



COUNSELING PROGRAM STUDENT HANDBOOK

Quick Reference Guide

Helpful Phone Numbers:

MA in Counseling Program

201-200-3400

University's Main Number

201-200-2000

Graduate Studies Admission

201-200-3409

Graduate Studies Matriculation

201-200-3306

Graduate Graduation Clearance

201-200-2085

Bursar

201-200-3045

Financial Aid

201-200-3173

Library

201-200-3016

Office of Academic Services for Evening Students (OASES)

201-200-2234, 2235

Records

201-200-3333

Security

201-200-3128

University Bookstore

201-200-3503, 201-435-6607

For other telephone numbers, log onto the University directory at <http://www.njcu.edu/it/campus-directories/>

Counseling Program Web Pages

NJCU MA in Counseling Program

<http://www.njcu.edu/edld/counseling/>

NJCU MA in Counseling, Clinical Mental Health Counseling (60 credits, effective Spring 2013)

NJCU MA in Counseling, Counseling Option (48 Credits closed to new admissions)

<http://www.njcu.edu/edld/counseling/MA/>

NJCU MA in Counseling, School Counseling Option

<http://www.njcu.edu/edld/counseling/maschool/>

Welcome!

Welcome to the Counseling Program at New Jersey City University. As you begin our Program, please take full advantage of the opportunities available at NJCU. This Manual contains important information that will help guide you through your program. *Please read the Manual carefully.* Sign and return the acknowledgement page at the end of the book to the department secretary **by the first week of class.**

As you progress through the program, there are important progress review points including completion of the 12 Credit Core Progress Review, Practicum Application, Internship Application, and your Graduate Audit. The New Student Orientation and Pre-Practicum Orientation are scheduled to prepare you with the information you need.

The university provides many services to support you in your program. The NJCU University Service Center (USC) serves as the "one-stop shop" for the University community. The USC was created to provide students a convenient location to submit documents, retrieve forms and brochures, and conduct general enrollment and auxiliary related business transactions. Among the services provided are university photo ID cards, parking, and shuttle information. Please become familiar with the Writing Center, Library, Computer Center, Counseling Center, and other special services.

Rossey Hall 536 is your program home at NJCU. Students seeking information or appointments with department faculty members should contact the staff by calling 201.200.3400. Regular face-to-face contact with your advisor and professors is essential. You are required to plan your program with your advisor during your first year of study. Department bulletin boards are located on the walls adjacent to Department office. These boards are used for conveying information such as policy changes, class offerings, registration announcements and student organization announcements. We encourage you to take part in special events through our Graduate Counseling Student Association and through Chi Sigma Iota, the International Counseling Professional Honor Society, and other social and service projects.

We wish you success in your journey to becoming a counselor.

The Counseling Program Faculty:

Dr. Tracey M. Duncan – Co-Chairperson

Dr. Vaibhavee Agaskar

Dr. Yumiko Ogawa

Dr. Jane Webber

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CHAPTER 1: THE NJCU COUNSELING PROGRAM

Counseling Program Mission Statement

The Counseling Program prepares exemplary counselors who are caring, reflective, and culturally sensitive. As counselors we empower individuals and families to make positive changes in their lives and resolve personal, educational, career, and relationship problems. Our program reflects the goals and needs of a highly diverse, multilingual, and urban community of learners. We are committed to social justice advocacy to remove barriers to education and promote equity and optimal development for all persons and groups in urban, suburban, and rural settings.

Counseling Program Values

The faculty, students, and staff work together in our shared journey toward professional excellence, personal growth, life-long learning, and service to others. We value caring, collaboration, equity, integrity, advocacy, empathy, diversity, and community.

Counseling Professional Identity

Our faculty and students identify strongly with the counseling profession through membership in the American Counseling Association and its national and state divisions such as the American School Counselor Association, the Association for Mental Health Counseling, and the Association for Multicultural Counseling and Development.

The ACA Code of Ethics and the ACA Multicultural Counseling Competencies and Standards are infused in all courses. Eligible students, faculty and professional counselors may be inducted into Nu Eta Sigma, the NJCU Chapter of Chi Sigma Iota, International Counseling and Academic Honor Society.

NJCU Diversity Statement

New Jersey City University is committed to creating a community that affirms and welcomes persons from diverse backgrounds and experiences and supports the realization of all human potential. All candidates are expected to demonstrate recognition and valuing of culture, language, gender, socioeconomic status, age, race, ethnicity, sexual orientation, exceptionality, and other forms of difference as assets in teaching and learning.

Preparing for CACREP Accreditation

The Counseling program has served NJCU students and the region for more than 40 years and is preparing for the accreditation process of the Council for Accreditation of Counseling and Related Programs (CACREP). CACREP establishes and maintains standards for training and accredits graduate counseling programs. Standards can be found at <http://www.cacrep.org/>. Considered the gold standard for counseling programs, CACREP accreditation establishes professional preparation standards for students pursuing counseling careers. Completing a CACREP accredited program provides graduates with evidence

that they have been trained at an institution meeting the highest standards established by the profession, making them more competitive in the job market. In this transition, students may have questions about the CACREP accreditation process. Students are encouraged to ask questions and to meet with their faculty advisors or program

Faculty Advisors

Each student is assigned a faculty advisor upon acceptance into the program. Students should meet with their advisor to plan their program in the first semester and their program plan must be on file within the first year. Students whose last name begins with A-M are generally assigned to one faculty member, and students whose name begins with N-Z are assigned to a different faculty member. In addition, Post-masters are generally assigned to Co-Chairperson of the Department of Educational Leadership and Counseling. Students should check their admission letter for their assigned advisor.

Making Advisement Appointments

Faculty office hours are posted each semester on the Department office door and website. Students can contact the department office at 201.200.3400 for assistance.

Department of Educational Leadership and Counseling Co-Chairs and Staff

Name and Title	Email	Telephone Number
Tracey M. Duncan, EdS, PhD, LPC, ACS Co-Chair (Counseling Program)	tduncan2@njcu.edu	201-200-3400
Susan Phifer, PhD Co-Chair (Educational Leadership Program)	sphifer@njcu.edu	201-200-3400
Janette Rodriguez Department Secretary	jrodriguez46@njcu.edu	201-200-3400

Counseling Program Faculty and Staff

Tracey M. Duncan, EdS, PhD, LPC, ACS Assistant Professor	tduncan2@njcu.edu	201-200-3400
Vaibhavee Agaskar, PhD Assistant Professor	vagaskar@njcu.edu	201-200-3400
Yumiko Ogawa, PhD, LPC, RPT Assistant Professor	yogawa@njcu.edu	201-200-3400
Jane Webber, PhD, LPC, DRCC Associate Professor	jwebber@njcu.edu	201-200-3400

Adjunct/Affiliate Faculty

Femitchell Ashley, MA, ACS	fashley@njcu.edu	201-200-3400
Daniel Cinotti, MA	dcinotti@njcu.edu	201-200-3400
Michael Dubi, EdD	dubi@comcast.net	201-200-3400
Andrew Getzfeld, PhD	agetzfeld@njcu.edu	201-200-2320
Catherine Golfopoulos, MA, ACS	cgolfopoulos@njcu.edu	201-200-3400
Marcela Kepicova, MEd	mkepicova@njcu.edu	201-200-3400
Suzanne LaForge, MA	slaforge@njcu.edu	201-200-3400
Sabrina Magliulo, MA, EdS	smagliulo@njcu.edu	201-200-3400
Jose Maldonado, PhD., LPC	jmaldonado2@njcu.edu	201-200-3400
Scott Nelson, MA	snelson@njcu.edu	201-200-3400
Rosa Perez, MA	rperez@njcu.edu	201-200-3001
Rebecca Vicente, MSW, LCSW	rvicente@njcu.edu	201-200-3138

Requirements for Admission to the Counseling Program

In addition to fulfilling the general graduate studies admission requirements, the admission and matriculation requirements for the Counseling program consist of:

1. A baccalaureate degree with a minimum 2.75 cumulative GPA.
2. Graduate Record Examination (GRE) scores, General Test only. *The GRE may be waived if the candidate holds an advanced degree from an accredited institution of higher education in the United States or the evaluated equivalent of foreign academic credentials. Other test waivers may be offered. Applicants should check for the latest test waiver policy at the Graduate Studies Home Page: http://www.njcu.edu/Graduate_Students.aspx.*
3. Satisfactory completion of at least six undergraduate credits in Counseling or Psychology. Additional graduate and/or undergraduate work may be considered necessary for admission. In such instances, the student must complete an individual program plan in consultation with an assigned faculty advisor.
4. 500-word essay, reflective of the candidate's personal counseling philosophy and counselor dispositions, including the candidate's future role as a counseling professional in an urban environment.
5. The "Recommendation Form for Graduate Degree Program" completed by two professionals attesting to the candidate's potential for graduate study in Counseling such as professors or supervisors.
6. Current Resume
7. Interview

After a review of the candidate's credentials and a successful interview with the Counseling Program Faculty, the candidate may be recommended either for matriculation or conditional admission.

Students in the MA in Counseling Program are accepted for Fall and Spring Semesters only.

Classrooms for Counseling Courses

The majority of classes are held in Rossey Hall or in Karnoutsos Hall. The Department of Educational Leadership and Counseling suite has a large and a small conference room for meetings, consultation, individual and group counseling role plays, and video recording. There are three rooms for counseling practice and supervision, a play therapy room and a sand tray therapy room. Individual counseling practice rooms are separated by a corridor from the lobby and have a separate entrance/exit. A counseling room with a one-way mirror and a classroom observation room is available in Science Hall. Classrooms are also used in the summer at the Harborside Campus, 286 Washington Street.

Video Recording Equipment

The Counseling program provides video recording equipment for counseling skills practice and for practicum and internship. Two rooms in the Counseling suite are equipped with TV monitors and two

rooms have desktop computers available for viewing recorded sessions. Students in courses requiring video recording are required to provide their own equipment. Camcorders may be borrowed from the department office.

Student Evaluation of Instructors

Students have the opportunity each semester, to formally evaluate faculty who teach courses or who serve as supervisors of clinical experiences. After the faculty member leaves the room, a student volunteer reads the directions, distributes the scantron forms, collects and delivers the completed forms to the College of Education Dean's Office.

Students can discuss concerns with a faculty member by making an appointment with the faculty member through the department office.

Counseling Program Concern Note

Faculty members and site supervisors may complete a Counseling Program Concern Note when a student demonstrates an academic, professional or personal or other concern. Concerns may not require a Professionalism and Remediation Policy review.

ACA Student Membership and Other Practicum and Internship Requirements

No student will be permitted to be on site during Practicum and Internship without current ACA student membership, an approved criminal history check including fingerprinting, and other program specific requirements including HIPAA agreement (CMHC) or substitute teacher or NJDOE license (SC). All program candidates and students will maintain active ACA student membership throughout their enrollment in Practicum and Internship.

Student Services

Counseling Center

The Counseling Center provides free, confidential counseling, support and referral for students. If you experience personal problems, distress, or situational crises, you are encouraged to contact the Counseling Center in GSUB 308 or call the Center at 201.200.3165. After hours, contact Public Safety at 201.200.3128 or call 911 from off campus.

Stress, anxiety, depression, interpersonal issues, alcohol or sleep issues, and death of a loved one have been rated in the top 10 health problems affecting college performance. Students do not have to face problems alone. Individual and group counseling is provided free to students of the university. Services for veterans are offered through the Counseling Center.

Announcements About Counseling Services

Students receive email announcements regarding services offered by the Counseling Center, the Health and Wellness Center, and the Division of Student Affairs such as programs or meetings for test anxiety, anger management, stress, and academic skills; LBTGQ Support Group; and the Pathways to Wellness Series.

Counseling services and programs at area counseling and human service organizations are circulated by email and the bulletin board including Hudson Pride, Puerto Rican Family Institute, Hudson County Community College, Albert Ellis Institute, the Speicher-Rubin Women's Center on campus, the New Jersey Coalition Against Sexual Assault, and the Hudson County Rape Crisis Center. A Counselor Referral List for area counselors is provided upon request from the Counseling Program office and the faculty.

Opportunity Scholarship Program

The Opportunity Success Program (OSP) provides counseling for graduate students who were in the OSP program as undergraduates or who qualify for services.

Career Planning and Placement Office

The Career Planning and Placement Office provides counseling, testing, placement and consultation services. Mr. Michael Moriarty is the center liaison to the Counseling program and provides career counseling, resume writing, editing, and job search services to Counseling Program students. Other services include computerized career guidance and decision-making programs (SIGI 3) and job interview practice, and career fairs.

Office of Specialized Services for Special Needs Learners:

The Office of Specialized Services provides confidential counseling and advisement services and support for students with special needs and disabilities. If you have a special need for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor or assigned faculty advisor and Ms. Jennifer Aitken, Director Administrator as early as possible in the term at 201-200-2557 in the Karnoutsos Building.

Writing Center

The Writing Center is committed to improving students writing proficiency through one-on-one tutoring, workshops, and weekly conversation groups. The Writing Center is located in Karnoutsos 115. All writing tutor appointments are scheduled online: <http://www.njcu.edu/writing-center/appointments/>

TURNITIN.COM

Students agree that by taking this course all assignments are subject to submission for textual similarity review to Turnitin.com. Assignments submitted to Turnitin.com will be included as source documents in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site. For further information about Turnitin, please visit: <http://www.turnitin.com>.

CHAPTER 2: PROGRAM PLANNING

New Student Orientation

New students are required to attend the New Student Orientation before their first semester. The purposes of the New Student Orientation are to: (a) introduce students to the program, (b) assist new students with course advisement and registration, (c) meet faculty advisors, and (d) acquaint students with other new students and department faculty members. Please check the Counseling web page for the date and time of the New Student Orientation or contact the department office at 201-200-3400

Steps for Course Registration

1. After you have received your admission letter, check the dates for the New Student Orientation on the Counseling web page or contact the department office at 201-200-3400.
2. Obtain your Gothic card, student email, and Gothic Net ID and password to register online for courses. Follow directions in your admission letter.
3. Plan your program with your advisor at the New Student Orientation or an individual advisement appointment. You must complete your program plan with your faculty advisor before the end of your second semester.
4. COUN 601 and COUN 607 must be completed within the first nine credits, preferably in the first semester of study, but no later than the second semester. The four Core Courses should be taken as early as possible and by the end of the first two semesters: COUN 601, COUN 605, COUN 607, and COUN 608.
5. Check your NJCU email and the Counseling Program website regularly for orientation information, program updates, registration dates, and schedule changes. The bulletin boards outside the department offices also provide announcements and updates.
6. Syllabi for the courses in which you are enrolled are posted on Blackboard during the semester of enrollment.

