



Counseling Psychology Master's Student Handbook



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Introduction to Counseling Psychology Master's Program

Purpose

The purpose of this handbook is to provide students with basic information about curricula, degree requirements, advising, and related professional concerns. While this information is intended to facilitate smooth and orderly progress toward degree completion, the information in this handbook is also subject to periodic revision. It shall not be construed as a contractual or otherwise binding obligation of the department or university. Students should also refer to the online Western Michigan University Graduate Catalog for guidance and direction during their academic careers. Students are strongly advised to attend the department orientation session and regularly consult with their advisor to stay abreast of relevant changes in department and university policies.

History

Western Michigan University's (WMU) Master of Arts (MA) counseling program began in 1947 in conjunction with the University of Michigan and was developed specifically to train secondary school counselors. In 1952, the program attained independent status, and six students graduated from WMU at the end of the fall semester. From this humble beginning, there is now a doctoral program in Counseling Psychology (APA Accredited) and a master's degree program in Counseling Psychology. The department also houses a doctoral program in Counselor Education (CACREP Accredited) along with three master's degree program options, including Clinical Mental Health Counseling (CACREP Accredited); Marriage, Couple and Family Counseling (CACREP Accredited); and School Counseling (CACREP Accredited). The Counseling Psychology program also offers a Counseling Psychology Certificate Program as well as an Accelerated Graduate Degree Program in Counseling Psychology. Together, these programs form the Department of Counselor Education and Counseling Psychology (CECP).

Department Mission

CECP's mission is to develop competent, ethical, and culturally sensitive counselors through graduate education and scholarship. To accomplish this mission, we offer doctoral training in counseling psychology and counselor education as well as master's level training in counseling psychology, clinical mental health counseling, marriage, couple, and family counseling, school counseling, and rehabilitation counseling and rehabilitation counseling/teaching (specialization in blindness and low vision). We strive to recruit and retain students of diverse racial/ethnic backgrounds from local, state, national, and international locations.

The mission is supported by the pursuit of the following specific goals/objectives:

1. Students are expected to demonstrate a critical and scholarly approach to theory, research, and practice.
2. Students are expected to demonstrate competency in clinical/intervention skills.
3. Students are expected to demonstrate a thorough integration of science and practice.
4. Students shall demonstrate competence for work with multicultural and diverse

populations.

5. Students are expected to practice within a preventive, developmental, and/or remedial framework across a wide range of psychosocial functioning.
6. Students are expected to demonstrate a strong knowledge of, and commitment to, the ethics of their profession.
7. Students demonstrate a working knowledge of a variety of activities within their profession, including psychotherapy, assessment, supervision (doctoral only), teaching (doctoral only), consultation, and program evaluation, and they are able to be employed in a variety of settings.
8. Students are expected to identify, select, and pursue life-long education opportunities.

Commitment to Diversity, Equity, and Inclusion

Within the Counseling Psychology training program and CECF, we recognize the importance of addressing the needs of an increasingly diverse society. To that end, we strive to increase the educational opportunities of diverse student populations and create an atmosphere where the values and concerns of Black, indigenous, and people of color (BIPOC) and other diverse populations receive attention and respect. We strive to integrate race and other issues of diversity into the courses throughout the curriculum as well as focus on strategies to enhance students' self-awareness and their ability to work with diverse populations.

Counseling Psychology Overview

Counseling psychology is a health service provider specialty in professional psychology. With its roots in lifespan development, prevention, and career counseling as well as its emphasis on working with diverse populations, counseling psychology is a great fit for students interested in receiving generalist training in psychology. Consistent with this legacy, the program emphasizes the importance of preparing students to meet the needs of an increasingly diverse society. As such, the program explicitly centers race and other issues of diversity in its teaching, training and research. The master's program is designed to enhance knowledge, awareness and skills for working with diverse individuals in a wide variety of settings. Graduates from the Counseling Psychology master's program are prepared to work in college counseling centers, community mental health settings, private practice, and many other clinical settings.

Counseling Psychology Program's Mission and Training Goals

The Counseling Psychology training program embraces the scientist-practitioner model and embodies a balanced training experience in the science of psychology, theoretical foundations, and application of practice skills and research. The program's focus is on the study and practice of career development; counseling and psychotherapy; cultural and individual diversity; systematic training in interpersonal skills; and the provision of preventive, remedial and educational interventions through the integration of theory, research, and practice. The program is designed to prepare skilled counseling psychologists to function successfully in a variety of settings with diverse populations.

Based upon the above model, the Counseling Psychology program has identified the following goals for its master's students:

1. To prepare master's level counseling psychologists who are trained to integrate research into their clinical practice.
2. To prepare master's level counseling psychologists whose identity and professional/scientific work reflect the Counseling Psychology specialty.
3. To prepare master's level counseling psychologists with the knowledge, skills, and attitudes to work effectively with multicultural and diverse populations.
4. To prepare master's counseling psychologists who acquire and demonstrate competency to pursue licensure at the master's level in psychology.

Special Programs in Counseling Psychology Program

Certificate Program in Counseling Psychology

The Certificate Program in Counseling Psychology is for individuals who already have a master's degree in Counseling Psychology or a closely related MA degree in psychology, and are seeking to obtain state of Michigan licensure as a Temporary Limited License as a Psychologist (TLLP)/Limited License as a Psychologist (LLP) in Michigan by completing additional graduate coursework, practicum and/or internship training. These individuals have already applied for licensure to the state with their master's degree and been informed that they must complete additional graduate coursework, practicum and/or internship training to be eligible.

Accelerated Graduate Degree Program in Counseling Psychology

The accelerated Master of Arts in Counseling Psychology program allows undergraduate students to begin accumulating credits toward the completion of a master's degree in counseling psychology while still enrolled in the Department of Psychology as undergraduate Psychology majors. Students participating in this program are allowed to take a maximum of 12 graduate credit hours during their senior year that will count towards completion of their bachelor's degree.

After completing the undergraduate degree, students are admitted to the master's program in counseling psychology in the Department of Counselor Education and Counseling Psychology (CECP) in the College of Education and Human Development. At this point the graduate credits they earned as undergraduates are credited towards the completion of their master's degree. Students enrolling in the accelerated program for the maximum of 12 graduate credits would have 12 graduate credits applied to their undergraduate and graduate degrees. In addition, students enrolled in the accelerated M.A. program pay undergraduate tuition for the 6000-level graduate courses they take as undergraduate students and these courses are included in the flat tuition rate. On completion of the undergraduate degree, the student is reclassified as a graduate student and must pay graduate tuition rates for the remaining classes in the M.A. program. Students in this program will still need to complete their major requirements, minor requirements, general education or Western Essential Studies (WES) requirements, and complete a minimum of 122 credits to receive their bachelor's degree.

Admission Information and Outlook

Admission Requirements

Admission to the master's program in Counseling Psychology is based on the applicant's potential for graduate study as determined by previous education and experience, and personal attributes to succeed as a master's level counseling psychologists and advance the field.

Admission to the master's program is based on the applicant's potential for graduate study, previous preparation and experiences, and the possession of personal qualities that contribute to success as a master's level counseling psychologists. To balance student demand with available resources, the program may limit the number of master's students that are admitted each year.

Factors Used in the Admissions Evaluation Process

1. Academic potential as measured by students' undergraduate and graduate (if applicable) GPA
 - a. Regular admits to the Counseling Psychology master's and Counseling Psychology Certificate program must have a minimum GPA of 3.0
 - b. Applicants for the Accelerated Graduate Degree Program in Counseling Psychology must have a minimum GPA of 3.2
2. Professional, leadership, research, teaching, and/or volunteer experiences in helping-related fields
3. Personal statement outlining personal background, commitment to program's training goals, and future career goals
4. Recommendations from three individuals who able to address areas 1 and 2 above

Please visit <https://wmich.edu/cecp/admissions> for more information on admissions, including information and schedules for admission information sessions held by the department.

Application Process

Applicants are required to submit all required materials by the deadline based on their desired start semester. The program is not based on a cohort model and allows for three separate enrollment periods based on the desired start semester: summer and fall admission (application deadline is January 15), fall admission (application deadline is May 15), spring admission (application deadline is September 15). Applicants for the fall semester are encouraged to meet the January 15 application deadline in order to receive admission offers early and to apply for assistantships or campus employment. Please visit <https://wmich.edu/cecp/admissions/us-students> for more information and to apply.

International students, please note that Counselor Education and Counseling Psychology master's program application deadlines are different from the general published deadlines on the Office of International Admissions and Services website. Applications should be sure to meet applicable Office of International Admissions and Services and department deadlines for the semester they wish to begin their graduate studies.

Admission Requirements for the Certificate in Counseling Psychology Program

Admission to the Certificate Program in Counseling Psychology is based upon grade point average, educational background, letters of recommendations, completion of an appropriate MA psychology degree, completion of required background checks, as well as other factors. Applicants are required to complete and return online application materials and supplemental department questionnaire. In addition, applicants must already have applied for a Temporary Limited License (TLLP)/Limited License as a psychologist with the state of Michigan. They also must have received a written decision letter regarding licensure from the state informing them of any additional coursework and/or practicum/internship requirements that must be completed to establish eligibility for the license. Once an applicant has completed their admission application and received their decision letter from the state detailing remaining requirements, a meeting will then be arranged with the applicant and a faculty advisor. During this meeting the applicant and advisor will discuss and develop an individualized program of study detailing the coursework and credit hours of practica/internship to be completed to meet outstanding requirements. This individualized program of study must include a minimum of 9 credit hours.

