meetings with university supervisor and with the on-site supervisor.
- D. To adhere to the regulations, policies, and practices of co-trainer so long as they are legal and ethical. He/she will conduct him/herself in a professional manner, complying with ethical principles of the profession and with due concern for confidentiality and the well-being of the co-trainer's clients/patients.
- E. To address any concerns that may arise about the co-trainer's site and/or staff via professionally appropriate channels. The first course of action if a student has a concern about a placement is to address this with their site supervisor or his/her immediate supervisor. If this is not feasible, the student should raise his/her concern with his/her TAMUCT faculty supervisor or his/her immediate supervisor.
- H. To purchase and keep in effect a personal liability insurance policy which is acceptable to the co-trainer and shall provide a valid certificate of such insurance to TAMUCT prior to beginning internship and/or practicum.
- I. That he/she is responsible for meeting all screening and training requirements for employment at the site (e.g., background checks, drug screens, immunizations).

J. That he/she will be responsible for their own meals, laundry, and transportation to and from the co-trainer's assigned facilities.

K. CMHC faculty will not provide supervision during a bridge between terms. Supervision will come from the Site supervisor only.

This agreement will remain in effect during the break between semesters the specified student whose name appears below is assigned to the co-trainer named in the first paragraph of this document. TAMUCT or co-trainer may terminate this agreement by giving ten (10) days written advance notice to the other party. Further, a violation of this agreement by any party may lead to termination of the agreement.

### **Required Signatures**

#### **CO-TRAINER APPROVED SITE SUPERVISOR**

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Printed Name

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Signature

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Email Address

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Phone

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Degree(s)/Credentials

#### **CO-TRAINER SITE DIRECTOR**

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Printed Name

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Signature

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Email Address

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Phone

#### **STUDENT**

---

Printed Name

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Signature

#### **UNIVERSITY SUPERVISOR\***

---

Printed Name

---

Signature

Email Address

Phone

Field Experience Coordinator\*

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Printed Name

Signature

\*Signatures of the University Supervisor and Field Experience Coordinator will be granted after all other signatures have been obtained.

## Handbook Signature Page

I \_\_\_\_\_ hereby certify that I have read  
(Print name)

and that I understand the information presented in this *Handbook*.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)