Program Updates

Applicants and continuing students should be aware that programs may be revised in response to changes in certification, licensure, and accreditation. Applicants and students should refer to the Educational Leadership and Counseling Department pages on the NJCU website for updated program information:

http://www.njcu.edu/graduate/academics/grad_leader.asp

Recommended Course Sequence Phases

Phase 1

Phase 1 courses provide an introduction to the knowledge, skills, and dispositions required. These courses provide a foundation for advanced courses. Four core courses must be taken early in the program. COUN 601 (formerly 626) and COUN 607 (formerly 625) must be taken in the first 9 credits and by the end of the second semester by full time students. The four Core Courses should be taken as early as possible and by the end of the first two semesters: COUN 601, COUN 605, COUN 607, and COUN 608.

Phase 2

Phase 2 courses are advanced courses that build on the foundations learned in Phase 1.

Phase 3

Phase 3 courses are your field experiences and advanced electives. Thirty credits including the four core courses must be completed before Practicum.

Course Load

Full time students take nine or more credits. Full time study is permitted for the student who is either not employed or employed not more than 20 hours per week. Any student employed full time will be permitted to enroll for not more than six credits per semester. The maximum summer session course load is six graduate credits per term. A student may not register for credits in excess of those mentioned except with the approval of their advisor, the chair and the Dean of Graduate Studies.

Repeating Courses

Students with a grade of B- or lower in any course are required to repeat the course successfully the next semester and their progress will be reviewed according to the Student Professionalism Policy. Original grade remains on the transcript.

Program Plan Form

Students are required to complete a tentative Program Plan with their faculty advisor by the end of the second semester, preferably by the end of the first semester. Each option has a different Program Plan form.

Counseling Program Planning Worksheet

The Counseling Program Planning Worksheet shows how you have planned for the number and sequence of courses.

COURSE INFORMATION

Student can refer to Individual Program Plan for former Course Titles

COURSE #	TITLE	COUN Prerequisites
COUN 601 (formerly 626)	Orientation to Professional Counseling and Ethic	
COUN 603	Counseling and Development Across the Lifespan	
COUN 604	Appraisal and Assessment in Counseling	
COUN 605	Counseling Theories	
COUN 606	Research and Program Evaluation	
COUN 607 (formerly 625)	Group Process	
COUN 608	Counseling Skills	
COUN 609	Differential Diagnosis of Maladaptive Behavior	
COUN 610	Clinical Mental Health Counseling	601, 605, 607, 608
COUN 616	Counseling, Consultation, Referral, and Resources in Schools	601, 603, 605, 608
COUN 629	Multicultural Counseling	601, 607, 608
COUN 631	Psychopharmacology	603, 609
COUN 632	Family and Couple Counseling	
COUN 636	Group Counseling Theory and Practice	605, 607, 608,
COUN 640 (formerly 696)	Counseling Children and Adolescents	603, 605, 608, 609
COUN 642 (formerly 697)	Play Therapy	608
COUN 644	Parent-Child Play Therapy	608
COUN 650 (formerly 615)	Foundations of Addictions Counseling	
COUN 652 (formerly 650)	Assessment, Treatment Planning, and Interventions in Addictions Counseling	
COUN 654	Addictions Counseling: Prevention and Intervention Programs and Resources	
COUN 658	Addictions Counseling: Family Systems Assessment and Treatment	
COUN 663	Career Counseling and Development	601, 603, 605, 608
COUN 686	Case Conceptualization and Treatment Planning in Counseling	601, 605, 608, 609
COUN 690	Practicum in Counseling	30 credits, 601, 605, 607, 608, permission
COUN 691	Advanced Counseling Theory and Techniques	601,605, 608
COUN 694	Internship I in Counseling	COUN 690, permission
COUN 695	Internship II in Counseling	COUN 694, permission
COUN 698	Disaster, Trauma, and Crisis Counseling	605, 608, 609
COUN 699	Counseling Supervision	COUN 690
COUN 700	Internship III in Counseling	COUN 695, permission
COUN 701	Internship IV in Counseling	COUN 700, permission
COUN 703	Independent Study in Counseling	permission

Course Availability

Register early! Courses with insufficient enrollment may be cancelled and course offerings are subject to change. Summer courses are often offered in alternate years. Number indicates number of sections.

COURSE #	TITLE	FALL	SPRING	SUMMER
COUN 601(626)*	Orientation to Professional Counseling and Ethics (formerly 626)	X	X	
COUN 603	Counseling and Development Across the Lifespan	X	X	X
COUN 604	Appraisal and Assessment in Counseling	X	X	
COUN 605	Counseling Theories	X	X	
COUN 606	Research and Program Evaluation	X	X	
COUN 608	Counseling Skills	X	X	
COUN 607 (625)*	Group Process	X	X	X
COUN 609	Differential Diagnosis of Maladaptive Behavior	X	X	X
COUN 610	Clinical Mental Health Counseling	X		X
COUN 616	Counseling, Consultation, Referral, and Resources in Schools	X	X	
COUN 629	Multicultural Counseling	X	X	X
COUN 631	Psychopharmacology	X		
COUN 632	Family and Couple Counseling		X	X
COUN 636	Group Counseling Theory and Practice	X	X	X
COUN 640 (696)*	Counseling Children and Adolescents		X	X
COUN 642 (697)*	Play Therapy	X		X
COUN 644	Parent-Child Play Therapy		X	
COUN 650	Foundations of Addictions Counseling		X	
COUN 652	Assessment, Treatment Planning, and Interventions in Addictions Counseling (formerly 615)	X		
COUN 654	Addictions Counseling: Prevention and Intervention Programs and Resources		X	X
COUN 658	Addictions Counseling: Family Systems Assessment and Treatment	X		X
COUN 663	Career Counseling and Development	X	X	
COUN 686	Case Conceptualization and Treatment Planning in Counseling	X	X	
COUN 690	Practicum in Counseling	X	X	
COUN 691	Advanced Counseling Theory and Techniques	X		
COUN 694	Internship I in Counseling	X	X	
COUN 695	Internship II in Counseling	X	X	
COUN 698	Disaster, Trauma, and Crisis Counseling			
COUN 699	Counseling Supervision		X	
COUN 700	Internship III in Counseling	X	X	
COUN 701	Internship IV in Counseling	X	X	
COUN 703	Independent Study in Counseling	X	X	X

Semester Planning Worksheet

Student_____Matriculation Date_____

Planned Graduation Date _____

Semester_____

Semester_____

Semester_____

Semester_____

Semester_____

Semester_____

CHAPTER 3: COUNSELING PROGRAM OPTIONS

Master of Arts in Counseling: School Counseling Option 48 credits

The MA in Counseling with an option in Counseling with School Counselor Certification is a New Jersey Department of Education approved program. The 48-credit program prepares culturally sensitive school counselors to provide professional counseling, consultation, collaboration, assessment, and referral services in comprehensive P-12 school counseling programs. School counselors work proactively as school leaders, change agents, and advocates for all students.

School Counseling Program Area Objectives

After completion of the MA in Counseling Program, School Counseling option, candidates will be able to:

- Deliver developmentally and culturally responsive assessment, counseling and consultation for early childhood, elementary, middle, and high school students
- Integrate evidence-based and strength-based, practices in comprehensive school counseling programs
- Collaborate with multidisciplinary teams in the school and community to deliver prevention, intervention, collaborative consultation, crisis intervention, and disaster response programs
- Respond to individuals, families, schools, and communities affected by disaster, crisis, and trauma-causing events
- Assess the needs of diverse clients within the context of multicultural development and wellness across the lifespan
- Demonstrate ethical counselor skills, continuous professional development, and counselor self care
- Evaluate counseling practices and programs using current research and technological methods
- Collaborate with parents, inter-professional community agencies, and resources to enhance the academic, personal-social, and career development and wellness of students
- Promote systemic change in schools through the counselor's role as a leader and advocate for all students
- Empower students to meet their educational, lifestyle, and career needs

SCHOOL COUNSELING OPTION**48 Credits****Phase 1 (24 credits)**

COUN 601	Orientation to Professional Counseling and Ethics* (626)	3
COUN 603	Counseling and Development Across the Lifespan	3
COUN 604	Appraisal and Assessment in Counseling	3
COUN 605	Counseling Theories*	3
COUN 606	Research and Program Evaluation	3
COUN 607	Group Process* (625)	3
COUN 608	Counseling Skills*	3
COUN 609	Differential Diagnosis of Maladaptive Behavior	3

Phase 2 (15 credits)

COUN 616	Counseling, Consultation, Referral, and Resources in Schools	3
COUN 629	Multicultural Counseling	3
COUN 632	Family and Couple Counseling	3
COUN 636	Group Counseling Theory and Practice	3
COUN 663	Career Counseling and Development	3

Phase 3 (9 credits)

COUN 690	Practicum in Counseling	3
COUN 694	Internship I in Counseling	3
COUN 695	Internship II in Counseling	3

* Core Courses must be completed early in the program. COUN 601 and COUN 607 must be completed within the first nine credits, preferably in the first semester of study, but no later than the second semester.

**NEW JERSEY CITY UNIVERSITY
M.A. IN COUNSELING
SCHOOL COUNSELING PROGRAM PLAN**

NAME _____ DATE _____

COURSE #	TITLE	CR	SEM/ GRADE	COMMENTS
COUN 601 (626)*	Orientation to Professional Counseling and Ethics (Formerly Ethics, Law, and Professional Issues)	3.0		
COUN 603	Counseling and Development Across the Lifespan (Formerly Developmental Psychology)	3.0		
COUN 604	Appraisal and Assessment in Counseling (Formerly Tests and Measurements)	3.0		
COUN 605	Counseling Theories (Formerly Introduction to Counseling)	3.0		
COUN 606	Research and Program Evaluation (Formerly Research Methodology and Applications)	3.0		
COUN 607 (625)*	Group Process	3.0		
COUN 608	Counseling Skills (Formerly Interviewing and Counseling)	3.0		
COUN 609	Differential Diagnosis of Maladaptive Behavior (Formerly Personality Maladjustments of Children and Adolescents)	3.0		
COUN 616	Counseling, Consultation, Referral, and Resources in Schools (Therapeutic Intervention Techniques II: Consultation in Educational Settings)	3.0		
COUN 629	Multicultural Counseling	3.0		
COUN 632	Family and Couple Counseling (Formerly Family Therapy and Referral Networks)	3.0		
COUN 636	Group Counseling Theory and Practice (Formerly Advanced Practices in Group Counseling: Supervision)	3.0		
COUN 663	Career Counseling and Development	3.0		
COUN 690	Practicum in Counseling	3.0		
COUN 694	Internship I in Counseling	3.0		
COUN 695	Internship II in Counseling	3.0		
	Total	48.0		

Master of Arts in Counseling: Counseling Option

48 credits

Admission closed to new students, effective Spring 2013

The 48-credit Counseling Option in the M.A. in Counseling prepares counselors for positions in community mental health and human service agencies, schools, universities, hospitals, government, business, and industry; and provides core courses toward licensure. Additional course electives can be taken to meet licensure requirements.

Counseling Program Area Objectives

After completion of the MA in Counseling Program, candidates will be able to:

- Deliver developmentally and culturally responsive assessment, counseling and consultation for individuals, families, and groups
- Integrate evidence-based and strength-based practices in counseling programs
- Collaborate with inter-professional community agencies and resources in delivering the continuum of counseling services including prevention, intervention, outreach, crisis intervention, and disaster response
- Respond to individuals, families, and communities affected by disaster, crisis and trauma causing events
- Assess the needs of diverse clients within the context of multicultural development and wellness across the lifespan
- Demonstrate ethical counseling skills, professional development, and counselor self-care
- Evaluate counseling practices and programs using current research and technological methods
- Implement prevention and intervention services to reduce the impact of substance abuse and addictions on individuals, families, and the community
- Advocate for programs and services to meet the mental health, career, and lifestyle needs of underserved individuals and groups
- Assess, diagnose, and treat individuals with mental health disorders or problems

COUNSELING OPTION**48 Credits****Admission closed to new students, effective Spring 2013****Phase 1 (24 credits)**

COUN 601	Orientation to Professional Counseling and Ethics* (626)	3
COUN 603	Counseling and Development Across the Lifespan	3
COUN 604	Appraisal and Assessment in Counseling	3
COUN 605	Counseling Theories*	3
COUN 606	Research and Program Evaluation	3
COUN 607	Group Process* (625)	3
COUN 608	Counseling Skills*	3
COUN 609	Differential Diagnosis of Maladaptive Behavior	3

Phase 2 (15 credits)

COUN 629	Multicultural Counseling	3
COUN 632	Family and Couple Counseling	3
COUN 636	Group Counseling Theory and Practice	3
COUN 663	Career Counseling and Development	
COUN 686	Counseling Case Studies	3

Phase 3 (9 credits)

COUN 690	Practicum in Counseling	3
COUN 694	Internship I in Counseling	3
COUN 695	Internship II in Counseling	3

* Core Courses must be completed early in the program. COUN 601 and COUN 607 must be completed within the first nine credits, preferably in the first semester of study, but no later than the second semester.

NEW JERSEY CITY UNIVERSITY
M.A. IN COUNSELING
COMMUNITY COUNSELING PROGRAM PLAN 48 CREDITS

Name _____ Date _____

COURSE #	TITLE	CR.	SEM./ GRADE	COMMENTS
COUN 601 (626)*	Orientation to Professional Counseling and Ethics (Formerly Ethics, Law, and Professional Issues)	3.0		
COUN 603	Counseling and Development Across the Lifespan (Formerly Developmental Psychology)	3.0		
COUN 604	Appraisal and Assessment in Counseling (Formerly Tests and Measurements)	3.0		
COUN 605	Counseling Theories (Formerly Introduction to Counseling)	3.0		
COUN 606	Research and Program Evaluation (Formerly Research Methodology and Applications)	3.0		
COUN 607 (625)*	Group Process (Formerly Group Process and Procedures: Group Counseling)	3.0		
COUN 608	Counseling Skills (Formerly Interviewing and Counseling)	3.0		
COUN 609	Differential Diagnosis of Maladaptive Behavior (Formerly Personality Maladjustments of Children and Adolescents)	3.0		
COUN 629	Multicultural Counseling	3.0		
COUN 632	Family and Couple Counseling Formerly Family Therapy and Referral Networks	3.0		
COUN 636	Group Counseling Theory and Practice (Formerly Advanced Practices in Group Counseling: Supervision)	3.0		
COUN 663	Career Counseling and Development	3.0		
COUN 686	Case Conceptualization and Treatment Planning (Formerly Counseling Case Studies)	3.0		
COUN 690	Practicum in Counseling	3.0		
COUN 694	Internship I in Counseling (Formerly Internship I)	3.0		
COUN 695	Internship II in Counseling (Formerly Internship II)	3.0		
	Total	48.0		

Master of Arts in Counseling: Clinical Mental Health Counseling Option

60 Credits

The 60-credit option replaces the 48-credit Master of Arts in Counseling. Students currently enrolled in the 48-credit Community Counseling option are not affected by this change, but they have the option of changing to the 60-credit Clinical Mental Health Counseling option. Students graduating in the 48 credit Counseling option can enroll in post-Master's counseling courses to complete academic requirements for Licensed Professional Counselor (LAC).