Individuals who need to complete CECP 6130: Field Practicum as part of the certificate must enroll in the following courses or their equivalent completed: CECP 6040: Counseling Techniques; CECP 6050: Professional Issues and Ethics; CECP 6070: Multicultural Counseling and Psychology; CECP 6110: Theories of Counseling; and CECP 6120: Counseling Practicum. Once an individualized program of study plan is developed and agreed to by the applicant and faculty advisor, the final admission decision will be made by faculty. Applicants who need to complete CECP 6130: Field Practicum as part of the certificate should also be aware that the regulatory board for psychology licensure in Michigan, LARA requires post-MA students to gain approval of the Field Practicum prior to completion of it; students are urged to carefully review all documentation from LARA and work closely with licensing personnel to assure they are completing all required steps.

The department has three different application deadlines for the Certificate Program in Counseling Psychology admissions during the year: January 15, for ensuing Summer and Fall sessions/semester, May 15, also for the ensuing Fall semester, and September 15 for the following Spring semester.

Application materials are available online through links on the WMU Office of Admissions and department web pages. Upon formal admission to the certificate program, the student will be assigned a faculty advisor who will work with the student, review student progress, and approve required practicum/internship placements.

Please see Appendix C for more information on requirements and processes for the Certificate Program in Counseling Psychology.

Admission Requirements for the Accelerated Graduate Degree Program in Counseling Psychology

Admission for this program is available for undergraduate Psychology majors in the Department of Psychology. Students must have junior status at the time of application and have earned a minimum of 30 credit hours at WMU. They also must have a minimum overall undergraduate GPA of 3.2. In addition, students must meet all admission requirements for the M.A. in Counseling Psychology and be accepted for admission by the CECP department. Students who have received their bachelor's degrees will be ineligible to apply for this program and retroactively claim credits to apply toward the M.A. degree. Students applying for the accelerated Master of Arts in Counseling Psychology in the Department of Counselor Education and Counseling Psychology at Western Michigan University should follow the application deadlines and instructions.

Application Admission Procedures

1. Early in the junior year, potential accelerated M.A. students should contact the Department of Counselor Education and Counseling Psychology to discuss the accelerated M.A. program, application and/or admissions requirements and procedures. Students should also meet with their undergraduate advisor in the College of Arts and Sciences (CAS) to discuss the four graduate courses to be included as part of the undergraduate program. Students in the accelerated MA in Counseling Psychology can take four of the following five three-credit hour courses: CECP 6010: Research Methods; CECP 6030: Tests and Measurement Credits: 3 hours; CECP 6050: Professional Issues and Ethics; CECP 6070: Multicultural Counseling and Psychology; and CECP 6110: Theories of Counseling.
2. Students must submit an online application and apply for a graduation audit.
3. Upon acceptance to the accelerated M.A. program, the Department of Counselor Education and Counseling Psychology (CECP) approves a conditional admission to the M.A. program pending completion of the bachelor's degree. The effective term of admission to the M.A. program is the term following receipt of the bachelor's degree.
4. After acceptance to the accelerated M.A. program, the student must meet with a CECP counseling psychology program faculty advisor, to complete an Accelerated Graduate Degree Program Course Approval form. This form specifies the four three credit hour courses that will be counted towards both the bachelor's and M.A. degrees.
5. This Accelerated Graduate Degree Course Approval form will then go to the student's undergraduate advisor in the College of Arts and Sciences (CAS) who will need to approve the four graduate courses to be included as part of the undergraduate program for the student's senior year.
6. This form will then be placed on file with the Registrar's Office before these courses are taken, with a copy on file in CECP.
7. The student will also complete an approved Counseling Psychology M.A. program of study form with the counseling psychology faculty program advisor. A copy of this completed form will be kept on file in the CECP office and submitted to the Registrar's Office to become part of the student's permanent file once the student is admitted to the master's program in counseling psychology.

Please see Appendix D for more information on requirements and processes for the Accelerated Graduate Degree Program in Counseling Psychology.

Licensing/Credentialing Overview

The State of Michigan credentials many different master's level mental health practitioners. Counseling Psychology master's degree programs are designed to meet licensure/certification requirements appropriate to the profession. The licensure/certification boards rely on educational institutions to verify that licensure/certification applicants have met the necessary educational requirements. The department certifies eligibility for licensure/certification based on program requirements as outlined in the master's program of study for each degree program. The department will not certify individuals for licensure/certification if requirements have not been met. The department does not encourage dual licensure. Students who complete the degree requirements for the master's degree in Counseling Psychology are able to pursue licensure as Limited Licensed Psychologists (LLPs) in the state of Michigan. Consult with an advisor to obtain more specific department certification/licensure endorsement policies.

It is important to note that counseling psychology and counselor education are two related but separate disciplines. While social workers, counselors, and psychologists all work in the mental health field, they are all governed by different training standards, professional identities, codes of ethics, and post-master's licensure processes. The counseling psychology and counselor education programs are not the same even though we share some commonalities in the way we do therapy. Consequently, these programs do not lead to the same licenses. The counselor education program at Western leads to a limited license as a professional counselor (LLPC) in Michigan and the counseling psychology program leads to a temporary limited license as a psychologist (TLLP).

The rules for licensure are determined by the state where the student is seeking licensure. Michigan licensure laws have changed and the Counseling Psychology program has shifted in response to these changes. The master's degree in Counseling Psychology (which makes graduates eligible for licensure as an LLP) is not an alternative route to obtaining the master's degree in Clinical Mental Health Counseling (which makes graduates eligible for licensure as an LPC). If students would like to pursue an alternative path that is not aligned with the degree they have or will earn, they should make their case with Michigan's Licensing and Regulatory Affairs (LARA) since they will make the final determination for licensure. Licensure laws are set by the state and training programs must be responsive to these state-level requirements.

CECP does not offer a path that will allow Counseling Psychology master's students to be dually licensed as LPCs unless they have fulfilled the educational requirements to earn a second master's degree in one of our CACREP accredited program (i.e., Clinical Mental Health Counseling, School Counseling, Marriage, Couples and Family Counseling, Rehab Counseling). If students are interested in earning a second master's degree in one of the Counselor Education programs, they should contact the Counselor Education Unit Director, for next steps.

Limited Licensed Psychologist

The masters in Counseling Psychology prepares students to be ultimately licensed in Michigan as a Limited License Psychologist (LLP). Students who earn their master's degree must first apply for and meet the application requirements for the TLLP (Temporary Limited Licensed Psychologist), engage in supervised practice, pass the Examination for Professional Practice in Psychology (EPPP) with a 350, and then apply for their LLP. Per state law, individuals holding the LLP licensure with less than 10 years of experience are required to receive two hours of supervision per month by a licensed psychologist. Individuals with more than 10 years of experience are required to receive one hour of supervision per month by a licensed psychologist. The link to the Michigan Psychology Licensing Board with additional information and application forms for TLLP and LLPs is: http://www.michigan.gov/lara/0,4601,7-154-72600_72603_27529_27552---,00.html

Individuals with questions are encouraged to contact LARA directly. LARA is the authority within the state of Michigan that decides license questions according to the public health code and administrative rules. Contact information for LARA is: Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909 Telephone: (517) 335-0918, www.michigan.gov/bpl, BPLHelp@michigan.gov

Students wishing to be licensed in other states should understand the licensing laws and rules in those states. Information concerning the exact requirements for a professional license in a specific state should be obtained directly from the state's licensing board and carefully reviewed. Approximately 25 states have a license in psychology at the master's level; these include independent licensure and licensure that requires continued supervision as well as licensure for school psychology. Students should contact the state licensing boards for additional information about licensure outside of Michigan.

Job Outlook for Graduates

To assess the job outlook for your degree program, please visit onetonline.org at <https://www.onetonline.org>. In the search area in the top, right-hand corner of that webpage, type in your degree program (counseling psychology) and up-to-date information will be presented. Students can also use the Focus system found at <https://wmich.edu/career/focus>, which is free for all WMU students.

Counseling Psychology Master's Program of Study Curriculum Guide

Counseling Psychology Master's Program Curriculum Overview

The master's degree in Counseling Psychology is a 48-credit hour program. Students are required to take core courses that provide them with background knowledge for preparation to work with clients. The faculty recommend that students focus on registering for the following six classes as you begin your master's program: CECP 6050; CECP 6070; CECP 6100; CECP 6110; CECP 6030; CECP 6020; and CECP 6040. Ideally, students should take CECP 6050 and CECP 6070 in their first two semesters so they have a solid grounding in the field of counseling psychology and working with diverse populations. Students should note that there are specific sections of CECP

6030, 6050, and 6070 for counseling psychology master's students. Students in the Counseling Psychology master's program will only be permitted to register for the Counseling Psychology specific class section.

Students are not required to take all of these classes in the same semester since most students only take three classes (9 credit hours) per fall and spring semester and one class per summer session. Students should focus on taking these seven classes before or while simultaneously taking other required classes in the master's program during the first two semesters.

Students should plan to take CECP 6500 and CECP 6510 after they have completed the core departmental courses and CECP 6210, which is a prerequisite for these classes. Both of these assessment courses require an application, so students should plan to apply for these courses one semester prior to when they plan to enroll in these classes. Also, CECP 6500 and CECP 6510 should not be taken in the same semester. While students can seek their advisor's approval to take both courses in the same semesters, prior students have reported better learning outcomes when they are taken in separate semesters.