The M.A. in Counseling, option in Clinical Mental Health Counseling, prepares students for positions in mental health and human service agencies, schools, universities, hospitals, government, and private practice; and provides academic eligibility for National Counselor Exam and state licensure as Licensed Associate and Licensed Professional Counselor.

Program Learning Outcomes

Program graduates will be able to:

- Deliver developmentally and culturally responsive assessment, counseling and consultation for individuals, families, and groups
- Integrate evidence-based and strength-based practices in counseling programs
- Collaborate with inter-professional community agencies and resources in delivering the continuum of counseling services including prevention, intervention, outreach, crisis intervention, and disaster response
- Respond to individuals, families, and communities affected by disaster, crisis and trauma causing events
- Assess the needs of diverse clients within the context of multicultural development and wellness across the lifespan
- Demonstrate ethical counseling skills, professional development, and counselor self-care
- Evaluate counseling practices and programs using current research and technological methods
- Implement prevention and intervention services to reduce the impact of substance abuse and addictions on individuals, families, and the community
- Advocate for programs and services to meet the mental health, career, and lifestyle needs of underserved individuals and groups
- Assess, diagnose, and treat individuals with mental health disorders or problems

Clinical Mental Health Counseling Option

60 Credits

Phase 1 (27 credits)

COUN 601	Orientation to Professional Counseling and Ethics* (626)	3
COUN 603	Counseling and Development Across the Lifespan	3
COUN 604	Appraisal and Assessment in Counseling	3
COUN 605	Counseling Theories*	3
COUN 606	Research and Program Evaluation	3
COUN 607	Group Process * (625)	3
COUN 608	Counseling Skills*	3
COUN 609	Differential Diagnosis of Maladaptive Behavior	3
COUN 610	Clinical Mental Health Counseling	3

Phase 2 (21 credits)

COUN 629	Multicultural Counseling	3
COUN 632	Family and Couple Counseling	3
COUN 636	Group Counseling Theory and Practice	3
COUN 650	Foundations of Addictions Counseling	3
COUN 663	Career Counseling and Development	3
COUN 686	Case Conceptualization and Treatment Planning in Counseling	3
COUN 690	Practicum in Counseling	3

Phase 3 (12 credits)

COUN 694	Internship I	3
COUN 695	Internship II	3
COUN XXX	Counseling Elective	3
COUN XXX	Counseling Elective	3

* Core Courses must be completed early in the program. COUN 601 and COUN 607 must be completed within the first nine credits, preferably in the first semester of study, but no later than the second semester.

**NEW JERSEY CITY UNIVERSITY
COUNSELING PROGRAM
CLINICAL MENTAL HEALTH COUNSELING PROGRAM PLAN**

NAME _____ DATE _____

COURSE #	TITLE	CR	SEM/GRADE	COMMENT
COUN 601 (Formerly COUN 626)	Orientation to Professional Counseling & Ethics (Formerly Ethics, Law, & Professional Issues)	3.0		
COUN 603	Counseling and Development Across the Lifespan (Formerly Developmental Psychology)	3.0		
COUN 604	Appraisal and Assessment in Counseling (Formerly Tests and Measurements)	3.0		
COUN 605	Counseling Theories (Formerly Introduction to Counseling)	3.0		
COUN 606	Research Methodology and Program Evaluation	3.0		
COUN 607 (Formerly COUN 625)	Group Process	3.0		
COUN 608	Counseling Skills (Formerly Interviewing and Counseling)	3.0		
COUN 609	Differential Diagnosis of Maladaptive Behavior (Formerly Personality Maladjustments of Children and Adolescents)	3.0		
COUN 610	Clinical Mental Health Counseling (Formerly Community Mental Health Counseling)	3.0		
COUN 629	Multicultural Counseling	3.0		
COUN 632	Family and Couple Counseling Formerly Family Therapy and Referral Networks	3.0		
COUN 636	Group Counseling Theory and Practice (Formerly Advanced Practices in Group Counseling: Supervision)	3.0		
COUN 650	Foundations of Addictions Counseling (Formerly Psychology of Alcohol and Substance Abuse)	3.0		
COUN 663	Career Counseling and Development	3.0		
COUN 686	Case Conceptualization and Treatment Planning in Counseling (Formerly Counseling Case Studies)	3.0		
COUN 690	Practicum in Counseling	3.0		
COUN 694	Internship I in Counseling	3.0		
COUN 695	Internship II in Counseling	3.0		
COUN	Counseling Elective	3.0		
COUN	Counseling Elective	3.0		
	Total	60.0		

Program Outcomes Assessment and Endorsement Policy

Students will be recommended for graduation, credentialing and employment upon successful completion of the requirements for graduation in their major.

1. Master of Arts in Counseling, Option in Counseling With School Counselor Certification

The Master of Arts in Counseling with an option in School Counseling or Counseling With School Counselor Certification requires successful completion of the following with a grade of B or higher:

- 36 credits in required CACREP core standard areas
- 3 credits in school counselor specialization
- 3 credits in Practicum in Counseling and
- 6 credits in Internship in Counseling in a school setting including the capstone Case Study and E-Portfolio, and
- Completion of the Program Audit.

Candidates completing the Master of Arts in Counseling with a specialization in School Counseling or Counseling with School Counseling Certification will be endorsed for School Counselor Certification by the New Jersey Department of Education and for school counseling positions.

2. Master of Arts in Counseling, Option in Counseling

The Master of Arts in Counseling, with an option in Counseling will demonstrate successful completion of the following courses and capstone with a grade of B or higher

- 36 credits in required CACREP core standard areas
- 3 credits in Counseling specialization
- 3 credits in Practicum in Counseling, and
- 6 credits in Internship in Counseling in a mental health counseling setting including the Capstone Case Study and E-Portfolio, and
- Completion of the Program Audit.

Candidates completing the Counseling specialization for 48 Credits will be endorsed for community counseling positions.

3. Master of Arts in Counseling, Option in Clinical Mental Health Counseling

The Master of Arts in Counseling, with an option in Clinical Mental Health Counseling will demonstrate successful completion of the following courses and capstone with a grade of B or higher

- 36 credits in required CACREP core standard areas
- 15 credits in Counseling specialization
- 3 credits in Practicum in Counseling, and
- 6 credits in Internship in Counseling in a mental health counseling setting including the Capstone Case Study and E-Portfolio, and
- Completion of the Program Audit.

Candidates completing the Counseling specialization for 48 Credits will be endorsed for community counseling positions

Elective Courses for Counselor Licensure

Qualified students may elect courses to meet the 60-credit academic requirement for the Licensed Associate Counselor (LAC) and Licensed Professional Counselor (LPC) application.

Students in the School Counseling option may need additional courses to meet academic requirements for LAC/LPC or to demonstrate scope of practice. Recommended courses are: COUN 609, COUN 610, COUN 650, COUN 686, and COUN 700. An internship in a mental health setting is strongly recommended to broaden one's scope of practice.

Students must develop a planned program with their advisor and fulfill requirements specified in the New Jersey statute and regulations found at <http://www.nj.gov/oag/ca/medical/procounsel.htm>

Code	Title	Credits
COUN 609+	Differential Diagnosis of Maladaptive Behavior	3
COUN 610+	Clinical Mental Health Counseling	3
COUN 631	Psychopharmacology	3
COUN 640	Counseling Children and Adolescents (696)	3
COUN 642	Play Therapy (697)	3
COUN 644	Parent and Child Play Therapy	3
COUN 650+	Foundations of Addictions Counseling	3
COUN 652	Assessment, Treatment, Planning, and Interventions in Addictions Counseling (615)	3
COUN 654	Addictions Counseling: Prevention and Intervention Programs and Resources	3
COUN 658	Addictions Counseling: Family Systems Assessment and Treatment	3
COUN 686+	Case Conceptualization and Treatment Planning in Counseling	3
COUN 691	Advanced Counseling Theory and Techniques	3
COUN 698	Disaster, Trauma, and Crisis Counseling	3
COUN 699	Counseling Supervision	3
COUN 700	Internship III in Counseling	3
COUN 701	Internship IV in Counseling	3
COUN 703	Independent Study in Counseling	3

+ Required course in 60-Credit Clinical Mental Health Counseling option

Courses Meeting Core Area Requirement for NJ Licensure

Core area Must list 45 credits in 8 of 9 core areas.	NJCU Revised Course Title/Number May need more than 1 course to address a core area	NJCU Former Course Title/Number May need more than 1 course to address a core area	Course
Counseling theory and practice	605 Counseling Theories* 632 Family Therapy 691 Advanced Counseling Theory 642 Play Therapy 652 Assessment, Treatment, Planning, & Interventions in Addictions Counseling	605 Introduction to Counseling* 632 Family Therapy & Referral Networks 691 Advanced Counseling Theory 642 Play Therapy 615 Therapeutic Intervention Techniques: Alcohol & Substance Abuse Assessment	
The helping relationship	608 Counseling Skills* 640 Counseling Children & Adolescents 616 Counseling, Consultation, Referral, & Resources in Schools 698 Disaster & Crisis Counseling 699 Counseling Supervision 654 Addictions Prevention Programs 658 Addictions and Family	608 Interviewing and Counseling Skills* 696 Counseling Children & Adolescents 616 Therapeutic Intervention Techniques: Consultation in School Settings 698 Disaster & Crisis Counseling 699 Counseling Supervision 654 Addictions Prevention Programs 658 Addictions and Family	
Human growth & development & maladaptive behavior	603 Counseling and Development Across the Lifespan* <u>and</u> 609 Differential Diagnosis of Maladaptive Behavior* 631 Psychopharmacology	603 Developmental Psychology * <u>and</u> 609 Personality Maladjustments of Children and Adolescents* 631 Psychopharmacology	
Lifestyle and career development	663 Career Counseling and Development	663 Career Counseling and Development*	
Group dynamics, processing, counseling, and consulting	607 Group Process* 636 Group Counseling Theory and Practice*	625 Group Process and Procedures* 636 Advanced Group Counseling *	
Appraisal of individuals	604 Appraisal and Assessment in Cnling* 686 Counseling Case Studies*	604 Tests and Measurements*	
Social and cultural foundations	629 Multicultural Counseling*	629 Multicultural Counseling*	
Research and evaluation	606 Research and Program Evaluation*	606 Research Methodology and Applications*	
The counseling profession (Ethics course must be after 2005 for revised ACA Code of Ethics)	601 Orientation to Professional Counseling and Ethics* 610 Clinical Mental Health Counseling 703 I.S in Counseling (reviewed by Board)	626 Ethical, Legal and Professional Issues in Counseling* 610 Clinical Mental Health Counseling 703 I.S in Counseling (reviewed by Board)	
	Total 60 credits	Total 60 credits	

* State approved course(s) for the core area.

Some areas require two courses. Course title may not be sufficient to describe core area; course description and syllabus may be required.

Additional electives for 60 credits must be in a planned program with advisement. Electives must be in core areas.

Do not list Practicum and Internship on core distribution page if you plan to count hours toward LPC. Transcript will show other counseling electives including 690, 694, and 695. **You cannot use fieldwork for both a core area and for hours toward LPC.**

Applicants are required to be knowledgeable regarding current New Jersey statute and regulations

Courses for Substance Awareness Coordinator (SAC)

Qualified candidates and graduates may enroll in electives and apply to the New Jersey Department of Education for endorsement for Substance Awareness Coordinator Certificate of Eligibility with Advanced Standing (CEAS). This certificate requires a certification as a School Counselor, School Psychologist, School Social Worker, School Nurse, or Director of School Counseling. Candidates who hold licensures as a Certified Prevention Specialist or Licensed Clinical Alcohol and Drug Specialist or seek the Certificate of Eligibility (CE) should seek advisement regarding required courses.

The Substance Awareness Coordinator endorsement authorizes the holder to perform the functions of a Substance Awareness Coordinator (SAC) in grades preschool through 12.

The functions of the SAC may include:

- Assisting with the in-service training of school staff concerning substance abuse and related issues and with the district program to combat substance abuse;
- Serving as an information resource for substance abuse prevention, curriculum development and instruction;
- Assisting the district in revising and implementing substance abuse and related policies and procedures;
- Developing and administering substance abuse and related intervention services in the district;
- Providing counseling and referral services to students regarding substance abuse and related problems;
- Cooperating with community service providers or other officials in the rendering of substance abuse and related treatment services. (cited from NJDOE code).

Elective Course	Title	Credit
COUN 650	Foundations of Addictions Counseling	3
COUN 652	Assessment, Treatment Planning, and Interventions in Addictions Counseling	3
COUN 654	Addictions Counseling: Addictions Prevention & Interventions Programs and Resources	3
COUN 658	Addictions Counseling: Family Systems Assessment & Treatment	3

Courses for Licensed Clinical Alcohol and Drug Counselor (LCADC)

Qualified MA in Counseling students may enroll in elective courses above (same courses for SAC) that partially fulfill the domains required for the LCADC. Students must develop a program plan with their faculty advisor. Students apply directly to the Certification Board of New Jersey.

Further information is available at the Certification Board website

http://www.certbd.com/pdfs/education-manuals/CADC_EducationalManual.pdf

To view domains and objectives go to:

<http://www.njconsumeraffairs.gov/alcohol/acholapp.pdf>

Director of School Counseling Services Certification

Three elective courses, including COUN 699 Counseling Supervision, are offered to meet the requirements for Director of School Counseling Services Certification. Students apply directly to the NJDOE for the endorsement. Three years of experience as a certified school counselor is required. Students must develop a program plan with their faculty advisor.

Approved Clinical Supervisor (ACS) Certification

Completion of COUN 699 Counseling Supervision meets the three-credit state requirement to supervise LACs and the academic requirement for Approved Clinical Supervisor (ACS) certification by the Center for Credentialing and Education (CCE). Graduate apply directly to the CCE for ACS certification. Students must develop a program plan with their faculty advisor.

Registered Play Therapist Certification

Courses electives (COUN XXX), COUN 642 Play Therapy and COUN 644 Parent-Child Play Therapy meet the academic requirements in part for Registered Play Therapist certification issued by the Association of Play Therapy (APT). Candidates apply directly to the APT for certification. Students must develop a program plan with their faculty advisor.

Course Titles and Descriptions

(Revised October 2013)

COUN 601 Orientation to Professional Counseling and Ethics (Formerly COUN 626) **3 credits**

This course provides an overview of the history, philosophy, and practice of the counseling profession and is the program foundation course. Counselor roles, organizations, licensure and the ACA Code of Ethics are examined with a focus on developing professional counselor identity and advocacy in diverse environments.