Since registration for several courses is controlled by the department, these courses have limited enrollment and require submission of an application to CECP staff. Courses that require an application include CECP 6500; CECP 6510; CECP 6120; and CECP 6130. Application forms can be found on the CECP web page (under Forms) and should be submitted to the Administrative Assistant in CCPS-Kalamazoo. The deadline for application submission is early in the semester preceding the semester of desired enrollment. Deadlines can be found on the CECP web page under Course Planning and Application Due Dates (<https://wmich.edu/cecp/student-resources/course-planning>).

The Program of Study allows for a substitution of a "specialized elective treatment course" for CECP 6750: Counseling Theories and Practices. Examples of such courses include CECP 6340: Causes of Substance Abuse (cross listed with ADA 6060), CECP 6360: Recovery Oriented Systems of Care (cross listed with ADA 6340), HOL 5350: Holistic Approaches to Stress, CECP 6610: Foundations of Systemic Family Therapy, CECP 6620: Couple Interaction and Therapy, CECP 6630 Family Interaction and Therapy, and CECP 6650: Sex Therapy. Students should discuss any course substitutions with their faculty advisor. Any course substitutions must be approved by the faculty advisor and included on the student's official Program of Study.

Students are required to complete at least one elective credit hour. Counseling Psychology master's students often take elective classes from within CECP or from Holistic Health, Specialty Program in Alcohol and Drug Abuse (SPADA), or Social Work. Students should contact these programs directly to assess availability of elective courses in the semester they would like to enroll in them. Students should discuss their choice of elective with their faculty advisor. Elective classes must be approved by the faculty advisor and included on the student's official Program of Study.

The CECP 6130: Field Practicum course is the capstone experience (internship) and should be taken after all other coursework has been completed (with possibly the exception of CECP 6750 which may be taken concurrent with CECP 6130). The internship requires submission of a Site

Information Form once a site has been secured, and registration is department controlled. Forms can be found on the CECP web page (under Forms) and should be submitted to the Administrative Assistant in the CCPS-Kalamazoo. The deadline for form submission is in the semester preceding the semester of desired enrollment (and exact dates can be found on the CECP web page under Course Planning and Application Due Dates), but students should begin the internship search process at least two semesters before desired enrollment to have sufficient time to locate a site. Students must secure a licensed psychologist to provide supervision while they are completing their internship. Please see Appendix B for more information on internship and supervisor requirements and guidelines.

Counseling Psychology Master's Degree Program of Study

Departmental Core Courses (21 hours)

CECP 6010	Research Methods	3
CECP 6020	Group Dynamics & Procedures	3
CECP 6030	Tests and Measurements - CP	3
CECP 6040	Counseling Techniques	3
CECP 6050	Professional Issues and Ethics - CP	3
CECP 6070	Multicultural Counseling- CP	3
CECP 6080	Counseling & Lifespan Development	3

Counseling Program Courses (18 hours)

CECP 6100	Career Development: Theory & Practice	3
CECP 6110	Theories of Counseling	3
CECP 6210	Psychopathology: Classification & Treatment	3
CECP 6500	Intellectual Assessment	3
CECP 6510	Personality Assessment	3
CECP 6750	Counseling Theories and Practices or a "specialized elective treatment course"	3

Supervised Clinical Practice (8 hours)

CECP 6120	Counseling Practicum	4
CECP 6130	Field Practicum	4

Electives (1 hour): 1

Students must select 1 credit hour of graduate level elective, which must be approved by students' faculty advisor.

Total Semester Hours 48

Elective Areas of Study

The Counseling Psychology program provides graduate students with elective options that may be used to satisfy the credit hour of elective required for the Counseling Psychology Program of Study or to complement a chosen area of study. Students may select, with advisor approval, limited elective coursework, concentrated elective study, or elective study to meet academic requirements for a specific professional credential (e.g., Holistic Health Care Certificate; Specialty Program in Alcohol and Drug Abuse (SPADA) Certificate/Certified Addictions Counselor). For the latter, consultation with an identified advisor in the particular area of interest is recommended to ensure compliance with current requirements. Students who desire the SPADA Certificate or Holistic Health Certificate (offered through the College of Health and Human Services) must formally apply to the respective program and meet with an advisor from SPADA/Holistic Health. For additional information see Specialty Program in Alcohol and Drug Abuse (<https://wmich.edu/addictionstudies>) or Integrative Holistic Health and Wellness (<https://wmich.edu/holistic>).

To satisfy the 1-credit hour of elective required for the Counseling Psychology program, students may opt to take a 1-credit hour course in the department (e.g., CECP 5830) or another 3-credit hour course in CECP or other departments at the university. Students may find elective course options in other areas (e.g., SPADA, Holistic Health, Psychology, Social Work, Gender and Women's Studies). Additional information about electives may be found on the CECP website under Curriculum Guides and then Elective Study. Elective areas of study should be chosen carefully with the consent of one's advisor.

CECP 6120 and CECP 6130 Overview

Educators realize that professional preparation requires an appropriate mix of classroom work and "hands-on" experience. Thus, the curriculum has been developed to provide a balance between theory, applied practice, and working with clients. Many courses offer opportunities to apply concepts in practical ways. For example, students studying assessments may complete, score, and interpret results on assessment instruments. The Techniques of Counseling course (CECP 6040) makes extensive use of simulation activities. Toward the end of the program, students move from simulation exercises and applied casework to counseling clients by participating in Counseling Practicum (CECP 6120) and Field Practicum (CECP 6130), also called Internship. Enrollment in these practica requires completion of prerequisites and an application initiated by the student.

Mandatory Attendance at CECP 6130

The Counseling Psychology faculty recognizes that master's students are required to receive supervision off-site from a licensed psychologist while enrolled in CECP 6130. Like all other courses at the university, our faculty are responsible for providing oversight of students' activities while they are registered for their courses in the department. Beginning with registration for CECP 6130: Field Practicum (Internship) in fall 2022, all counseling psychology students will be **required to attend weekly group supervision with the instructor of record for CECP 6130 registration, regardless of the number of hours of LP supervision associated with**

the internship site(s) and the supervisor identified on the 6130 Site Information Form. Please note that this is a change from prior practice. Requiring all students to attend the 6130 course on a weekly basis allows us to monitor how each student is performing at their external site and ensures students are receiving quality clinical training.

Counseling psychology students enrolled in CECP 6130 may receive supervision from an identified doctoral level Licensed Psychologist in-person or via 2-way real-time audiovisual technology that allows direct, contemporaneous interaction by sight and sound between the supervisor and the supervisee. CECP 6130 enrollees are encouraged to engage in in-person supervision whenever possible. If supervision is conducted remotely, then it must include both audio and video connection. The audiovisual technology should be one that is confidential and secure. Consistent with LARA guidelines, both the student and their supervisor must be in Michigan during their supervision sessions. Supervisors are encouraged to view a supervisee's work live or via previously recorded means during supervision sessions. To satisfy the CP program's requirement for one hour of weekly individual supervision by an LP, a supervisee may receive that supervision individually or in the presence of one other supervisee (i.e., 1 supervisor and a maximum of 2 supervisees). This dyadic supervision, coupled with the weekly group supervision with the instructor with whom the student is registered for CECP 6130, can fulfill the state's required 8 hours of supervision per month.

Please see Appendices A and B for more detailed information on CECP 6120 and CECP 6130 requirements and processes.

CECP 6120 and CECP 6130 Individual Liability Insurance Requirement

After completing your required coursework, your learning has only just begun. Working under supervision is essential to earning your license and/or certification. Counseling psychologists, like other health professionals, are not immune to ordinary mistakes. However, some mistakes may reflect negligence and thus may open the provider to the potential for a lawsuit. Intern malpractice coverage is the only way to be fully protected from the financial and professional costs of allegations. It is a requirement that all students enrolled in CECP 6120 and CECP 6130 purchase individual professional liability insurance. You would not want to compromise your career before it even begins, and professional liability insurance guarantees that you are covered while you are still in the process of learning.

Beginning with enrollment in fall 2022, students will be required to secure (and show proof of) practice liability insurance for enrollment in 6120 and 6130. Documentation of proof of individual coverage should be submitted along with applications for these courses. Master's students can learn more about professional liability insurance from various companies:

American Professional Agency, Inc.

<https://www.americanprofessional.com/covered-professions/psychologist-apa-member/>

The Trust Insurance

<https://www.trustinsurance.com/>

Course Information and Enrollment

Transfer Credits

Transfer credits are subject to approval by the faculty advisor and the Graduate College. Only 16 semester credit can be transferred to complete a degree program and must have been earned within the six-year period prior to graduation. Transfer credit will be recorded on the Western Michigan University transcript as “Credit” (CR) only and will not be calculated into the honor points earned and the graduate grade point average at WMU. Grades and honor points do not transfer, only credit transfers. Transfer credits for graduate students will not appear on the WMU transcript until the time of graduation. Consequently, honor point deficiencies acquired in credits earned at WMU cannot be made up by credits earned at another university. Graduate Transfer Credit Evaluation and Course Substitution Forms can be found at <https://wmich.edu/registrar/students/forms>.

Graduate credit may be transferred from other schools provided:

1. The credits were earned at an institution accredited for graduate study and are of “B” grade (3.0) or better. Moreover, the student’s overall grade point average for all graduate work taken at the other institution must also be “B” (3.0) or better.
2. The credit is earned within the time limit for the student’s WMU degree program (six years for master’s or specialist programs, or seven years for doctoral programs), is represented on an official transcript of the other institution, and is identified as graduate credit.
3. The student’s advisor verifies that the transfer credits contribute to the student’s degree program and includes them in the student’s permanent Program of Study.
4. The graduate dean approves the inclusion of the transferred credits in the student’s permanent program of study.

Department Course Rotation

Not every CECp course is offered every semester, but courses are usually offered one or more semesters on a regular, cyclical 12-month basis. As you plan your schedule of courses, consult the department's class rotation schedule, which can be found at <https://wmich.edu/cecp/student-resources/course-planning>. While it is the intent of the department to follow this schedule as closely as possible, the class rotation schedule is always a tentative listing of courses. There is no guarantee that a class will run in a listed semester as circumstances will necessitate changes.

Whether or not a scheduled course will be held during a particular semester depends on two conditions: (1) advanced registration data and (2) the College of Education and Human Development budget. Therefore, it is mandatory that every student participate in the advanced registration process. The number of students who register for a course may determine whether or not the course will be “kept” on that semester's schedule or “dropped.” If a course is dropped due to low enrollment students will be notified as soon as possible.

Enrolling in Courses

The schedule of upcoming classes may be found on the WMU Course Offerings web page at <https://wmich.edu/classlookup/>. Once on this page, enter the term of interest and under subject, select “Counselor Education/Counseling Psychology.” A listing of all CECP courses across all locations for the term selected will then appear. Please refer to this web site for course reference numbers (CRN), faculty names, and days and times of classes. If you click on the course's full name on this page, you will find information about course prerequisites and a link that takes you to required textbooks for that course.

How to Register for Courses

Please keep in mind that some courses are specific to the Counseling Psychology program at WMU. For example, CECP 6030 and CECP 6050 have Counseling Psychology specific program sections. Students must register for these classes with a “- CP” ending to them. Students will not be permitted to register for classes ending in “- CE.”

Students can find the calendar that will tell them when they can register for a given semester at <https://wmich.edu/registrar/calendars/registration>. Students can find the instructions for how to register at <https://wmich.edu/registrar/students/registration>. Once registered, the university will mail your tuition bill following the close of registration. Payment is due upon receipt. Payment plan options are available. You can find more information about payment plans at <https://wmich.edu/registrar/students/registration>. Guest students need to call the department or the respective EUP campus to have that office complete the registration process.

Waitlisting for Courses

The department uses the University automated waitlist for most courses. If students try to register for a CECP class and the class is full, students have the option of placing themselves on the automated waitlist for the class. If a student is on the automated waitlist and a seat becomes available, the student will receive an e-mail to their wmich.edu e-mail account letting them know that they can now register for the class through GoWMU. **Please note that students will not be automatically registered for the class.** After receiving the email, students must register themselves through GoWMU within the next 24 hours. If the student does not add the course by the 24-hour deadline, they will automatically be removed from the waitlist and the course will be offered to the next student in the waitlist queue. If a student wishes to be removed from the waitlist, they can do so through GoWMU by going into Add/Drop Course and changing the waitlist status to Drop Course. If students are on the waitlist and do not check their WMU email regularly, they may miss out on the chance to enroll in the course if slots become available. Students can find complete information at <https://wmich.edu/registrar/students-registration-waitlisting>. Guest students need to call the department or the respective EUP campus to have that office complete the registration process. If a class is closed, guest students may request to be placed on a waiting list for the class through the respective campuses. The waiting list process for guest students may differ between campuses, so it is necessary to contact the appropriate office.

“Hold” on Registration

If there is a hold on your registration, you cannot complete your registration until an outstanding debt to the University is resolved (e.g., parking fines, library fines, outstanding tuition fees, student housing rent). The debt or request must be paid, and deferment received from the registrar for you to register for classes. For more information, please visit <https://wmich.edu/education/advising/registration>.

Academic Advisement

Students are assigned a full-time faculty member as their academic advisor. The academic advisor's name is contained in the admission letter, along with a strong recommendation that an appointment be arranged as soon as the student has completed the online orientation, which is found at <http://www.wmich.edu/cecp/student-resources/orientation>. Contact your advisor via email to determine how best to set up a meeting with that advisor. The role of the academic advisor is to: (1) help develop and approve the program of study; (2) assist in sequencing classes; (3) determine the appropriateness of electives; (4) guide students through their program; (5) approve CECP 6120 and CECP 6130 sites and supervisors; and (6) troubleshoot problems if and when they arise.

Whenever possible, academic advisors are assigned to match the students' Program of Study. Thus, admitted students receive current and relevant advice from professors active in their respective discipline. The telephone, email, and WebEx may especially be useful ways to address some advisement issues with your advisor. Each advisor may choose to make use of various technologies in different ways. Check with your advisor on how to make the best use of these resources.

Program of Study Form

Completing the permanent Program of Study form is an essential step in completing the master's degree. It is developed in consultation with your academic advisor. Students must be regularly admitted and off conditional status before a permanent Program of Study can be approved. A permanent Program of Study form shall be filed prior to completion of 12 credit hours of coursework. Program of Study forms are available on the department website: <https://wmich.edu/cecp/forms>. Students are responsible for the accuracy of their program of study and should regularly check with their advisor if they are uncertain about any program requirements. Failure to include all courses required for a particular program of study may result in delayed graduation, license/certification problems, etc.

After the permanent Program of Study form is reviewed and signed by your academic advisor, the form is submitted to the CECP office. A copy of the form is also sent to the Registrar's Office, which is audited during the semester you apply for graduation. A signed copy of the permanent Program of Study form is provided to students. The permanent Program of Study must be completed prior to applying for CECP 6120 and a copy needs to be attached to the CECP 6120 application by the student.

The Program of Study form can also become a part of various licensure and certification applications. Therefore, students should be certain to retain their copy of this document. Students are also advised to permanently keep copies of all course syllabi completed as part of their program of study. Licensing boards in different states may request copies of course syllabi when students submit a license application. Each student is responsible for retaining copies of each course syllabus and having copies available if requested by a state licensing board.

After the permanent Program of Study form is approved by an academic advisor, any changes must be approved by the advisor before enrollment in substitute classes. If any courses will be added to or deleted from an existing Program of Study, the student does NOT need to complete a new Program of Study. Instead, the student should complete and submit to their advisor a Course Substitution Slip which can be found on the CECP website under forms.

Admitted Students

Academic Degree Program Orientation

The program orientation information is posted on the Department website in the General Information section of the CECP Student Resources page <http://www.wmich.edu/cecp/student-resources/orientation> and listed in the acceptance letter to students. Additionally, CECP hosts a mandatory orientation for all master's students at the start of the fall semester.

Professional Requirements

Students are expected to maintain a professional presence while in the program by demonstrating behavior consistent with WMU's code of conduct (<https://wmich.edu/conduct/code>). Students are expected to maintain satisfactory academic performance while in the program and are encouraged to reach out to their advisors with concerns regarding academic standing. Students who use social media networks (e.g., Facebook, Instagram, TikTok, Twitter, etc.) and other forms of electronic communication are encouraged to be mindful of how their communication may be perceived by clients, colleagues, faculty, and other mental health professionals. As such, students should refrain from posting content with visual or printed material that may be deemed inappropriate for a professional counseling psychologist. Additionally, students are encouraged to set all security settings to "private" and should avoid posting information or photos that could jeopardize their professional image. Students should consider limiting the amount of personal information posted on these sites and should never include any client information. Any breach of confidentiality of client information or concerning content posted may result in disciplinary action as determined by the department.

APA Ethical Standards

Students admitted to or taking courses in the department are expected to abide by the ethical standards of the professional associations connected to their field of study. All students in Counseling Psychology master's program follow the American Psychological Association (APA) Code of Ethics (<https://www.apa.org/>).

Student Rights and Responsibilities

Students are responsible for making themselves aware of and understanding the Graduate Catalog's policies and procedures that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse and can be found in the Graduate Catalog located at: <https://wmich.edu/registrar/catalogs>. If there is reason to believe a student has been involved in academic dishonesty, they will be referred to the Office of Student Conduct (<https://wmich.edu/conduct>). Students are given the opportunity to review the charge(s). Students read the “Student Rights and Responsibilities” section of The Graduate Catalog, which can be found at <https://wmich.edu/registrar/catalogs>.

All graduate students are expected to read and be familiar with the Student Rights and Responsibilities section of the Graduate College Catalog. Once in the Graduate Catalog, students will want to click on the link for the Academic Policies page and then click on the Student Rights and Responsibilities link. Basic information on University and Graduate College policies is provided concerning: Students’ Basic Rights; Academic Rights; Student Academic Conduct including Academic Honesty, Cheating, Fabrication, Falsification and Forgery, Multiple Submission, Plagiarism, Complicity, Computer Misuse; Conduct in Research; Research Board Requirements; Charges of Violations of Academic Honesty and Conduct in Research; Course Grade and Program Dismissal Appeals; Dissertation/Thesis/Project Appeals Procedure; The Family Educational Rights and Privacy Act; Policy on Sexual Harassment and Sexism; President's Statement on Racial and Ethnic Harmony; Discrimination: Complaints and Grievance Procedure; Western Michigan University Student Code; Western Michigan University Expectations for Good Practice in Graduate Education; and Western Michigan University Adjudication of Situations Involving Graduate Students' Rights and Responsibilities.

Criminal Background Checks for Students Admitted for and After Spring 2015

Students admitted to CECP programs during and after spring 2015 will complete the background check procedures established by the CECP department after being accepted and prior to the conclusion of their first semester in the program. If the CECP department’s established background check procedures are not completed prior to completion of the first semester after admission, the student may not continue to take courses until the background check is completed.