COUN 603 Counseling and Development Across the Lifespan **3 credits**

This course provides an understanding of the development and needs of individuals in multicultural contexts through the lens of the counselor. Theories and concepts of cognitive, personality, and social development from conception through death are examined with an emphasis on wellness and optimal human development.

COUN 604 Appraisal and Assessment in Counseling **3 credits**

This course provides an introduction to using assessment in the counseling process. Students learn to select, administer, score, and interpret assessments and use results in the case conceptualization and treatment planning process. Psychometric and statistical concepts are introduced with attention to ethical, social, and cultural factors in appraisal.

COUN 605 Counseling Theories **3 credits**

This course introduces the major counseling theories with emphasis on comparing and contrasting elements of each theory. Attention is given to applying theory to counseling practice, developing a personal theoretical orientation as a professional counselor, and integrating theory into the treatment of grief and trauma.

COUN 606 Research and Program Evaluation **3 credits**

This course provides a comprehensive study of research methodology and program evaluation in counseling. Students learn to examine research literature, evaluate outcome studies, and design action research to improve counseling and program effectiveness. Ethical and cultural issues in conducting research in counseling settings are addressed.

COUN 607 Group Process (Formerly COUN 625) **3 credits**

(This course focuses on group process to increase students' awareness of themselves and others through active participation in group exercises and interactions and feedback. Members learn about groups experientially with a focus on attitudes, values, perceptions, and behavioral patterns as a prerequisite to developing skills as a group counselor.

COUN 608 Counseling Skills **3 credits**

This course focuses on the development of effective counseling and interviewing skills and techniques that are essential to the therapeutic relationship. Attention is given to the development of self awareness and the counselor's impact on clients, as well as professional boundaries, ethical issues, and basic crisis intervention skills.

COUN 609 Differential Diagnosis of Maladaptive Behavior **3 credits**

This course examines how psychopathologies affect children, adolescents, and adults focusing on emotional and behavioral disorders; history, etiology, and classification of psychopathologies; developmental, bioecological, and systems models; risk factors; ethical and legal issues. Emphasis is on the roles of communities, families, and culture and applying concepts to case studies.

COUN 610 Clinical Mental Health Counseling **3 credits**

This course provides an overview of the history and practice of mental health counseling and an examination of prevention, intervention, and referral services in community agencies. Ethical issues regarding managed care, advocacy, public policy, service utilization, and program funding are addressed. Mental health counseling and crisis intervention skills are introduced.

(Prerequisites: COUN 601, COUN 605, COUN 607, COUN 608)

COUN 616 Counseling, Consultation, Referral, and Resources in Schools **3 credits**

This course provides an overview of counseling, consultation, and referral skills in comprehensive school counseling programs. Developmental, ethical, legal, and cultural issues are addressed with an emphasis on the counselor as a leader, change agent, and advocate in urban schools. Data driven programs, accountability and student outcomes are examined.

(Prerequisites: COUN 601, COUN 603, COUN 605, COUN 608)

COUN 629 Multicultural Counseling **3 credits**

This course provides experiential and clinical experiences to become culturally competent counselors and to understand individuals and families within their unique cultural, historical, and ethnic contexts. Emphasis is on personal development and applications of counseling models and interventions to promote multicultural sensitivity, diversity, equity, and access.

(Prerequisites: COUN 601, COUN 603, COUN 605, COUN 608)

COUN 631 Psychopharmacology **3 credits**

This is an introductory course in psychopharmacology in counseling. Agents to be covered include antidepressants, anti-psychotics, anxiolytics (anti-anxiety agents), anticonvulsants, stimulants, narcotic analgesics, (opiates), hallucinogens (delirants, psychedelics), sedatives, and alcohol.

(COUN 605, COUN 608, COUN 609)

COUN 632 Family and Couple Counseling **3 credits**

This course is an introduction to the history, development, concepts, and practice of family systems therapy. Techniques, family assessment, and intervention are practiced. Special problems of family therapy are examined including feminist and multicultural issues, AIDS counseling, and family therapy with stepfamilies.

COUN 636 Group Counseling Theory and Practice **3 credits**

This course examines the history and development of group counseling theory, practice, and supervision with emphasis on developing group leadership skills needed in mental health and school settings. Clinical, ethical, and cultural dilemmas facing counselors of various counseling groups are explored and processed.

(Prerequisite: COUN 603, 605, 607, 608)

COUN 640 Counseling Children and Adolescents **3 credits**

This course provides a comprehensive study of the history, theory, and practice of counseling children and adolescents. Individual counseling skills and expressive techniques are emphasized in counseling children with a range of emotional and behavioral problems. Clinical, developmental, ethical, and cultural issues are examined in case studies.

(Prerequisite: COUN 603, COUN 605, COUN 608, COUN 609)

COUN 642 Play Therapy (Formerly COUN 697) **3 credits**

This course provides an overview of the history, theory, and applications of play therapy. Play materials and tools are introduced and integrated into ethical and culturally-sensitive counseling practice. A video recorded experiential component working with children focuses on understanding the therapeutic process and developing basic play therapy skills. (Prerequisite: COUN 608)

COUN 644 Parent-Child Play Therapy **3 credits**

This course provides a comprehensive study of filial therapy. Students develop advanced child-centered filial therapy and play therapy skills, and learn how to work with a child's system to facilitate relational and systemic change. Ethical, cultural, and clinical issues in parent-child play therapy are examined.

(Prerequisite: COUN 608)

COUN 650 Foundations of Addictions Counseling **3 credits**

(Formerly COUN 615)

The effects of alcohol, other drugs, and addiction on the individual, family and society are presented. Individual, familial, and societal attitudes of addictions, including drinking and drug use are examined. Basic knowledge and attitudes prerequisite to developing competency in the treatment of addiction counseling are emphasized.

COUN 652 Assessment, Treatment Planning, and Interventions in Addictions Counseling

(Formerly COUN 650)

3 credits

This course surveys the methods, interventions, and treatment paradigms currently employed in the counseling of children, adolescents, and their families with alcohol and/or substance abuse-related problems. A therapeutic skills approach to clinical assessment, treatment planning, counseling strategies implementation and techniques for alcohol/drug affected children and families.

COUN 654 Addictions Counseling: Prevention and Intervention Programs and Resources**3 credits**

This course focuses on developing counseling and coordination skills essential for the delivery of alcohol, tobacco, and drug prevention and early intervention programs. Risk and protective factors, program policies, and practices are examined with emphasis on strategic prevention networks, community norms, parent involvement, social resistance training, and cultural competence.

COUN 658 Addictions Counseling: Family Systems Assessment and Treatment**3 credits**

This course provides a skills approach to clinical assessment, treatment planning, and family counseling strategies for alcohol/drugs and other addictions impacting families and family systems.

COUN 663 Career Counseling and Development**3 credits**

This course provides an overview of career counseling and development across the lifespan. Skills are developed in administering and interpreting career assessments and integrate decision-making programs and technology resources into counseling. Ethical, gender, and cultural issues and the career development needs of urban youth and adults are emphasized.

(Prerequisites: COUN 601, COUN 603, COUN 605, and COUN 608)

COUN 686 Case Conceptualization and Treatment Planning in Counseling**3 credits**

This course provides advanced study in case conceptualization and evidence-based treatment planning in counseling. Clinical, cultural, systemic, and, ethical issues are examined through case studies. Crisis intervention, trauma treatment, and psychopharmacological interventions are addressed.

(Prerequisites: COUN 601, COUN 605, COUN 608, COUN 609).

COUN 690 Practicum in Counseling**3 credits**

This course provides a practicum field experience emphasizing counseling skills. The requirement includes 100 hours of direct and indirect services including video-recorded individual counseling and group counseling, consultation, and assessment. Individual on-site and university group supervision provide continuous feedback and evaluation of counseling skills and dispositions.

(Prerequisite: 30 credits, COUN 601, 605, 607, 608; permission of the coordinator is required).

COUN 691 Advanced Counseling Theory and Techniques**3 credits**

This course provides in-depth study of major counseling theories and techniques with emphasis on developing competence in several counseling approaches. Evidence-based practice, the therapist's and client's roles, cultural and ethical issues, and common factors facilitating change are examined and practiced across various theoretical orientations.

(Prerequisites: COUN 601, COUN 605, COUN 608)

COUN 694 Internship I in Counseling**3 credits**

Internship I is a 300-hour counseling internship in a counseling setting. The requirement includes 120 direct service and 180 indirect service clock hours including video-recorded individual counseling and group counseling, consultation, and assessment. Individual on-site and university group supervision provide continuous feedback and evaluation of counseling skills and performance.

(Prerequisite: COUN 690 and permission of the coordinator)

COUN 695 Internship II in Counseling**3 credits**

Internship II is a 300-hour advanced counseling internship in a counseling setting. The requirement includes 120 direct service and 180 indirect service clock hours including video-recorded individual and group counseling,

consultation, and assessment. Individual on-site and university group supervision provide continuous feedback and evaluation of counseling skills and performance.

(Prerequisite: COUN 694 and permission of the coordinator)

COUN 698 Disaster, Trauma, and Crisis Counseling

3 credits

This course focuses on the development of skills for disaster mental health, crisis, and trauma counseling. Practice issues related to posttraumatic stress, combat stress, sudden loss, and the impact of mass disasters on children, families, and communities are examined.

(Prerequisite: COUN 605, COUN 608, COUN 609)

COUN 699 Counseling Supervision

3 credits

This course provides intensive study and practice of counseling supervision and prepares advanced students to work as clinical supervisors in mental health and school counseling settings. Emphasis is on applying theoretical models to the supervisee's developmental stage and addressing supervisee dilemmas.

(Prerequisite: COUN 690)

COUN 700 Internship III in Counseling

3 credits

Internship is a field experience reflecting the comprehensive work experience of a professional counselor. Students complete 300 hours of direct and indirect services including video-recorded individual counseling and group counseling, consultation, and assessment. Individual on-site and university group supervision provide continuous feedback and evaluation of counseling skills and dispositions.

(Prerequisite: COUN 695 and Permission of the coordinator)

COUN 701 Internship IV in Counseling

3 credits

Internship IV is an advanced field experience reflecting the work experience of a counselor. Students complete 300 hours of direct and indirect services including video-recorded individual counseling and group counseling, consultation, and assessment. Individual on-site and university group supervision provide continuous feedback and evaluation of counseling skills and dispositions.

(Prerequisite: COUN 700 and Permission of the coordinator)

COUN 703 Independent Study in Counseling

(1-3 credits)

This is a specialization and research course in counseling.

CHAPTER 4: PRACTICUM/INTERNSHIP OVERVIEW

Practicum/Internship Manual and Forms Manual

Detailed information is available in the:

- *Practicum Orientation Packet*
- *Practicum Application Procedures (2 sided blue sheet)*
- *Practicum Application Packet*

- *Practicum and Internship Manual*
- *Practicum and Internship Forms Manual*

Practicum Orientation Meeting

If you plan to begin Practicum in the next 2 semesters, you must attend the Practicum Orientation the semester/year before the Practicum. Practicum Orientation is generally conducted the 3rd week in February.

Course and Credit Requirements

Before beginning Practicum, students will have completed 30 credits including the four core courses with a B or higher. Students who have taken 9 credits each semester as a full time student may be considered for Practicum with 27 credits.

Start Early

Do your research early! To make an informed decision, start now

- Research potential sites online
- Talk with interns
- Visit sites
- Network
- Schedule informational interviews, and
- Speak with site representatives about site availability.
- Your site must permit videotaping or a second site may be needed to videotape.

Begin working on the paper work now before the Practicum Orientation.

Deadlines

The deadline for returning the required Practicum Application Packet is the 3rd week in March. **Begin to conduct your site research and gather documents now before the Practicum Orientation.** Schedule your Practicum appointment with your advisor well in advance of the deadline. Your advisor will review and approve your Practicum application at your meeting. You will get your contract signed after Practicum approval.

Finding Your Site

You are responsible for finding and securing your site and you will list your preferred site on your Practicum Proposal. You do not need to have a firm commitment from the site to list it but you should be communicating with the site. Faculty members can provide site suggestions based on our site agreements and student placements. Site placements are competitive and some sites have additional requirements.

Mental health sites **may** require COUN 609 and COUN 686, a two-semester commitment, and submission of the application a year in advance.

Certain sites require that your Practicum application be submitted directly from the university (i.e., Jersey City Board of Education, Jersey City Medical Center). Please read the manual thoroughly, investigate potential sites, and speak with your advisor or the clinical coordinator if you have questions.

Site Supervisors

Site Supervisors are required to have two years of experience in the program area (i.e., School Counseling or Clinical Mental Health Counseling) and the required license or certification (e.g. School Counselor Certificate, or LPC, LCSW, LCADC, LMFT, licensed Psychologist or Psychiatrist, or nurse with advanced training as a psychiatric nurse or in addictions). Your site and site supervisor must be approved and some sites require a non-standard contract.

Core Course Review Forms

You must complete the four Core Courses with a B or higher before you begin Practicum (If you taking a core course, obtain an additional Core Course Review form from another faculty member approved by your Faculty Advisor). Then obtain the remaining core course review at the end of the semester. Beginning Fall 2011 Core Course professors have submitted Core Review Forms for each student to the department office at the end of the Fall 2011 and Spring 2012 semesters. Please check with the department office for your Core Review Forms or check with your professor early in the process.

Internship

To be eligible for Internship I, new students beginning in the program in Fall 2012 must have completed COUN 616 (school counseling) and COUN 609, 610, 650, and 686 (clinical mental health counseling) prior to Internship 1. These courses are highly recommended for current students and some sites require them.

Internship Contracts

Students can request a contract with multiple semesters, e.g. one contract for Practicum, Internship I, and/or Internship 2 at the same site. If you change your site, a new contract is required. Check each semester to assure that your contract is current and there are no changes needed.

Practicum Requirements

1. 30 credits with a B or higher including the four core courses, COUN 601 (626), COUN 607 (625), 605, and 607. Students who have taken 9 credits each semester as a full time student every semester may be considered with 27 credits

COUN 603, 604, 609, 629, 636, and 663 are highly recommended.

2. Current clinical mental health counseling students need COUN 609 and COUN 686. COUN 686 may be taken concurrently with Practicum for some sites. Jersey City Medical Center requires COUN 686 prior to Practicum.
3. Current school counseling students need COUN 616, COUN 636, COUN 663 and must complete these courses before or concurrently with Practicum and prior to Internship.
4. In Fall 2012, new students entering the Program in Clinical Mental Health Counseling will need 36 credits to begin Practicum including COUN 603, 609, 610, 629, 636, 650, 663, and 686 in addition to the four core courses. COUN 686 may be taken concurrently with Practicum for some sites (not for JCMC).