CastleBranch conducts the criminal background check for all students. Students must go online to <https://portal.castlebranch.com/wc70> to order and pay the fee for their background check. To complete the background check process, students accepted for admission and enrolling for the first time:

- for a fall semester must request and start their background check by October 1.
- for a spring semester must request and start their background check by February 1.
- for a summer I session must request and start their background check by June 1.
- for a summer II session must request and start their background check by October 1.

A program registration hold will be placed on a student’s account if the appropriate deadline for

starting the background check process is not met.

If a student has a history of criminal conviction(s), program faculty will review and assess the student's status in the program after the program background check is completed. Students will be provided notice of any criminal conviction that appears on their record and be offered an opportunity to respond and address that conviction. As part of the review, students with a history of conviction(s) will have the opportunity to talk to faculty to discuss the conviction history and to provide any additional information the student may wish to be considered. Students will be requested to provide copies of the Judgment of Sentence or Register of Action or Case History obtained from the court where the student was convicted/fined.

If a student's background check indicates that the student has not provided accurate information and/or has not disclosed a history of criminal conviction in their answers on their application, the student may be dismissed from the program.

Once admitted, a student must self-report any subsequent arrests or convictions immediately to the CECP department chair. Failure to do so may result in dismissal from the program.

External training and/or internship placement sites vary in their background check requirements, procedures, and standards for accepting candidates into their respective professional settings. External sites may require their own separate criminal background checks and procedures.

Students should understand that if they have a history of being convicted of a felony or misdemeanor, these incidents may make it difficult to obtain the required experiences to complete CECP 6120 and CECP 6130. If unable to complete CECP 6120 or CECP 6130, a student will not be able to complete their program of study and graduate.

Students should be further aware that if they have been convicted of a felony or misdemeanor, they may not be eligible for licensure or certification by the State of Michigan or by other jurisdictions. The Michigan Board of Counseling has indicated on their web pages that applicants who have been convicted of a felony or misdemeanor will be "reviewed on an individual basis," and that they "take into consideration the type of conviction, the age that you were when the incident occurred and the time that has elapsed since the conviction."

Eventual eligibility for professional licensure is determined by the professional licensing board in the relevant jurisdiction. Professional licensing laws and regulations vary from state to state, and questions concerning eventual eligibility for professional licensure should be directed to the appropriate professional licensing board in the relevant jurisdiction.

Students who are interested in additional information on the possible implications of a history of criminal convictions and employment, contracting, and clinical privileges in certain public health care, mental health care, and educational settings in Michigan may review the information included in the Public Health Code, Mental Health Code and information related to criminal convictions and certification by the Michigan Department of Education.

In the State of Michigan, please know that you may request a preliminary determination from the Department concerning whether any court judgments against you would likely result in a denial of a LLPC or LPC license for failing to meet the good moral character requirement. More information about requesting a preliminary determination can be found at www.michigan.gov/healthlicense.

Links to relevant excerpts on information related to this topic are below:

An excerpt from section 20173a(1) of the Michigan Public Health Code may be found at <http://legislature.mi.gov/doc.aspx?mcl-333-20173a>

An excerpt from section 134a of the Michigan Mental Health Code may be found at <http://legislature.mi.gov/doc.aspx?mcl-330-1134a>

Information related to Conviction and Certification by the Michigan Department of Education may be found at <https://wmich.edu/teachercertification/conviction>

Evaluation Procedures

Student Evaluation of Faculty

Students can evaluate courses and instructors at the end of the semester or session. The evaluations are compiled, reviewed by the Department Chairperson, and returned to faculty members. Evaluations are anonymous, and instructors receive all student comments after final grades have been submitted. Faculty members may use student evaluations and comments to modify course content and instructional methods. The appropriate reviewing bodies may use summary student rating data in performance reviews such as tenure and promotion.

Tk20

To help ensure that graduates are prepared to work in their chosen professions as well as to satisfy assessment related requirements of accrediting bodies, the Counseling Psychology Unit conducts systematic assessments of students and programs. Several tools are used as part of the student assessment process. One of those tools is Tk20 (<https://wmich.edu/cecp/tk20>) a system that allows students, faculty, and supervisors to submit a variety of assessments (course assignments, clinical experience evaluations, observation evaluation, etc.) that are used to help measure student learning and performance. Tk20 is a required instructional resource like textbooks, course packs, and other supplemental instructional materials. TK20 can also encourage communication and connection with students after they graduate so that they can have access to key documents and assessments that may be important to their careers and licensure following graduation such as CECP 6120 counseling practicum summary logs and CECP 6130 field practicum logs and evaluations.

Effective January 2015, all newly admitted and enrolled CECP students are required to have a Tk20 student subscription at the start of their first semester of study. This cost is paid for out of student fees the first semester in the program. As such, students have a subscription for TK20 automatically upon the first semester of enrollment. The Tk20 subscription is purchased that one time during the

first semester of study and is accessible across their entire program of study as well as 7 years following their graduation.

Dismissal Policy and Procedure

The Counseling Psychology program considers all program requirements to be academic requirements. Students may be dismissed from the program when the competency to perform in the program or post-graduation professional activities are or could reasonably be expected to be affected detrimentally due to an apparent mental, emotional, physiological, pharmacological, substance use, or other imminent concern. If program faculty or clinical supervision suspects that a student may have one or more conditions that are interfering with academic work or practicum/internship placement responsibilities, the following steps will be taken:

1. The faculty member will first meet with the program training director to discuss the matter. The training director will call a meeting of the student, the student's advisor, the program director, and any other relevant faculty members or university stakeholders to discuss the matter.
2. A Professional Conduct Concerns form will be developed and provided to the student.
3. If the student fails to meet the requirements of the Professional Conduct Concerns plan, the student may be considered for program dismissal.

Graduation Requirements

Students who have completed all university course requirements, including required practica and internship, are eligible to be considered for graduation.

Applying for Graduation

Students must be aware that they may need to apply for graduation up to 10 months in advance, depending upon their semester of graduation. Students can find important information about deadlines, the application process, and fees at <https://wmich.edu/registrar/graduation-masters>.

Special Case Procedures

Changing Degree Programs

Requests to change to a different counselor education degree program following admission are subject to review by the respective program admission faculty and the Department Chairperson. Forms to request a change in degree program are available online at <https://wmich.edu/cecp/forms>.

Deadlines for submitting a change in master's degree program option request are January 15, May 15 and September 15 and require a meeting with the student's current advisor.

Change of Advisor

Occasionally, students request a change of academic advisor, usually because they change their master's degree program. First, discuss the request to change advisors with your current advisor. After getting your current advisor's approval, get the approval of the desired advisor to take you on as an advisee. Once you have the new advisor's approval, download the form online at: <https://wmich.edu/cecp/forms>, complete the form, and then email it to your first advisor. Once the first advisor and new advisor sign the form, it is returned to the department chairperson, who must authorize all changes of academic advisors.

Procedure for 6980 Readings in Counselor Education and Counseling Psychology

After making arrangements with the faculty member, the student undertaking an independent reading or project must complete the 6980 Application form available on-line at the CECP forms webpage at <https://wmich.edu/cecp/forms>. This form requires a description of the work the student will complete and the signatures of the faculty member, the student, and the department chairperson. The student should keep a copy of the form.

Procedure for 7100 Independent Research

After making arrangements with the faculty member, the student conducting independent research must complete the 7000 Courses Application form available on-line at the CECP forms webpage at <https://wmich.edu/cecp/forms>. This form requires a description of the study the student will complete and the signatures of the faculty member, the student, and the department chairperson. The student should keep a copy of the form.

Guest (Non-Degree Admission) Status

While the Graduate College permits individuals to enroll as Guest students (non-degree) for up to nine hours prior to being admitted into a program, the Department considers requests for permission to take CECP graduate classes on an individual basis. Students who have been admitted to the master's in Counseling Psychology program are given preference for admission to CECP classes.

Grade Appeals

The Course Grade Appeal applies when a Western Michigan University student wants to appeal a final grade that has been recorded by the registrar on the student's academic record. This process is facilitated by the Office of the Ombudsman, and students should call (269) 387-0718 to meet with the ombudsman to begin the process. Specific criteria must be met prior to engaging in the Grade Appeal process, and one of the following bases for appeal must be proven:

1. Grades were calculated in a manner inconsistent with University Policy, the syllabus, or changes to the syllabus.
2. The grade or grades was or were erroneously calculated.
3. Grading or performance standards were arbitrarily or unequally applied.

4. The instructor failed to assign or remove an Incomplete or to initiate a grade change as agreed upon with the student.

A grade appeal cannot be made in response to a grade penalty assessed as a result of an official finding of responsibility for academic integrity violations. Such a finding will have been made through the procedures provided in the academic integrity policy.

In situations involving Nos. 1 through 4 above, there are three steps to the appeal process:

1. Informal meeting with the instructor: A student is encouraged to begin the appeal process by meeting with the instructor who assigned the grade. Such meetings often help students to understand the grading practices of instructors and often lead to resolution of differences over grades.
2. Written appeal and conference with the academic unit chair or director: A student must submit a letter requesting an appeal to the academic unit chair or director. This letter must be received by the academic unit chair or director within 20 business days of the last day of the semester or session in which the grade was recorded on a student's record. The ombudsman or designate may grant an extension should a genuine hardship arise (e.g., illness, death in the immediate family). The letter must identify the basis of the appeal and must state in detail why the student believes that the grade should be changed.