In Fall 2012, new students entering the Program in School Counseling will need 30 credits to begin Practicum including COUN 603, 609, 616, 629, 636, and 663. COUN 616 must be taken before or concurrently with Practicum and before Internship

5. A minimum GPA of 3.0.
6. Acceptable core reviews from the instructor of COUN 601 (626), 605, 608, 601, 607 (625) or from another faculty member approved by your faculty advisor if the faculty member is not available.
7. No incomplete grades or grades below a B.
8. Satisfactory knowledge, skills, and dispositions as determined by the Faculty Committee.
9. Demonstrated ability and commitment to accepting feedback and complying with directions, rules, ethics, and standards of the Counseling Program and field site institutions. No remediation plan.
10. Current student membership in the American Counseling Association for the duration of Practicum and Internship.

Practicum Application Procedures

Step #	Procedures
Step 1	The 3 rd week of February students are expected to attend a mandatory Practicum Orientation session those expecting to take Practicum the coming Fall and Spring semesters
Step 2	Practicum Orientation <ul style="list-style-type: none"> • Students will be provided with the Practicum Application Packet • Power Point Presentation handouts describing the Practicum Application Process • Counseling Website link to retrieve the Counseling Student Handbook, Practicum/Internship Forms Manual and Procedural Manual
Step 3	Students are expected to schedule an advisement meeting with their Assigned Clinical Coordinator : <ul style="list-style-type: none"> • School Counseling Student Placements (Dr. Ogawa) • Mental Health Counseling Student Placements (Dr. Agaskar) • Post Master Student Placements (Dr. Webber)
Step 4	Students are expected to complete and submit Practicum Application by the 3 rd week in March (typically the week after Spring Break)
Step 5	Students are expected to submit the following clearance paperwork <ul style="list-style-type: none"> • Substitute License (School Counseling) • Approved Fingerprints and Background Check (Mental Health)
Step 6	Upon signature approval from Assigned Clinical Coordinator student will proceed to submit the Request for Placement Form (RFP) to the appropriate sites. <i>If needed, student can work with their assigned Clinical Coordinator to select a site.</i>
Step 7	Upon receipt of the approved Request for Placement Form (RFP), the assigned Clinical Coordinator will send out the Practicum/Internship Agreement (contract) and Site Supervisor Information Form (students are able to return forms to the Department)
Step 8	Upon receipt of the signed contract, students are able to receive a permission number from the Department Secretary to enroll into a Practicum course section
Step 9	Students must have a valid Placement Agreement (contract) submitted to the Department a month before the first week of classes

Internship Requirements

1. Completion of COUN 690 Practicum with a B or higher.
2. Mental Health interns: Completion of COUN 629, 636, 663, and 686.
3. School Counseling interns: Completion of COUN 616, 629, 636, and 663.
4. Minimum GA of 3.0
5. No incomplete grades or grades below a B.
6. Satisfactory knowledge, skills, and dispositions, clinical progress, and competency as determined by the Faculty Committee and Practicum Site Supervisor and Instructor.
7. Demonstrated ability and commitment to accepting feedback and complying with directions, rules, ethics, and standards of the Counseling Program and field site institutions. No remediation plan.
8. Students applying to a different site for Internship must submit the request for placement, contract, and site supervisor form. If the site supervisor has supervised an NCJU counseling student, check that the form is on file and a new form is not needed.
9. Students must complete the previous field experience with a grade of B or higher and be recommended by the Faculty Committee.
10. Students may request a permission number after they have submitted the signed contract, request for placement and site supervisor's form.

Internship Planning Timeline

Step #	Procedures
Step #1	Check NJCU email every day for updates or forward NJCU email to personal email.
Step #2	If you plan to remain at your current site, check the expiration date of your current contract and submit a new contract if needed
Step #3	If you plan to change sites, read and review the Practicum/Internship Manual and Practicum/Internship Forms Manual
Step #4	Notify your Assigned Clinical Coordinator that you plan to find a new site for Internship
Step #5	Research and select your first and second choice site. Early research is highly recommended
Step #6	Make an appointment with your Assigned Clinical Coordinator to review appropriate paperwork before application deadline (3 rd week in March)
Step #7	Submit signed Request For Placement, Contract Agreement, and Site Supervisor's Form to the department. (Work with your Assigned Clinical Coordinator)
Step #8	If needed, obtain criminal check, fingerprints, and substitute teacher license (SC only). Deliver copy of substitute teacher license to CTPP office.
Step #9	Deliver fully signed Contract Agreement to your Site Supervisor
Step #10	Obtain a permission number for COUN 694 or COUN 695
Step #11	Complete only if required: BOE resolution, physical, Mantoux test \$2/\$4M policy, nonstandard contract, site training, or other site requirement
Step #12	Complete Site Clearance by your Assigned Clinical Coordinator and deliver Site Supervisor's Welcome Packet prior to beginning site work.

CHAPTER 5: STUDENT ASSESSMENT AND EVALUATION

Systematic Candidate Assessment Plan

Students receive feedback from professors in each course, and at pivotal points in the program in three areas: knowledge, skills, and dispositions. Students are required to meet standards at each assessment point. In addition to demonstrating knowledge and skills, competent counselors-in-training exhibit characteristics including openness, flexibility, and ability to establish cooperative relationships with others, willingness to accept and implement feedback, awareness of one's impact on others, ability to deal with conflict effectively, appropriate expression of feelings, maturity, empathy, capacity to manage stress, tolerance for differences, integrity, and professional responsibility. A commitment to advocacy and social justice is an important part of counseling.

A part of the coursework addresses personal and professional development and experiential learning. Willingness for to engage in self-awareness, self-reflection, and sharing is required for experiential learning and personal development.

The Systematic Student Assessment Plan is designed around pivotal Student Assessment Review Points as the student progresses through the program. The Counseling Student Concern Note and the Counseling Student Professionalism and Remediation Policy are integral parts of the Systematic Student Assessment Plan and are used for remediation of a student's academic performance, professional development, and personal development.

Systematic Candidate Assessment Progress Points

Assessment Progress Points	Timeline	Person(s) Responsible
1. Program Admission and Matriculation Review	After application submission and interview (Conditionally admitted students are also reviewed after completion of 12 credits)	Program Faculty Admission Committee
2. COUN 608 Potential for Counseling Skills and Dispositions	During and after completion of COUN 608 and final v	Instructor
3. Candidate Core Course Review	After completion of core courses: COUN 601(626), 605, COUN 607(605), 608 Skills review after COUN 608	Core Course faculty complete the core review form at the end of the course and place in the student's file.
4. Course Assessments and Student Learning Outcomes	During and at the end of each course	Course instructor
5. Practicum Eligibility	4 months prior to the beginning of the practicum semester	Advisor Program Faculty, Clinical Coordinator
6. Internship I Eligibility	8th and 14th weeks of Practicum	Practicum Site Supervisor, Practicum Instructor, Clinical Coordinator
7. Internship II Eligibility	8th and 14th weeks of Internship I	Site Supervisor, Internship I Instructor, Clinical Coordinator
8. Case Study Presentation	COUN 609, COUN 640 (696)*, COUN 616* COUN 686** Practicum COUN 690 and Internship I COUN 695	Class Instructor Faculty Advisor Program Faculty
9. E Portfolio Presentation	Presentation during the 13th and 15th weeks of Internship 2 class.	Class Instructor and Advisor
10. Graduation/Certification Audit	During the student's final semester	Program Coordinator

* For School Counseling option ** For Clinical Mental Health Counseling Option

E-Portfolio

The electronic portfolio provides evidence of systematic learning experiences, preparation, and assessments throughout the MA in Counseling Program. The presentation of E-Portfolio is a capstone project that provides evidence of (a) academic performance, (b) professional development, and (c) personal development progressively through the program.

Preparing the E-Portfolio begins with the student's first course. New candidates enroll in COUN 601 in their first nine credits and preferably in their first semester to prepare their Professional Plan. Case studies are integrated throughout the program and evaluated by the course instructor. The e-portfolio is part of the capstone project in Internship II. It can be used in interviews for practicum and internships, jobs, and doctoral programs. The records maintained in the e-portfolio will be helpful in completing licensure applications.

The e-portfolio chart helps students organize materials for the final document. However other documents should be saved that may not be part of the final e-portfolio. Students should save program materials including syllabi, research, papers, presentations, exams, application forms, resumes, etc. Be certain to delete or redact identifying information that may appear in cases and reports and avoid using confidential information. A syllabus or an internship log may be required for a licensure review or application for a certification. When an assignment or record is submitted for a course requirement, students should always make a personal copy or scan in the document as a record.

E-Portfolio Progress Review Points

E-Portfolio Progress Review Points	Purpose of Assessment	Person Responsible for Evaluation
COUN 601 Orientation to Professional Counseling and Ethics	Professional Plan is an assessment of this course; Professionalization Activity assures that the candidate has initiated plan for professional development	Instructor
COUN 605 Counseling Theories	Review Theoretical Orientation Paper submission	Instructor
COUN 610 Clinical Mental Health Counseling*	Final Video Recorded Session Evaluation	Instructor
COUN 636 Group Counseling Theory and Practice	Review Group Counseling Proposal submission	Instructor
COUN 616 Counseling, Consultation, Referral, and Resources in Schools**	Review School Counseling Program Calendar submission	Instructor
COUN 629 Multicultural Counseling and Development	Review Immersion Poster Presentation	Instructor
COUN 663 Career Counseling and Development	Review updated resume Review Career Counseling Advocacy Project	Instructor
COUN 686 Case Conceptualization and Treatment Planning in Counseling*	Review Case Conceptualization and Treatment Plan	Instructor
COUN 690 Practicum	Review	
COUN 694 Internship I	Review Case Study Presentation+ Review Site Supervisor Final Evaluation Update Professional Plan	Instructor
COUN 695 Internship II	Review Case Study Presentation + Review Site Supervisor Final Evaluation Update Professional Plan	Instructor
E Portfolio Capstone	Review Presentation of E-Portfolio in class	Instructor Faculty Advisor

+ Case study may be selected from COUN 694 or COUN 695

*CMHC only

** SC only

E-Portfolio Candidate Entries

Entry	Academic Performance	Professional Development	Personal Development
Transcript	X		
Updated Professional Plan		X	X
Counseling Philosophy		X	X
Current Resume		X	X
Recognition, Awards		X	X
Professional Workshops, Conferences, Continuing Education		X	
Site Supervisor Final Evaluations		X	X
Site Logs (redacted)	X	X	
Recommendation Letters		X	X
Final Reflection (695)		X	X
Theoretical Orientation Paper (605)	X	X	
Final Video-Recorded Session Evaluation (608)	X	X	
School Counseling Program Calendar (SC)**	X		
School Counseling Advocacy Group Project**(616)	X	X	
Agency Evaluation* (610)	X		
Group Counseling Proposal (636)	X	X	
Case Study (694 or 695)	X	X	
Cultural Immersion Poster (629)	X	X	X
Career Counseling Advocacy Project (663)	X	X	
Case Conceptualization and Treatment Plan *(686)	X	X	

*CMHC **SC

Academic Integrity Policy of New Jersey City University

New Jersey City University (NJCU) is committed to nurturing the growth of intellectual reasoning, academic and professional values, individual ethics and social responsibility in its students. Academic integrity is central to this growth and is defined as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility. Academic integrity is the obligation of all members of the NJCU community: students, faculty and administration.

Web link to the College of Education website:

http://www.njcu.edu/uploadedFiles/Academics_Wireframe/Colleges/College_of_Education/College_of_education_policies_procedures.pdf

Definitions of Violations of Academic Integrity

Cheating: *Cheating* is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise.

Examples of cheating include, but are not limited to the following:

- Copying from another student's work;
- Allowing another student to copy your work;
- Using unauthorized materials such as a textbook or notebook during an examination;
- Using specifically prepared unauthorized materials such as notes written on clothing, formula lists, etc., during an examination;
- Unauthorized collaboration with another person during an examination or an academic exercise;
- Unauthorized access to or use of someone else's computer account or computer files, for any purpose, without the permission of the individual;
- Possessing or obtaining an examination without the professor's authority or prior knowledge.

Plagiarism: *Plagiarism* occurs when a person represents someone else's words, ideas, phrases, sentences or data as one's own work. When a student submits work that includes such material, the source of that information must be acknowledged through complete and accurate references. All verbatim statements must be acknowledged by means of quotation marks.

Examples of plagiarism include, but are not limited to the following:

- One person quoting another's words directly without acknowledging the source;
- Using another's ideas, opinions or theories without acknowledging the source, even if they have been completely paraphrased in one's own words;
- Using facts, statistics or other illustrative material taken from a source, without acknowledging the source, unless the information is common knowledge;
- Using words or work of others taken from the Internet without acknowledging the source (s).

Fabrication: *Fabrication* refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive.

Examples of fabrication include, but are not limited to the following:

- Citing of information not taken from the source indicated;
- Listing sources in a bibliography or other report not used in one's project;
- Fabricating data or source information in experiments, research projects or other academic exercises;
- Taking a test for another person or asking or allowing another to take a test for you;
- Misrepresenting oneself or providing misleading and false information in an attempt to access another user's computer account.

Other Examples of Academic Misconduct include, but are not limited to the following:

- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any University office, building or accessing a computer for that purpose;
- Stealing, buying, selling, giving away or otherwise obtaining all or part of any unadministered test / examination or entering any University office or building for the purpose of obtaining an unadministered test / examination;
- Submitting written work to fulfill the requirements of more than one course without the explicit permission of both instructors;
- Coercing any other person to obtain an unadministered test;
- Altering test answers and then claiming instructor inappropriately graded the examination;
- Unauthorized collaboration with any other person in preparing work offered for credit (e.g., purchased term papers).

Penalties for Violations for Academic Integrity

Penalties are classified into three categories based on the level of seriousness of the behaviors:

Level I

Level one penalties apply to circumstance involving ignorance or inexperience on the part of the person (s) committing the violation and ordinarily include a very minor portion of the course work. The imposition of these penalties is considered as academic issues and not disciplinary offenses.

Example: Improper documentation of sources or unauthorized collaboration on an academic exercise.

Possible Penalties: Make-up assignment or assignment of no-credit for the work in question; required assignment on preparation of term papers.

These penalties are subject to the discretion of the instructor. Faculty will meet with the student offender to discuss the allegation and possible penalties. No record of this event will be reported to a dean, department chair or other officer of the university.

Level II

Level two penalties involve incidents of a more serious nature and affect a significant aspect or portion of the course.

Example: Copying from or giving assistance to others on a mid-term, final or other examination; plagiarizing major portions of an assignment; using unauthorized material on an examination; or altering a graded examination for the purposes of re-grading.

Possible penalties: A failing grade on the assignment and/or in the course.

A failing grade on the assignment and/or in the course may be given subject to the discretion of the instructor. Violations at this level will be reported to the department chair and the academic dean (for major courses, the report will be made to the corresponding dean, for general studies courses, the report will be made to the Dean of Arts and Sciences). A notation of plagiarism shall be placed in the student's record following this offense, and the student will not be allowed to expunge the grade of F from his/her GPA should he or she re-take the course (grade re-computation will be disallowed.)