While a chair or director may not change any grade without permission of the instructor, the chair or director can serve as an intermediary to help the student either halt the appeal process (if there seems no legitimate basis) or proceed to the next step of the process (step 3 below or action outside the Grade Appeal and Program Dismissal Appeal Committee process).

Following a conference with the student, the chair or director must respond in writing to the student with a copy to both the instructor and the Grade Appeal and Program Dismissal Appeal Committee coordinator within 20 business days. In this letter, the chair or director should confirm the meeting with the student, recap their discussion, and state whether the student has an appeal that meets the established criteria (1, 2, 3, or 4 above). The chair or director cannot change the student's grade without the instructor's agreement.

Note: Grade appeals or other complaints based on charges of discrimination or sexual harassment should be taken to the Office of Institutional Equity or other office, pursuant to other University policies and procedures.

3. Appeal to committee: After the chair or director has completed the response to the student's appeal, and regardless of the outcome of step 2, the student may appeal to the Grade Appeal and Program Dismissal Appeal Committee. This appeal must be initiated within 20 business days of the completion of step 2. If the student has requested a meeting with the academic unit chair or director and has not been granted such a meeting within 15 business days of the student's request, the student may then initiate an appeal to the Grade Appeal and Program Dismissal Appeal Committee. The student will initiate an appeal through the Office of the Ombudsman. The

ombudsman will schedule a meeting of the Grade Appeal and Program Dismissal Appeal Committee using procedures determined by the Professional Concerns Committee of the Faculty Senate. The Grade Appeal and Program Dismissal Appeal Committee will consist of at least three members drawn from a panel of faculty established for this purpose.

In a grade appeal, both the student and the instructor should provide a written statement describing the situation under consideration. An appearance to provide additional information at the appeal by either the instructor or the student may be requested by the appeals committee. Students making an appeal must complete the appeals form as well as the student information form. The ombudsman will contact the instructor to have him or her complete the instructor information form. The Grade Appeal and Program Dismissal Appeal Committee can effectuate a grade change by majority vote. The decision of the hearing panel is final and not subject to appeal.

Information Update

If you change your name, address and/or telephone number, we need you to update that information immediately. For example, we need your current telephone number should we need to contact you if a class session is cancelled. To update your information, log onto your GoWMU account, click on the View/Update My Personal Information link on the left-hand Student Home Tab, and update your information.

Faculty Recommendation Policy

In most cases, faculty will write letters of recommendation for their students, but faculty also have the right to decline requests for letters or to serve as a reference. Please see the individual faculty member regarding their specific policy. Please keep in mind that just as you have the right to request a recommendation from faculty, they have the right to refuse your request. Before assuming a faculty member will write the letter or serve as a reference for you, you must secure their permission.

A faculty member's recommendation is usually based on personal knowledge of a student's development and academic performance in the program. It is also based upon the "goodness of fit" anticipated between the student and the future job, award, or Ph.D. program. Students should choose a faculty member who has first-hand knowledge of their performance. Please give the faculty or staff member adequate time to draft the letter or review your materials, typically a minimum of two weeks. When asking for a letter of recommendation or to be a reference, please provide the following:

1. The name or title of the position, degree or award you are applying for.
2. Required and preferred qualifications for the position/award/degree program.
3. Contact information associated with the position/award/degree program.
4. Your current résumé or curriculum vita.
5. The response deadline date.

Student Resources

The Graduate College

All graduate students are enrolled in the graduate college while completing their graduate studies. The graduate college offers funding opportunities, resources, workshops, events, and more. More information can be found at <https://wmich.edu/grad>.

Counseling Services for Students

Students at Western Michigan University are eligible for counseling services as part of your student fees. If at any time during the program you encounter personal concerns or difficulties, you may contact the Sindecuse Health Center-Counseling Services to schedule an appointment at 269-387-1850 or visit <http://www.wmich.edu/healthcenter/counseling>.

The department maintains a list of mental health providers and resources that is available to students. Consult with your academic adviser for access to the list of resources.

Campus Employment for Students

WMU employment opportunities are listed through Handshake, which is located at <https://wmich.edu/career/campus/students>. Many departments post their jobs on their individual websites. Use the University Directory to access these websites, which is located at <https://wmich.edu/directories>.

Student Disability Resources

WMU student disability information can be found on their website <https://wmich.edu/disabilityservices>. Please contact the disability office directly for more information.

Sindecuse Health Center

WMU has a health center on the main campus to serve students, faculty, staff and their dependents. The health center can serve as a student's primary care provider while they are in Kalamazoo. More information can be found on their website at <https://wmich.edu/healthcenter>.

University Recreation

WMU's Student Recreation Center offers an aerobic room, F45 Functional Training Studio, eight full basketball courts, 45-foot indoor climbing wall, indoor cycling studio, fitness testing lab, two 4,500-square-foot multipurpose courts, six racquetball courts, squash court, swirl pool, three indoor tennis courts, two futsal courts, 8,000-square-foot weight room, and more. More information can be found at <https://wmich.edu/rec/about>.

Funding Resources and Information

Federal Financial Aid Programs

Financial aid for graduate students is a little different than for undergraduate students. The biggest difference for graduate students is that you are automatically considered independent. So, only your income and assets (and if married, your spouse's) are considered when determining your eligibility for aid. If you have been offered a WMU graduate assistantship or fellowship, it will not be indicated on your financial aid offer letter until the department has notified the financial aid office. Graduate assistantships and fellowships may reduce the amount or type of aid you have been offered. When your aid is adjusted, you will be notified through your WMU email. Check GoWMU anytime to view the status of your offers. Please visit <https://wmich.edu/finaid/graduate> for current information on graduate federal financial aid.

Master's Student Assistantships, Scholarships, and Grants

Graduate assistantships are awarded by university departments or units to individual students and include a stipend. They must be applied for separately and usually require 20 hours of work per week (for funding a full assistantship). CECP does not offer graduate assistantships to master's students. However, other departments do offer graduate assistantships to our master's students. You can find and apply for graduate assistantships through WMU campus employment at <https://wmich.edu/career/campus>.

Further, students can find CECP department scholarships and awards at <https://wmich.edu/cecp/scholarships>.

Additionally, students can find the College of Education and Human Development scholarships at <https://wmich.edu/education/scholarships/graduate>.

Lastly, students can find WMU Graduate College Fellowships and Grants at <https://wmich.edu/grad/fellowships-grants>.

Counseling Psychology Department Awards

The CECP annually recognizes our graduate students for their contributions to research, teaching, and service. Students are recognized during the Annual Awards Reception that is held in April of each year. The afternoon provides a time to enjoy socializing and a chance to honor colleagues for their accomplishments. A full list of departmental awards is available on the department's website. Following is a brief description of each of the master's awards pertinent to Counseling Psychology master's students and their criteria. Additional information about awards and scholarships can be found on the web pages for the College of Education and Human Development (<https://wmich.edu/education/scholarships>) and the University Graduate College (<https://wmich.edu/grad>).

The CECP Alumni/Alumnae Scholarship

The Department of Counselor Education and Counseling Psychology awards scholarships to two Counselor Education and Counseling Psychology students annually. One award is granted to a master's level student, and the other is granted to a doctoral level student. Recipients are selected based on demonstrated performance goals, community service, and financial need. Recipients must also hold and maintain a minimum GPA of 3.0. These scholarships are made possible by generous donations from department alumni/alumnae and faculty.

Eligibility: All currently enrolled master's and doctoral students.

Form of Recognition: Monetary award.

Dr. James M. Croteau Memorial Scholarship

Dr. James Croteau served as a faculty member in the Department of Counselor Education Counseling Psychology from 1990 to 2016. He was recognized by colleagues and students as an excellent professor, mentor and scholar. His scholarship reflected a long-term career focus and emphasis on issues critical to lesbian, gay, bisexual and transgender (LGBT) people; and made a significant difference in the counseling profession by enhancing research and understanding for this population. Dr. Croteau was a Fellow of the American Psychological Association (APA) and the recipient of several national awards from APA for his contributions to LGBT studies and services. In 2010, Dr. Croteau was recognized as the nation's most productive scholar in counseling psychology in the area of LGBT studies. The Dr. James M. Croteau Memorial Scholarship is intended help continue his legacy by recognizing and supporting students who have a demonstrated commitment to LGBT studies and/or issues related to sexual orientation, race, diversity, inclusion and social justice. Annual award recipients are incoming or current master's or doctoral students in Counselor Education or Counseling Psychology at Western Michigan University.

Eligibility: All currently enrolled master's and doctoral students.

Dr. Lonnie Earl Duncan Memorial Scholarship

The Dr. Lonnie Earl Duncan Memorial Scholarship Award celebrates the legacy of Dr. Duncan, a native of Flint, Michigan, and associate professor of counselor education and counseling psychology at Western Michigan University who passed away on January 1, 2014. Dr. Duncan was Co-Training Director of the counseling psychology doctoral program. He was known for his passion for social justice, diversity and inclusion, issues related to African American males, and literacy. A faculty member at WMU since 2000, Dr. Duncan was licensed as a psychologist in Michigan and, in addition to teaching, worked as a psychological supervisor for professionals in the community. He was highly regarded in the profession and the recipient of numerous prestigious awards, including the Griselda Daniel Award by WMU's Graduate Students of Color for his commitment to diversity and inclusion in 2009, the Trailblazer Award from the College of Education and Human Development in 2011, and the Excellence in Diversity Award in 2013 for the work he did to strengthen and enhance the department's focus on multiculturalism and recruitment of students from historically black colleges and universities to WMU's graduate

programs.