A copy of the report will also be sent to the Vice President for Academic Affairs and the Dean of Students (for undergraduates) or the Dean of Graduate Studies and the Dean of Students (for graduates) for record keeping purposes and for centralized coordination between the different colleges. Should the Vice President for Academic Affairs or the Dean of Graduate Studies discover, upon receipt of a report of plagiarism, that a student has a prior record of plagiarism, the offense will be upgraded to level III, and the Vice President for Academic Affairs will notify the instructor, the chair and the academic dean so that appropriate action can be taken.

Level III

Level three penalties apply to offenses that are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, mid-term, final exam or other examination. Any violation that involves repeat offenses at level two is considered a level three violation.

Example: Using a purchased term paper presenting the work of another as one's own; having a substitute take an examination; or possessing or obtaining an examination without the professor's authority or prior knowledge.

Possible Penalties: A failing grade on the assignment and/or in the course may be given subject to the discretion of the instructor. Violations at this level will be reported to the department chair and the academic dean (for major courses, the report will be made to the corresponding dean, for general studies courses, the report will be made to the Dean of Arts and Sciences). A notation of plagiarism shall be placed in the student's record following this offense, and the student will not be allowed to expunge the grade of F from his/her GPA should he or she re-take the course (grade re-computation will be disallowed.) A copy of the report will also be sent to the Vice President for Academic Affairs and the Dean of Students (for undergraduates) or the Dean of Graduate Studies and the Dean of Students (for graduates) for record keeping purposes and for centralized coordination between the different colleges. Should the Vice President for Academic Affairs or the Dean of Graduate Studies discover, upon receipt of a report of plagiarism, that a student has a prior record of plagiarism, the Vice President for Academic Affairs or the Dean of Graduate Studies will notify the instructor, the chair and the academic dean so that appropriate action can be taken.

In the event the instructor determines that the violation is severe, s/he may recommend to the department chair/academic dean that the student be placed on probation, suspension, and expulsion for one or more semesters with a notation of "disciplinary suspension" indicated on the student's record, or that the student be permanently dismissed (expulsion) from the University in case of repeat offenses. The academic dean, in consultation with the instructor, will be responsible for deciding the additional penalty.

Counseling Program Professionalism and Remediation Policy

The American Counseling Association (ACA) Code of Ethics defines the principles and best practices for counselors and counseling students. Students are expected to maintain the highest standards of professional and ethical counseling behavior with clients, supervisors, faculty, peers, students, and other individuals—in class, in meetings, on site, at the university, and other places. Students will progress through the program in a timely and professional manner, insuring that their program plans and behavior comply with the ACA Code of Ethics and divisional ethical codes, Standards of the Council for Accreditation of Counseling and Related Education Programs, The NJCU Diversity Statement, and all university and program policies and procedures. "All candidates are expected to demonstrate recognition and valuing of culture, language, gender, socioeconomic status, age, race, ethnicity, sexual orientation, exceptionality, and other forms of difference as assets in teaching and learning" (Diversity Statement). Students may not refer or decline to counsel clients or peers in classes, Practicum, or Internship, field experiences, or other counseling experiences.

In addition to the university Academic Integrity Policy, the Academic Grievance/Appeals Policy, and other related university policies, and the General Statement on Students' Rights and Responsibilities, students comply with specific Counseling Program policies and procedures. The Student Professionalism and Remediation Policy describes specific program procedures used with university and college procedures to identify deficiencies and to assist the student in remediation. The faculty committee will respond by identifying and documenting the disposition, behavior or problem; collecting evaluations, observations, and information (such as dates, times, persons involved, records, previous concerns, or prior remediation) and meeting with the student. Information includes but is not limited to grades, tests, assignments, site evaluations, observations, statements, core reviews, practicum and internship midterm and final evaluations, logs, progress notes, video recorded sessions.

Counseling faculty guide students who may consider changing majors or careers, and assist students whose academic performance, behaviors, dispositions or indicate the need for a change in major or career. Faculty members and site supervisors may complete a Counseling Program Concern Note when a student demonstrates an academic, professional or personal or other concern that may not require Professionalism and Remediation Policy review.

All program candidates and students are expected to be knowledgeable regarding the statute and regulations of the New Jersey Counseling Act that defines the procedures and qualifications for Licensed Associate Counselors and Licensed Professional Counselors, and the New Jersey Department of Education regulations that defines the procedures and qualifications for School Counselor and related certifications.

ACA Student Membership

All program candidates and students will maintain active ACA student membership throughout their enrollment in Practicum and Internship. No student will be permitted to be on site in Practicum and Internship without current ACA student membership, an approved criminal history check including fingerprinting, and other program specific requirements including HIPAA agreement (CMHC) or substitute teacher or appropriate NJDOE license (SC).

Certification, Licensure, and Tests

School Counselor Certification Application (Required for School Counselor practice)

Graduates are responsible for completing the New Jersey Department of Education application for School Counselor Certification and submitting it to the Center for Teacher Preparation and Placement after the final transcript documenting the Master's Degree is available. Regulations for School Counselor Certification follow the standards of the Council for Accreditation for Counseling and Related Education Programs (CACREP). Graduates of CACREP accredited programs are automatically qualified for School Counselor certification. Candidates are advised of procedures during Internship II.

Substance Awareness Counselor Certification Application

Graduates who have completed the state requirements for Substance Awareness Coordinator apply on their own. Information is available in the office.

Licensed Associate Counselor (LAC) Application

Graduates who have met the requirements for Licensed Associate Counselor stated in the statute and regulations of the New Jersey Counseling Act, may apply for licensure on their own. Requirements include successful completion of the Master's Degree in Counseling, New Jersey Professional Counselor Examiners Committee (NJPCEC)-approved courses and 60 credits, a passing score on the National Counselor Examination, and any other requirements listed in the state regulations. Students will be advised of procedures during Practicum and Internship or may check with their advisor.

New Jersey Licensed Professor Counselor LPC

Upon successful completion of three years (4500 hours) of NJPCEC approved supervised hours after receiving the LAC, qualified graduates may apply for the LPC.

Licensed Clinical Alcohol and Drug Counselor Application

Graduates who have completed state licensure requirements apply on their own. Information is available in the office.

New Jersey Disaster Response Crisis Counselor NJDRCC

Applicants with a counseling background and license complete 28 hours of required training through state sponsored sessions. Information and the application may be found at www.njdrcc.org

Counselor Preparation Comprehensive Examination (CPCE) (Optional)

Students preparing for the National Counselor Examination (NCE) are encouraged to take the CPCE as a study tool for the NCE and a voluntary evaluation of their study. Students register with the office assistant at least two months in advance of the testing date and pay a fee of approximately \$40.

National Counselor Examination (NCE) (Optional)

NJCU is an approved site for the Graduate Student Administration of the National Counselor Examination (NCE) required for the LAC application. Candidates for the MA in Counseling must complete all required core courses in order to take the examination in April or October at NJCU or within 1 year after graduation and/or post master's courses. The examination fee includes certification as a National Certified Counselor (NCC) which is not required for New Jersey licensure. Graduates may also apply for the LAC and permission to take the NCE together after meeting academic requirements for core areas and for 60 credits.

National Certified Counselor (Optional)

NBCC is a private counselor certification body that administers the National Counselor Examination (NCE) required for licensure and for National Certified Counselor (NCC), National Certified School Counselor (NCSC), Clinical Mental Health Counselor (CMHC), and others. The NCC credential is not required for the LAC.

CHAPTER 6: PROFESSIONAL COUNSELOR INVOLVEMENT

Developing Your Professional Counselor Identity and Getting Involved

Nu Eta Sigma Chapter, Chi Sigma Iota (CSI) Counseling and Academic and Professional Honor Society International

The NJCU chapter, Nu Eta Sigma, of Chi Sigma Iota conducts a number of activities throughout the academic year including an initiation ceremony, professional seminars and workshops, and social events. Chi Sigma Iota was established for counselors-in-training, counselor educators, and professional counselors whose career commitment is research and service through professional counseling. Its mission is to promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. For information go to <http://www.csi-net.org/>

Requirements for invitation to membership include a minimum of 9 credits (one full time semester or combination of semesters) completed, a 3.5 GPA, matriculation, and evidence of scholarship and counseling professionalism is required. Students, faculty, and professional counselors who meet the requirements are invited to join. The induction ceremony is once per year. CSI members are eligible for scholarships, grants, and other professional benefits and may wear the blue and white honor cords at commencement. If you are interested in more information, contact the CSI officers.

Opportunities for Professional Involvement

Among the opportunities for candidates to become involved in the counseling profession are the following:

- Join the American Counseling Association (ACA) as a student member, read *Counseling Today*, the *Journal of Counseling and Development*, and view the website for current activities
- Attend the ACA conference in March
- Volunteer at the ACA conference with reduced registration
- Enter the ACA Foundation Essay Contests and ACA Graduate Student Ethics Competition
- Submit a Chi Sigma Iota poster proposal or conference session proposal for the ACA Conference
- Be considered for nominations for Chi Sigma Iota, ACA, and division student awards
- Volunteer at the New Jersey Counseling Association Conference with reduced registration
- Volunteer at the New Jersey School Counseling Association Conference with reduced registration
- Submit a poster proposal for the Graduate Student Poster Session at the NJCA Conference
- Serve as a student representative to the NJSCA Executive Board

- Attend state conferences such as NJCA in April, NJSCA in October and April, New Jersey Association for Multicultural Counseling and Development (NJAMCD), New Jersey Association for Adult, Development, and Aging (NJADA) in the fall, and New Jersey Association for Creativity in Counseling (NJACC) in the fall
- Become eligible for nomination for membership in Nu Eta Sigma Chapter of Chi Sigma Iota and volunteering for CSI activities.
- Volunteer at the Association for Play Therapy Annual Conference with reduced registration
- Attend Chi Sigma Iota activities such as the fall professional development activity or site supervisor and student workshop
- Attend the New Jersey Association for College Admission Counseling (NJACAC) conference in June
- Attend the NJACAC Summer Basics of College Admission Workshop in the summer
- Attend counseling conferences at neighboring counseling programs such as Montclair State University, Kean University, Rutgers University, Monmouth University, and William Paterson University

Counseling Professional Organizations and Listservs

American Counseling Association

Student members of ACA received free liability insurance; *Counseling Today*, its monthly magazine; the *Journal of Counseling and Development*; as well as opportunities for awards and scholarships to the annual conference. Students are encouraged to enter the ACA Graduate Student Essay Contest held twice a year. ACA division information such as the American School Counselor Association and others can be found at <http://www.counseling.org/>

New Jersey School Counselor Association

NJSCA provides a fall and spring conference and a newsletter. Members can also access *The New Jersey School Counseling Initiative: A Framework for Developing Your Comprehensive School Counseling Program* on the website. <http://www.njsca.org>

Counseling Student Listserv

COUNSGRADS has been developed to help graduate students from across the country to communicate with one another. To sign up for the listserv, send an email to listserv@lists.acs.ohio-state.edu with the following in the body of the message: subscribe COUNSGRADS (first name) (last name)

Diversegrad-L

Diversegrad-L is an Internet mailing list providing a forum to discuss multicultural, cross cultural, and diversity issues in the counseling profession and society at large. To subscribe to this listserv, send an e-mail to Listserv@listserv.AMERICAN.EDU with the message: SUBSCRIBE DIVERSEGRAD-L

National Association for College Admission Counseling

NACAC advances the work of counseling and enrollment professionals as they help all students realize their full educational potential with particular emphasis on the transition to postsecondary education.. <http://www.nacacnet.org>

New Jersey Counseling Association

NJCA is the state branch of ACA. Students can attend conferences at a reduced rate if they volunteer at the conference, and also receive newsletters and journals, network with professionals, and be eligible for consideration for the NJCA Graduate Counselor Student Award. <http://www.njcounseling.org>

NJCU Organizations and Activities

Students may be interested in participating in organizations or running for office. Among the opportunities available are:

- Nu Eta Sigma chapter of Chi Sigma Iota, International Counseling Honor Society
- Education Club of the College of Education
- Student Affairs Committee of the University Senate
- Student Affairs Committee of the College of Education
- University Senate: Student representatives
- Student Government: Currently no graduate representative
- WGKR Radio
- Center for Community Service and Volunteerism
- Intramural athletics
- Diversity Challenge

CHAPTER 7: UNIVERSITY POLICIES AND INFORMATION

Technology and Academic Computing Services

Ongoing technical support for students is provided through the Help Desk, ext. 4357 (HELP).

For web enhanced (Blackboard is used as an enhancement to an in-person course) or blended courses (a combination in-person and online) students should become familiar to logging in and using Blackboard.

Blackboard Course Access

If you do not see your course listed when you log into Blackboard CE, it may be due to the fact that the semester has not yet begun. Access to your course will be available at 12:00 noon on the first official day of the semester.

Classes and Training

Special technological skills and Blackboard training are conducted through classes and online through Information Technology Services x. 2335. Production and equipment services include copying CD and DVDs, editing videos, converting video to digital format, editing and transferring audio, printing, videotaping, scanning and other services.

Institutional Research

The Office of Institutional Research provides data for grant applications and projects and consults departments and programs conducting research and statistical analysis.

Institutional Review Board

The Institutional Review Board receives applications through the Office of the Grants and Sponsored Programs.

Technology in Classrooms

Smart classrooms with Internet connections are available in all instructional buildings. Document scanners and readers are available in special classrooms in Karnoutsos Hall SPSS software is available in the Academic Computing Center in the Professional Studies Building and special lab classes on SPSS can be conducted in Computer Lab D in the Professional Studies Building. Practicum and Internship classes are assigned to seminar rooms in Karnoutsos Hall with Internet, LCD, DVD connections, and screens. IT consultants are on call and available to come to classrooms during evening classroom hours for troubleshooting.

Library

The Congressman Frank J. Guarini Library provides an Online Resource Subject Guide for Counseling on the home page and is also accessed directly on Blackboard. Use this link for counseling journals, resources, and books.

The library provides extensive support to faculty and students for research and learning. Workshops are conducted each semester on information literacy and bibliographic instruction. The library staff provides assistance for developing and reserving course materials, searching databases, interlibrary loan, and scheduling orientation classes.

Librarian assistance is available by phone, via email, and in person. Online library information is available 24 hours per day. Comprehensive special subject oriented indexes and abstracts are available. Extensive education collections include the curriculum, juvenile, and text collections and the M. Jerry Weiss Center for the Children's and Young Adult Literature. Extended library hours are available during examination periods. Library Hours: Fall/Spring Semester

The following are regular library service hours which vary during intersessions and the summer sessions:

Mon.-Thurs. 7:30 AM - 10:00 PM

Friday 7:30 AM - 5:00 PM

Saturday 9:00 AM - 5:00 PM

Sunday 11:00 AM - 5:00 PM

Among the resources in the library reference area are:

The ACA Encyclopedia of Counseling

Contemporary Issues in Counseling

The Counseling Dictionary

Counseling High School Students; Special Problems and Approaches

Counseling Strategies That Work: Evidence-Based Interventions for School Counselors

Culture-Centered Counseling and Interviewing Skills: a Practical Guide

Educators Guide to Free Guidance Materials

Encyclopedia of Counseling

Ethics Desk Reference for Counselors

Foundations for Mental Health and Community and Community Counseling: An Introduction to the Profession

Handbook for Counseling and Psychotherapy with Lesbian, Gay, Bisexual and Transgender Clients

Handbook for School Counseling

Handbook of Family Therapy

Handbook of Innovative Psychotherapies

Handbook of LGBT Affirmative Couple and Family Therapy (in process)

Handbook of Psychotherapy and Behavior Change; an Empirical Analysis

The International Handbook of Group Psychotherapy

Interviewing Clients Across Cultures: a Practitioner's Guide

Online Counseling; a Handbook for Mental Health Professionals

Practicum and Internship for School Counselors-in-Training

The Professional Counselor's Desk Reference

The SAGE Handbook of Counselling and Psychotherapy (in process)

School Counseling for the Twenty-first Century

The Therapist's Handbook: Treatment Methods of Mental Disorders

Using Technology to Improve Counseling Practice: a Primer for the 21st Century

The World of the Counselor: an Introduction to the Counseling Profession

Financial Aid and Graduate Assistantships

Graduate Assistantships

A limited number of graduate assistantships are available each year to highly qualified graduate students. The graduate assistantship covers tuition and fees for full-time study (9-15 credits per semester). Graduate assistants are required to work in a University department or office for 16-20 hours each week, for which they receive a stipend of \$3,500 over the academic year (\$1,750 per semester). Graduate assistants may not hold a full-time job either inside or outside the University, and they may not be Graduate assistants during a semester when they are student teaching. Graduate assistants may also apply for Federal Student Loans to assist with costs related to full-time graduate study.

For the full year, the initial application deadline for graduate assistantships is April 1; most appointments are made by June 30. For the very limited, spring semester assistantships only, the deadline is December 1. To be eligible, a student must be matriculated in a degree program.

In addition to matriculation requirements, applicants must submit a resume and write a letter to the Dean of Graduate Studies. The letter should discuss the educational goals of your assistantship and full-time degree study, and should include prior work experience, skills, and academic background. If you have already begun graduate studies at NJCU, you should discuss your initial progress. Applicants may apply for a graduate assistantship when they apply for graduate admission and matriculation, but they will not become eligible until their department has approved their matriculation. The applicant may specify an office or department that would be of particular interest for employment, but this is neither required nor guaranteed. Graduate assistants are assigned by the Dean of Graduate Studies. A student may be assigned to an office or department unrelated to their area of study.

NJCU Stimulus Scholarship

NJCU is currently offering a Stimulus Scholarship that provides up to \$400 for new graduate students who are admitted for a degree or certification program, and who enroll in their first graduate class at NJCU in either the fall or spring semester.

Tuition Waiver

NJCU participates in the state tuition waiver program for public employees who have lost their jobs.

Study Abroad Opportunities

NJCU periodically offers study abroad opportunities to academically exceptional students. **Gilman Scholarships** are available for Study Abroad. NJCU students have received \$3500 to study in Brazil, England, China and Spain. In the past year students were eligible for a partial scholarship to the Study India program. Counseling program students Jameela Abdus Saleem and John Celso Melendez were 2 of the 10 students who received this scholarship for the study and travel experience.

For more information visit: http://web.njcu.edu/dept/oissa/content/study_abroad_application_process.asp

Student Loans

Graduate students who are matriculated in a degree or certification program may be eligible for federal loans. To be eligible for a Direct Federal Student Loan, a graduate student must either be matriculated in a degree program or enrolled in a certificate program by the first day of the term in which they intend to use their student aid, and must be enrolled for at least six credits. In addition, a student seeking a Direct Federal Loan for a summer term must have received such student aid in either the prior spring or fall term. They must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility for Direct Stafford Loans.

Non-matriculated students are not eligible to receive federal or state financial aid or loans, but may apply for certain private education student loans. Please contact the Office of Financial Aid for additional information at (201) 200-3173 or finaid@njcu.edu.

General Statement on Students' Responsibilities

In accepting admission to graduate study at New Jersey City University, a public institution of higher learning, students assume the responsibilities and behavior patterns stipulated by the University. Graduate students at the University are expected to have a serious interest in their intellectual growth. Students are expected to meet problems with intelligence and resourcefulness and to have respect for the rights of others. Students are expected to comply with federal laws and ordinances of the State, county, and city, as well as the regulations of the University. Any student who commits a breach of State, county or city law or ordinance or university regulation shall be subject to such reasonable disciplinary action as deemed appropriate by the University. This may include suspension, dismissal or expulsion (see Student Code of Conduct online at: http://web.njcu.edu/sites/deanofstudents/Uploads/code_of_conduct_9_19_11.pdf

NJCU Academic Grievance/Appeal Procedures

The following procedure is available to resolve grievances regarding grading, course requirements, attendance, academic integrity, and other academically related complaints:

Step 1. Meeting and discussion with the faculty member involved to resolve the situation in question must take place within forty-five (45) days of the last day of the semester on which the grievance is based. At the conclusion of the meeting the faculty member will inform the student of a decision.

Step 2. The student may initiate a written appeal with the faculty member within ten (10) calendar days of notification of the decision of the faculty member; the faculty member will respond in writing within ten (10) calendar days of the date of receipt of the written appeal. Should the faculty member fail to respond within ten (10) calendar days, the student may present his/her written appeal to the next level of review, the department chairperson, within ten (10) calendar days.

Step 3. Written appeal to the appropriate department chairperson within ten (10) calendar days of notification of a decision pursuant to the previous step or upon failure of the faculty member to respond within the prescribed ten (10) calendar days.

Step 4. Written appeal to the appropriate Academic Dean within ten (10) calendar days of notification of a decision pursuant to the previous step. The appropriate dean shall provide the student with a written decision within ten (10) calendar days of receipt of the appeal from Step 3.

Step 5. Written appeal to the University Senate Student Affairs Committee within ten (10) calendar days of notification of a decision pursuant to the previous step. Grievances that are not resolved at the Dean's

level may be referred to the Student Affairs Committee of the University Senate for review and decision, which will be forwarded to the Vice President for Academic Affairs for final decision.

The Student Affairs Committee of the University Senate shall deal with grievances involving grading, course requirements, attendance, academic integrity, and other academically related complaints after Steps 1-4 above have been exhausted. The committee shall include at least one faculty or professional staff member from each of the Colleges and one student. The Vice President for Student Affairs or Associate Vice President for Student Affairs will serve as a nonvoting, ex-officio member of this Committee. The Student Affairs Committee shall deal with grievances initiated by students. The Committee may choose to invite parties involved to meet with the committee to present their positions or to proceed on the written record generated from the appeal process detailed above.

Within (20) twenty days of receipt of a written appeal from a student, the committee shall (a) determine that the appeal has basis in fact; (b) inform the complainant of the legal and administrative limitations of the committee in resolving grievances; and (c) determine that all normal avenues of appeal resolution, between the parties involved, and the applicable department chair and dean, have been exhausted. It shall provide notice of its decision, made on a review and advise basis, to the Vice President for Academic Affairs, who renders a final decision within thirty (30) calendar days of receiving the Student Affairs Committee's recommendation.

CHAPTER 8: FREQUENTLY ASKED QUESTIONS

The Counseling Program

What options are in the program?

The M.A. in Counseling Program has two options: School Counseling and Clinical Mental Health Counseling (Enrollment in the 48 credit Community Counseling option is closed and this option will transition to the 60 credit Clinical Mental Health Counseling in Spring 2013). Elective courses are offered to meet academic requirements for the Licensed Associate and Licensed Professional Counselor (LPC) Substance Awareness Coordinator certificate, Registered Play Therapist (RPT), and Approved Clinical Supervisor (ACS), and Director of School Counseling. Graduates apply on their own for the LAC, LPC, School Counseling, SAC, RPT, ASC, and Director of School Counseling credentials.

What areas does the program address?

The program emphasizes three core areas of counselor training: knowledge (content), skills (practice), and dispositions (personal and professional awareness and development).

What are the differences among social workers, counselors, and counseling psychologists?

All are mental health professionals with specialized training and clinical preparation at the graduate level. Social Work and Counseling are 60 credit training programs at the Master's Degree level leading to licensure. Counseling Psychology requires the doctoral degree before licensure eligibility.

The curriculum of each discipline is based on professional standards and grounded in the historical development of the profession, its training philosophy and practice. Social Work programs follow the National Association of Social Workers (NASW) standards and a Social Work curriculum with a foundation in case management and client advocacy. Counseling programs follow the CACREP standards with a foundation in counseling and the therapeutic relationship and focus on both wellness and positive growth and diagnosis and treatment planning of mental health problems. Counseling psychology follows the American Psychological Association (APA) standards with a foundation in testing and diagnosis of mental health disorders.

How long will it take to complete the program?

Program completion depends on each candidate's program plan and decision to take courses full time or part time, or in the summer. Candidates generally take two courses (part-time) or three courses (full-time) per semester. Full-time candidates may complete the program in 2.5 to 3 years (full time with two summers) or 3 to 4 years (part-time or with summers) depending on course availability, sequence, and internships. Regular enrollment and progress toward the degree are required. Candidates taking a leave of absence must submit a Leave of Absence request in advance.

Full time candidates take 9 or more credits. Full time study is permitted for the student who is either not employed or employed not more than 20 hours per week. Any candidate employed full time will be permitted to enroll for not more than 6 credits per semester. The maximum summer session course load is 6 graduate credits per term. A candidate may not register for credits in excess of those mentioned except with the approval of their advisor, the chair and the Dean of Graduate Studies (Please see Graduate Catalog for policy statement).

Why do I need to take the four core courses early in the program?

The first program progress review takes place after completion of the four Program Core Courses. Candidates must complete these courses successfully with a B or higher.

Where is the program office?

The Program office is in Rossey 536 in the Department of Educational Leadership and Counseling

Where do I find my faculty advisor?

The offices for faculty advisors are in Rossey 536. Candidates should meet with their advisor for individual or group advisement each semester. Students can make appointments by calling the program office at 201. 200.3400.

When can I begin taking courses after receiving my admission letter?

Once candidates have been accepted, they can begin courses after attending the New Student Orientation and/or selecting courses with their advisor. Candidates enrolled in the Master's Program may begin in Fall or Spring only. Register early for the best choice. Matriculated candidates may enroll earlier than students who are conditionally admitted or have non-degree graduate status. Fall and Summer enrollment begins in March; Spring enrollment begins in November.

Where will I find updates to the program?

Applicants and continuing candidates should be aware that programs may be revised in response to changes in certification, licensure, or accreditation. Applicants and candidates should refer to the Counseling program pages on the NJCU website <http://www.njcu.edu/edld/counseling/> for updated program information.

How do I matriculate if I am conditionally admitted?

Conditionally admitted students must follow the conditions written in their admission letter. Upon completion of conditions, students may apply for matriculation using the matriculation request form. Students should check with their advisor at least one semester before matriculation must be completed.

Do I need to observe a meeting of the N.J Professional Counselor Examiners Committee?

Yes, as part of the professional development Internship assignments, mental health counseling candidates attend one meeting of the New Jersey Professional Counselor Examiners Committee. Meetings are generally held on the first Thursday of the month. The public session begins at 9:30 A.M. and is about 60-90 minutes in length. Check the website for changes in meeting dates and times before planning to attend especially around holiday and summer periods where the schedule may change. The Executive Director asks that visitors call/email in advance wherever possible to say they will attend a meeting

Can I join Chi Sigma Iota?

Qualified students are invited to be inducted into Chi Sigma Iota. Qualifications include a 3.5 GPA or higher, a minimum of 9 credits, and exemplary character. Invitations are extended in the winter prior to the April Initiation Ceremony.

Practicum and Internship

What is practicum?

Practicum is an intensive individual and group counseling field experience. The general purposes of Practicum are to improve counseling skills and to become oriented to professional practice through an introductory experience on site. Candidates will also conduct consultation, assessment, and classroom counseling. Candidates will video-record individual and group counseling sessions with client and/or parent permission.

The assigned site supervisor is responsible for client care, as well as the candidate's ethical and professional conduct as a Practicum student. Students must be well prepared and committed to doing their best work. By working at the site for a semester or more, students will have the opportunity to build therapeutic relationships and respond to the needs of the clients they see, and learn from professional counselors and mental health professionals.

Can I take practicum and internship together?

One field experience may be taken each semester. Practicum is not offered in summer. Candidates may apply for Internship in the summer if they are able to complete required hours and experiences within summer 1. Many mental health sites do not provide clinical training programs or supervisors in the summer. Candidates must achieve a B or higher the previous semester and be recommended for the next field experience by the faculty committee. All required hours and assignments must be completed during the semester or summer session unless there are extraordinary circumstances such as illness or family emergency.

What field experiences are required?

Candidates complete three semester field experiences: a 100-hour practicum (40 direct hours and 60 indirect hours for a total of 100 hours or 120 hours for students with no prior experience in school) and two 300-hour semester internships (120 direct hours and 180 indirect hours). School counselor candidates must complete two internships in a school under the supervision of a certified school counselor with two years of experience. School counseling candidates may complete the Practicum in a mental health or school setting. In many cases, teachers complete the field experiences in their school with additional hours before and after the school day. Practicum students who have little or no experience in their setting (school or mental health agency or hospital) must perform observations for 20 additional hours.

How do I find a field site?

Candidates are responsible for finding sites that meet their needs and schedule. The program provides support through interns' and faculty recommendations regarding previous sites, the Practicum and Internship Manual, the Practicum Orientation Meeting, and faculty advisement. Some sites have formal agreements with NJCU for Practicum and Internship Placements. Candidates receive detailed information at the Practicum Orientation and in the Practicum and Internship Manual. Counseling candidates who complete field experiences in NJCU settings do not counsel students or their relatives or close friends enrolled in the Counseling Program. Counseling candidates do not perform field experiences at the University Counseling Center.

When can I begin practicum?

Candidates may apply two semesters before they plan to start Practicum. To apply, they must have successfully completed or will complete 30 credits (36 credits for Clinical Mental Health Counseling for new students beginning Fall 2012) including the four core courses prior to the beginning of Practicum. Students who study full time and have taken nine credits every semester may apply with 27 credits to be completed prior to Practicum. They must attend a Practicum Orientation in the semester before they intend to begin even if they have attended an earlier Practicum Orientation.

After practicum, do I stay in the same site for internship?

Choice of sites depends on the student's goals and needs as well as the site's needs and availability. Some students change sites to have new experiences and challenges; others remain at the same site for two or three semesters. Many clinical mental health counseling sites require a year's commitment. Candidates are strongly encouraged to complete a minimum of two semesters at one site.