Furthermore, Dr. Duncan received national recognition for his work in mental health treatment with racial minorities, including on such topics as help-seeking, assessment, treatment, training and supervision. The Dr. Lonnie Earl Duncan Memorial Scholarship Award supports a student pursuing a graduate degree in Counselor Education/Counseling Psychology. Dr. Duncan's wife, Yolanda, and family are proud to honor his legacy with this award.

Eligibility: All currently enrolled master's and doctoral students.

Outstanding Alumni Award

The Outstanding Alumni Award is given to recognize and honor outstanding alumni/alumnae who have distinguished themselves in the private sector or through public service. The importance of impacting the world outside the university has been valued in the department since its inception. The first Board appointed Head of Counselor Education, William D. Martinson, exemplified this perspective by his professional contributions to the Peace Corps, Upward Bound, and his innovative approach to delivering guidance services to rural areas. Recipients of the Outstanding Alumni Award will have made significant contributions to human services through organizational and/or professional association leadership, scholarship, research, teaching or direct service to client populations.

Eligibility: All departmental alumni.

Form of Recognition: Plaque.

Outstanding Master's Student in Counselor Education and Counseling Psychology Award

The Outstanding Master's Student in Counselor Education and Counseling Psychology Award is given to recognize and honor outstanding CECP master's degree students. Over the years, this award has been given in the names of George Hilliard, Marcia and Gil Mazer, and Lynn Becker. Dr. George Hilliard served WMU for 36 years in a variety of roles, including Director of the Student Counseling Bureau, Head of the Education Department, and Director of the Division of Personnel and Guidance. Dr. Gil Mazer served WMU as a faculty member for 22 years. His wife Marcia was well known in the department as one of those rare individuals that everyone found easy to talk to and confide in. Dr. Mazer and many of Marcia's friends wished to honor her memory by encouraging and supporting students who mirror her caring concern for others. Lynn Becker was one of the early non-traditional female doctoral students in the department. She was valued for her active involvement in the department as well as her work as a psychologist at the VA Hospital in Battle Creek. Friends and colleagues wished to honor her memory by encouraging and supporting non-traditional female students interested in women's issues.

In the spirit of Dr. Hilliard, the Outstanding Master's Student in Counselor Education and Counseling Psychology award is intended to honor a promising new professional in the field of counselor education and counseling psychology. Recipients of this award may demonstrate excellence or professional promise in a variety of ways including scholarship, practice and public service activities. In honor of Lynn Becker and Marcia Mazer, we also seek opportunities to

recognize non-traditional female students and students who exemplify "compassion, altruism and helpfulness" toward others.

Eligibility: All currently enrolled master's students and persons who have completed their degree within the last calendar year.

Form of Recognition: Plaque and monetary award.

*These awards are endowed awards.

Professional Organizations

The Counselor Education faculty encourages students to obtain membership or affiliation in appropriate professional associations available at the national, state, and local levels. Affiliation with these groups can enhance one's professional development as well as provide important information and networking possibilities. Links to professional organizations may be found on the CECF Professional Organizations webpage at <https://wmich.edu/cecp/student-resources/professional>.

National Organizations

American Psychological Association

750 First St. NE
Washington, DC 20002-4242
<https://www.apa.org/>

APA is the leading scientific and professional organization representing psychology in the United States, with more than 122,000 researchers, educators, clinicians, consultants and students as its members. APA's mission is to promote the advancement, communication, and application of psychological science and knowledge to benefit society and improve lives.

APA has 54 divisions are interest groups organized by members. Some disciplines represent subdisciplines of psychology (e.g., experimental, social or clinical) while others focus on topical areas such as aging, ethnic minorities or trauma. APA members, and even professionals not affiliated with APA, can apply to join divisions. Students may be interested in the following divisions:

- Society of Counseling Psychology (Division 17)
- Society for the Psychology of Women (Division 35)
- Society for the Psychological Study of Culture, Ethnicity and Race (Division 45)
- Society for the Psychological Study of Men and Masculinities (Division 51)

Association of Black Psychologists

7119 Allentown Rd St. 203
Fort Washington, MD 20744

www.abpsi.org

ABPsi is a professional association of African American psychologists founded in 1968 in San Francisco, with regional chapters throughout the United States. It publishes the *Journal of Black Psychology*. The focus of the ABPsi are to address the needs of black psychologists while also seeking to improve the state of black mental health at large.

National Latinx Psychological Association

<https://www.nlpa.ws/>

The National Latinx Psychological Association (NLPA) is a national organization of mental health professionals, academics, researchers, and students whose objective is to generate and advance psychological knowledge and foster its effective application for the benefit of the Latinx population. NLPA's membership represents a rich diversity of national background, ethnic and cultural origin and political ideology. NLPA does not presume to speak for all Latinx psychologists or psychologists interested in Latinx psychology. However, its members' goal is to see a physical, psychological, and social environment for Latinxs in the USA that reflect the ideals of respect for mental health, dignity, and human and civil rights.

Asian American Psychological Association

325 W Washington St
Suite 2 #3009
San Diego, CA 92103-1946
<https://aapaonline.org/>

AAPA's mission is to advance the mental health and well-being of Asian American communities through research, professional practice, education, and policy. The Asian American Psychological Association (AAPA) was founded in December 1972 by a group of Asian American psychologists and other mental health professionals in the San Francisco Bay Area. With the leadership of Dr. Derald Sue (AAPA's first President) and Dr. Stanley Sue, the first core group was formed and included educators, social workers, master's level psychologists and other mental health professionals. The group was vitally interested in Asian American psychology and mental health issues, in the training and education of Asian American mental health professionals, and in collaborating and networking with their peers.

The Society of Indian Psychologists (SIP)

<http://www.aiansip.org/>

The Society of Indian Psychologists is an organization for Native American Indigenous people (American Indian and Alaska Native) who advocate for the mental well-being of Native peoples by increasing the knowledge and awareness of issues impacting Native Mental Health.

The mission of the Society of Indian Psychologists is to provide an organization for Native

American indigenous people to advocate for the mental well-being of Native peoples by increasing the knowledge and awareness of issues impacting Native mental health. SIP's main goal is to come together as Native psychologists who work in support of professionals, researchers, graduate students, and undergraduate students. As a community, we share ideas, disseminate knowledge and new information relevant to Native People. United by a common core of values, we seek to be a resource for our respective communities by increasing the knowledge and awareness of issues impacting Native mental health.

State Organizations

Michigan Psychological Association (MPA)

124 W. Allegan St.
Suite 1900
Lansing, Michigan 48933
<https://www.michiganpsychologicalassociation.org/>

MPA seeks to be a passionate, diverse, and vibrant organization which promotes the public good and serves the needs of all psychologists throughout the State of Michigan. MPA represents the needs of our members and advocate on the State and National level for Michigan psychologists on issues involving access to care, reimbursement, and enhancing the profession of psychology. MPA prides themselves on being the voice of psychology in Michigan and an organization that includes full membership for graduate students and both Master's and Doctoral-level psychologists.

Faculty Information

Program Faculty Members

Visit <https://wmich.edu/cecp/directory> for more information about the faculty listed here.

INTERIM DEPARTMENT CHAIR

JESSICA HEYBACH, Ed.D, M.S., Northern Illinois University. Professor. Professional interests: critical leadership studies, feminist theory and practice, equity and ethics in schooling, philosophy of education, and social foundations of education

COUNSELING PSYCHOLOGY FACULTY

MARY Z. ANDERSON, Ph.D., M.S., B.S., University of Illinois. Professor. Licensed Psychologist. Professional interests: counseling process and outcome, counselor development, career development, measurement and assessment.

SAMUEL BEASLEY, Ph.D., University of Texas Austin; M.A., Indiana University; B.A., University of Kentucky. Assistant Professor. Professional interests: Men of color in health

service psychology, Men in health service psychology, Academic outcomes for Black students, psychosociocultural influences on academic outcomes for historically marginalized college students, multicultural counseling and training, critical and systemic approaches to psychology, and ethics in psychology.

KELLY A. MCDONNELL, Ph.D., M.S., Indiana University; B.A., Franklin and Marshall College. Professor and Director of the Center for Counseling and Psychological Services-Kalamazoo. Licensed Psychologist. Professional interests: counseling process and outcome, group work and group leader development, supervision and domestic violence issues.

JOSEPH R. MORRIS, Ph.D., M.A., University of Michigan; B.A., Central State University (Ohio). Emeritus Professor, Licensed Psychologist, Licensed Professional Counselor. Professional interests: consultation, assessment, multicultural counseling, and supervision.

ERIC M. SAUER, Ph.D., Michigan State University; M.A., Ball State University; B.S., Michigan State University. Professor and Director of the Center for Counseling and Psychological Services-Grand Rapids. Licensed Psychologist. Professional interests: counseling psychology, counseling process and outcome, attachment theory, and supervision and training.

MARK ST. MARTIN, Ph.D., Western Michigan University; M.A., West Virginia University. Associate Professor, Licensed Psychologist, Licensed Professional Counselor, National Certified Counselor, and Master Career Counselor. Professional interests: Career, exercise and sports psychology, and holistic health.