What hours will I work?

Practicum students spend a minimum of 1½ to 2 days or 10-12 hours each week of the semester at their Practicum site during spring or fall. Hours include both direct and indirect services. The schedule is determined by the site supervisor and the student and established for the semester. Students must be on site throughout the semester even if they complete the minimum number of hours before the semester ends. Some sites require more hours for Practicum students. Internship students complete a minimum of 3 days or nights or 18-24 hours each week. Both direct and indirect hours are required.

What are direct services?

Direct services are face-to-face clinical work with clients. Practicum requires a minimum of four clients whom the candidate counsels regularly for several weeks. Candidates will lead at least one counseling group for a minimum of 5 sessions. In Internship, the number of clients will be much higher to complete 120 hours in direct services on site and 180 hours of indirect services. In Internship a minimum of 2 long-term groups are conducted and group work should constitute 30% to 50% of the direct hours.

What kind of supervision will I have?

In Practicum and Internship candidates will meet for individual supervision with their assigned site supervisor. Students will attend group supervision in class at NJCU one night each week during the semester in Practicum and Internship for 2.5 hours. These hours are counted as indirect services.

What are indirect services?

Students log indirect hours for work that supports their counseling experiences such as observation, case conferences, individual supervision, training, completing logs, progress notes, and client records, professional development, meetings, consultation, and presentations. Students may not count hours for non-counseling duties such as lunchroom, filing, or clerical paperwork or duties that do not directly support their counseling.

What is internship?

After Practicum, students complete two semesters of Internship doing the work of a professional counselor in their chosen area. Each semester of Internship requires 300 hours and is not merely an accumulation of hours. Students will develop a broad range of skills expected of a counselor in the program area over the two semesters. Students remain on site for the full semester. More information will be provided in classes, in the Practicum and Internship Manual, and the course syllabi.

How many hours are required for both internship courses?

A minimum of 120 direct service hours and 180 indirect hours must be completed. Indirect services hours must be in support of direct client work.

When should I plan for practicum?

To begin Practicum or Internship, candidates must submit all required signed paperwork at least 3 months before their planned start date. As candidates plan their program, they should allow several months to search for a site and secure their site contract. Sites are competitive and many students begin the application and placement process 1 year in advance. Students receive a permission number to register for the class after their signed contract is submitted with all required documentation.

As students plan their program, they should think about the following questions:

- 1) When do I plan to graduate?
- 2) Do I plan to study in summer?
- 3) Will I be employed while I am in practicum or internship?
- 4) What other work or personal responsibilities will I have in my schedule
- 5) How will I provide for transportation to and from the site?
- 6) When is a site supervisor available at the site?
- 7) Can I video record sessions at the site? (Videotaping is a requirement)
- 8) What is the time commitment required by the site?

Candidates make an appointment with their faculty advisor to have their application reviewed and approved well in advance of the due date of March 15 for the following fall and October 15 for the following spring. Late applications may not be processed. Once the faculty advisor signs and approves the Practicum Eligibility Application, students obtain the Request for Placement, Contract, and Site Supervisor Form from the site.

Students should check with their advisor and clinical coordinator about requirements and procedures for specific sites. For example, some sites require that the Request for Placement be submitted only by the university to the site.

Is video recording required in practicum and internship?

Yes, candidates must video records themselves and show their recordings in group supervision. **New sites should understand the videotaping requirement prior to signing the contract.**

Written permission of the client and parents (if needed) is required. If the site does not permit video recording, students must find a second site that permits videotaping. Viewing video recorded sessions provides excellent feedback to improve skills and is an essential component of the student assessment system. Permission forms and letters explaining video procedures and confidentiality are provided after the practicum application is approved.

Can I split internships between school counseling and mental health counseling?

For school counselor certification two 300-hour internships must be completed in a school. Candidates may enroll in additional elective internships to gain experience in another setting. School counseling candidates may do Practicum in a mental health setting provided they have taken COUN 609 and COUN 686. COUN 686 may be taken concurrently with Practicum.

Can I choose the clients I counsel?

According to the NJCU Diversity Statement, New Jersey City University is committed to creating a community that affirms and welcomes persons from diverse backgrounds and experiences and supports the realization of all human potential. All candidates are expected to demonstrate recognition and valuing of culture, language, gender, socioeconomic status, age, race, ethnicity, sexual orientation, exceptionality, and other forms of difference as assets in teaching and learning.” Students may not refer or decline to counsel clients in classes, Practicum, or Internship, field experiences, or other counseling experiences. Students will abide by NJCU Diversity Statement ACA Code of Ethics and the ACA Multicultural Counseling Competencies and Standards that are infused in all courses and field experiences.

LAC and LPC preparation

What is counselor licensure?

The purpose of state licensure is to protect the public. Counselors must be licensed in New Jersey to perform the work of a counselor in for-profit settings including the independent practice of counseling or private practice. Unlicensed counselors may work in non-profit or exempt settings (e.g. hospitals, community agencies, schools); however, many non-profit sites also require the LPC. Graduates first seek licensure as an Associate Counselor (LAC) under the supervision of a qualified counselor with training in supervision for three years. They then apply for the Professional Counselor (LPC).

What is the New Jersey Professional Counselor Examiners Committee?

The LPC and LAC requirements are administered by the Professional Counselor Examiners Committee, State Board of Marriage and Family Therapy Examiners, which is under the Department of Consumer Affairs and the Office of the Attorney General.

When should I take the National Counselor Examination?

Under the NBCC Graduation Student Administration (GSA), qualified candidates planning to apply for the LAC in the future may take the National Counselor Examination at NJCU in April or October before graduation or up to one year after graduation after they have completed the core requirements and are approved by the faculty. The examination fee includes the fee for certification as a National Certified Counselor (NCC). The NCC credential is not required for licensure in New Jersey.

Graduates of the MA in Counseling who do not meet the GSA requirements may apply to the New Jersey Professional Counselor Examiners Committee for the LAC and for permission to take the NCE on the same application after they have met the academic requirements for core areas and for 60 credits.

What are the requirements for licensed associate counselor?

Upon successful completion of the following requirements, applicants may be eligible for the Licensed Associate Counselor:

- Counseling master’s degree
- 60 credits in state approved courses in 9 designated core areas
- Passing score on the National Counselor Examination (NCE)
- LAC application including the Supervision Application
- Criminal history check and fingerprints

How do I practice as a LAC?

The LAC may practice with a state approved Supervision Plan under the supervision of a licensed practitioner who has a minimum of two years of experience and a credential (such as the Approved Clinical Supervisor, or similar supervisor's credential, or a graduate course in clinical supervision, or 30 continuing education units, and a current mental health license). The supervisor must be licensed (LPC, LCSW, LMFT, Psychologist, Psychiatrist, LCADC, or other mental health licensee). Signed records of hours are required. Regulations specify requirements for the conduct of supervision and records. LACs may not collect fees and must provide written disclosure of their license status to clients. LACs must know and fulfill the statute and regulations of the Professional Counselor Licensing Act. New LACs are expected to understand and comply with the statute and regulations at

<http://www.njconsumeraffairs.gov/laws/profcounlaws.pdf>

<http://www.nj.gov/oag/ca/laws/pcregs.pdf#page=22>

What are the requirements for Licensed Professional Counselor?

Upon successful completion of all requirements listed above for the LAC and three years of approved supervised experience as an LAC working under an approved Supervision Plan the applicant can submit the application. The LAC must complete 3 years (1500 hours per year) of supervised experience or 6 years of part-time experience for the LPC.

Up to one year (1500 hours, direct and indirect services) may be accrued through Practicum and Internship provided the direct hours are considered counseling services by the licensure board and the applicant does not list Practicum and Internship in the core course distribution.

What are the post-master's requirements for licensure?

Graduates of the 48-credit Counseling program generally need 12-15 credits depending on the courses taken to meet the course distribution requirements. Courses such as COUN 609, 610, 650, 686, and a Mental Health Counseling Internship are strongly recommended for clinical preparation.

The state regulations do not cite specific courses for the electives. The licensing board can specify scope of practice and limit the licensee's practice based on preparation. Specific courses depend upon the student's prior coursework and training and must be selected in a planned program under advisement. The New Jersey Professional Counselor Examiners Committee evaluates and approves coursework listed on the candidate's application for licensure.

Can I take courses in the Master's Degree program or after the Master's Degree for licensure?

The Counseling program offers the Master's Degree in Counseling with an option in Clinical Mental Health Counseling to meet the 60-credit requirement for the LAC application, as well as post-master's courses. Graduates must be accepted as a Non-Degree Graduate to take licensure electives.

What coursework is required for licensure?

Applicants must list state board approved courses on the application with 45 credits of courses distributed over 8 of 9 core areas (Students should follow the sample course distribution form of courses). Candidates should check with their advisors regarding new courses or course changes. Applicants do not list Practicum and Internship in the 45 credits if they plan to apply the supervised hours to the first year of the 3 required years of experience.). The licensing board will evaluate the transcript and use the courses not listed on the 45-credit distribution toward the 60 credits total. Students do not need to list course electives in addition to the 45 hours on the distribution page.

Can I count Practicum and Internship hours for the LPC?

Yes, if applicants plan to apply Practicum and Internship hours toward the first year of the three-year supervised experience, they do not list these courses on the course distribution page. Practicum and Internship cannot be counted as a credit requirement on the course distribution form and also be counted as supervised hours. The hours must meet the definition of counseling in the licensing board's regulations, and appropriate client records must be maintained as stipulated in the regulations. The licensing board will see the elective courses to complete the 60 credits on the applicant's transcript. Electives beyond the 45 credits are not required to be listed.

The regulations allow up to one year or 1500 supervised hours from Practicum and Internship before the awarding of the Master's Degree. Only counseling hours as defined in the regulations can count. The site supervisor must hold a current mental health license with two years of experience (LPC, LCSW, LCADC, LMFT, Psychologist, Psychiatrist, LCADC, or other mental health licensee). It is the applicant's responsibility to comply with the licensing board's regulations for site supervision.

The scope of practice of the LAC and LPC is defined in the regulations and a licensee's scope of practice may be restricted to areas of preparation and supervised experience, e.g. a school counselor who has worked only with children may not have the requisite training and experience to work with adults without additional supervised experience. The university's role is limited to verification of Practicum and Internship hours and only the licensing board can make decisions in relation to the regulations.

School Counselor Certification

Can I obtain a School Counselor Certificate at NJCU?

The MA in Counseling program with an option in School Counseling (or Counseling with School Counselor Certification) is a New Jersey Department of Education approved program. Upon successful completion of the school counseling option, candidates are recommended for School Counselor Certification.

How do I apply for my school counselor certificate?

After they graduate and the final transcript is issued, students apply for certification through the NJCU Teacher Preparation and Placement Office (CTPP).

What do School Counselors do?

According to the NJDOE administrative code, "The school counselor endorsement authorizes the holder to perform school counseling services such as study and assessment of pupils with respect to their status, abilities, interest, and needs; counseling with administrators, teachers, students, and parents regarding personal, social, educational, and vocational plans and programs; and developing cooperative relationships with community agencies in assisting children and families. The certificate holder is authorized to perform these duties in grades preschool through 12." (6A: 9-13.8)

Supervision Certification: Approved Clinical Supervisor (ACS)

Can I take a counseling supervision course to become eligible as a supervisor for LACs under the state regulations?

Yes, the course COUN 699 Counseling Supervision is offered that meets the academic requirement. Two years of licensed counseling experience is also required. This course also meets the academic requirement

for Approved Clinical Supervisor (ACS). Please check the state regulations and contact your faculty advisor for more information.

Supervision Certification: Director of School Counseling

Can I complete the Director of School Counseling requirements for certification?

Candidates and graduates can take the 3 required courses at NJCU. Applicants require School Counselor certification and 3 years of experience as a school counselor. Please contact a faculty advisor to develop a planned program.

Substance Awareness Coordinator Certification

Can I complete the Substance Awareness Coordinator (SAC) requirements for certification?

Degree candidates and graduates who hold a Master's Degree and an NJDOE School Counselor, School Psychologist, School Social Worker, or School Nurse certificate, can enroll in four electives that meet the requirements for SAC. Graduates apply on their own for certification.

Graduates with an LCADC or Certified Prevention Specialist (CPS) license should check the specific requirements on the NJDOE website. Graduates with an instructional certificate or bachelor's degree require 27 or more credits of specified courses. Information about the SAC courses is listed earlier in this handbook. For further information contact the program office at 201.200.3400.

What is a SAC qualified to do?

According to the NJDOE, the SAC is qualified to:

1. Assisting with the in-service training of school staff concerning substance abuse and related issues and with the district program to combat substance abuse;
2. Serving as an information resource for substance abuse prevention, curriculum development and instruction;
3. Assisting the district in revising and implementing substance abuse and related policies and procedures;
4. Developing and administering substance abuse and related intervention services in the district;
5. Providing counseling and referral services to students regarding substance abuse and related problems; and
6. Cooperating with community service providers or other officials in the rendering of substance abuse and related treatment services.

Licensed Clinical Alcohol and Drug Counselor

Can I complete the LCADC requirements?

Degree candidates and graduates can enroll in electives to meet the domains required. Information about the LCADC domains is listed earlier in this handbook. Graduates apply for licensure on their own. For further information contact the program office at 201.200.3400.

INFORMED CONSENT

This signed Informed Consent must be submitted to the program and placed in the student's file by the second week of the first semester of attendance.

I _____ have read the *NJCU Counseling Program Handbook* (paper copy or through the NJCU website). I am responsible for reading and fulfilling the requirements and policies in the Handbook. I agree that the Counseling Faculty has the right and responsibility to monitor my academic progress, my professional ethical behavior, and my personal dispositions and characteristics relevant to my performance as a student and counselor. I agree to comply with all University and site policies and procedures, the ACA Code of Ethics and division ethical standards, the Counseling Program Professionalism and Remediation Policy and the Remediation and Progress Plan, and the University Integrity Policy. I understand that ethical and professional misconduct, violations or failure to achieve minimum standards in knowledge, skills, and dispositions may result in faculty and/or university review and remediation.

I am responsible for completing my Program Plan with my faculty advisor by the end of my second semester and updating my Program Plan each semester thereafter. If I have questions about the program, it is my responsibility to contact my faculty advisor.

I am responsible for reading and fulfilling requirements and policies in the Practicum/Internship Manual and Practicum/Internship Forms Manual before I apply for Practicum during the semester prior to beginning Practicum and during field experiences.

I am responsible for monitoring my NJCU email and the Counseling Program web page regularly for notification of revisions to the Handbook and the program that may be required in accordance with certification, licensure and accreditation requirements.

Student's Signature _____ Date _____

Student's Name (please print) _____

Telephone _____ Email _____

Address _____

_____ Advisor _____

Received By _____ Date _____