COUNSELOR EDUCATION UNIT FACULTY

CARLA R. ADKISON-JOHNSON, Ph.D., Kent State University; M.S., University of Dayton; B.S., University of Akron. Professor. Licensed Professional Counselor. Professional interests: Clinical Counseling, Faculty Development, Child Rearing Practices and Parenting, African American Women and Mental Health.

GARY H. BISCHOF, Ph.D., Purdue University; M.S., Virginia Tech; BA, Bethany College (WV). Professor and Coordinator of the Marriage, Couple and Family Counseling Program. Licensed Marriage and Family Therapist. Professional interests: Couple and family therapy, couples with a transgender partner, college student mental health particularly for students of color, and brief solution-oriented therapy.

STEPHANIE T. BURNS, Ph.D., & M.Ed., Kent State University; BFA, University of Akron. Associate Professor, Faculty Advisor for Mu Beta. Licensed Professional Counselor, National Certified Counselor. Professional interests: trauma and stress responses, guilt and shame responses, mental health assessment and diagnosis of adolescents and adults, student learning outcomes, counselor professional identity, ethical decision making in the counseling profession, the psychometrics of career interest inventories, adult career development, neurofeedback, counseling outcomes, program evaluation, and supervision.

STEPHEN E. CRAIG, Ph.D., University of North Texas; M.S., Texas A&M University at

Commerce; B.A., Texas Tech University. Professor. Licensed Professional Counselor. Professional interests: Adlerian psychology and its application to clinical supervision, contributing factors to child/adolescent social interest development, doctoral preparation in counselor education and the role of the advisory working alliance.

JENNIFER M. FOSTER, PhD. University of Central Florida. Associate Professor. Licensed Mental Health Counselor, Professional School Counselor. Professional interests: the developmental impact of childhood trauma, children's mental health, counselor training, wellness and spirituality.

PHILLIP D. JOHNSON, Ph.D., M.A., New York University; B.A., Virginia Union University. Associate Professor and Coordinator of College Counseling. Licensed Professional Counselor. Professional interests: Humanistic theory and the African American experience, oppression and liberation, spiritual transformation, and philosophical approaches to psychology and psychotherapy.

GLINDA RAWLS, Ph.D. Western Michigan University. Associate Professor, , Counselor Education Unit Director, Coordinator of the Clinical Mental Health Counseling Program, Licensed Professional Counselor, National Certified Counselor, Approved Clinical Supervisor, School Counselor License (K- 12). Master Career Counselor. Professional interests: college student development and multicultural issues, school counseling, college counseling, career development and multi-cultural counseling.

JENNIPHER WIEBOLD, Ph.D., University of Wisconsin-Madison; M.S., B.A., Minnesota State University-Mankato. Associate Professor, Rehabilitation Counseling/Teaching (RCT) Program Coordinator for Departments of Counselor Education and Counseling Psychology and Blindness and Low Vision Studies, and Certified Rehabilitation Counselor. Professional interests: rehabilitation counseling and psychology, vocational rehabilitation specializing in blindness and low vision studies, and experiential curriculum development in rehabilitation counseling personnel preparation programs.

Appendix A

CECP 6120 Counseling Practicum

Center for Counseling and Psychological Services

The Center for Counseling and Psychological Services (CCPS) is a service, training and research component of the Department of Counselor Education and Counseling Psychology (CECP). The tri-part mission of the centers is to (1) provide affordable counseling and psychological services, (2) enhance training opportunities for master's and doctoral students, and (3) promote research opportunities for department faculty and students. The state-of-the-art centers, one in Kalamazoo on the main campus (Room 3341, on the third floor of Sangren Hall) and one in Grand Rapids (at 200 Ionia Street, SW), provide required practical training opportunities for students while offering affordable mental health services to WMU students and residents of southwest Michigan. Community individuals seeking services are often uninsured and have household incomes well below the poverty line. Master's and doctoral degree students affiliated with the department provide the counseling and psychological services in CCPS (while enrolled in CECP 6120 Counseling Practicum), under the supervision of faculty members who are professional counselors or psychologists.

The CECP 6120 Counseling Practicum is an experiential course that, if you are working in the Center for Counseling and Psychological Services (CCPS), requires additional commitment of time working in the CCPS beyond the duration of class time noted in the schedule of classes. This additional time commitment includes, but may not be limited to, supervision, review of session recordings, and documentation in the electronic medical records program.

Washington Writers' Academy

Washington Writers' Academy (WWA) is an elementary school located near the heart of downtown Kalamazoo. This school serves a large number of low-income students from underrepresented groups in pre-kindergarten through fifth grade. WWA is a magnet school with a curriculum devoted entirely to writing. Moreover, WWA is the only school in the country with this distinction.

Students from the Counseling Psychology programs can apply to participate in this practicum opportunity. Students provide counseling services to elementary school children and their families, or primary caregivers, of the WWA community. Supervised graduate students in counseling psychology programs provide these services. Students spend approximately 11 hours per week at the school site, or working virtually. This time includes providing individual and group counseling services, individual and group supervision, and bridging hours.

Supervision during CECP 6120

Each student must participate in one additional hour of supervision outside of CECP 6120 class time each week that the class/group supervision takes place. These supervision hours are arranged with the CECP 6120 instructor at the beginning of the semester. The syllabus serves as

the supervision contract and clearly delineates the roles and responsibilities of students and supervisors. Each student will receive an evaluated (with the standard form) at mid-semester and end of semester.

Applying for CECP 6120

There are several sections of CECP 6120 offered each semester. Each section has limited enrollment so the submission of an application is required and registration is department controlled. Application forms can be found on the CECP web page (under Forms). To apply for CECP 6120 in one of the CCPS locations, thoroughly complete the 6120 Application and submit to the Administrative Assistant in the CCPS for the desired campus location (Kalamazoo or Grand Rapids) by the deadline. Applications for CCPS are accepted for fall and spring semesters, and the combined summer I/II sessions. To apply for CECP 6120 at the WWA location, thoroughly complete and submit both the 6120 Application and the additional 6120 Onsite Washington Writers' Academy application to the Administrative Assistant in the CCPS-Kalamazoo by the deadline. Application materials will be passed on to the WWA coordinator and supervisor. Applications for WWA are accepted for starting in summer II session and continuing through fall semester and for starting in spring semester and continuing through summer I session. The deadline for application submission is early in the semester preceding the semester of desired enrollment. Deadline dates can be found on the CECP web page under Course Planning and Application Due Dates.

Registration for CECP 6120 is done by the department and depends on completion of the application(s), including completion of all course prerequisites for CECP 6120; a list of prerequisites is on the application form. Completing and submitting a signed application form indicates that you understand that CECP 6120 Counseling Practicum is an experiential course that, if you are working in the Center for Counseling and Psychological Services (CCPS), requires additional commitment of time beyond the duration of class time noted in the schedule of classes. This additional time commitment includes, but may not be limited to, supervision, review of session recordings, and paperwork on the computers located in the CCPS. Similarly, there are site specific time commitments and expectations for the WWA location; contact the WWA coordinator for more details.

Applications are ranked in order of the number of hours completed in the respective degree program, and notice of acceptance (or non-acceptance) for enrollment in CECP 6120 will be emailed to all applicants. If you are selected for enrollment in CECP 6120, you are expected to take the course barring any extraordinary circumstances. Failure to do so or unauthorized withdrawal from the course after registration may impact your application status for future semesters. If you are not selected for enrollment in the current application cycle, you will need to re-apply for a future semester and submit a new application form with updated information.

Appendix B

Steps to Securing a CECP 6130 Field Practicum (Internship)

Kalamazoo and Grand Rapids students should complete the following steps through the Center for Counseling and Psychological Services (CCPS) for the campus where they wish to complete CECP 6130 group supervision. Students must participate in one hour of individual (one-on-one)/dyadic (two-on-one) supervision affiliated with the site and 1.5 hours of group supervision per week with instructor-of-record on campus for the duration of CECP 6130 enrollment. These hours will count toward the 600 required clock hours.

The internship (CECP 6130) is a capstone experience and should be taken after ALL other program of study coursework has been completed with a passing grade for graduate level courses. A possible exception is CECP 6750 which may be taken concurrent with CECP 6130 with advisor approval. If you have questions about this, discuss those questions with your advisor.

STEP 1: It is important for students to meet with their CECP academic advisor at least two full semesters (8 months) in advance of the semester they wish to enroll in CECP 6130 to have ample time to secure a site or sites and prepare and submit the 6130 application.

Discuss with your advisor the nature and requirements of the CECP 6130 Field Practicum, including but not limited to type of setting(s) and activities, duration of internship (number of semesters and weekly hours) and site supervisor requirements and degree/credentials. **Note: Clinical Supervision is a critical aspect of the successful completion of CECP 6130. Please pay careful attention to supervision requirements described in the Field Practicum Guidelines for Counseling Psychology (found below in this handbook).**

You might want to identify some potential sites to discuss with your advisor, but at this point DO NOT make a formal application to any site until you have received your advisor's approval. A list of potential sites is available through CCPS in Kalamazoo (KZ, 3341 Sangren) or Grand Rapids (GR, Room 2100, The Graduate Center – Downtown). A listing of past sites affiliated with application through the Kalamazoo campus is also available in Tk20. Log into Tk20 and select Document Room and then Public Documents. Click on the plus box to the left of "CECP 6130 Site List – Kalamazoo Region" to expand the listing and then click on the name of the attachment for "6130 Site Database." Click on the link to the file name ("6130 Database KZ-Spring 2020 READ ONLY POSTING ON Tk20"), located toward the bottom of the page to download and view a read-only version of the excel file.

Be sure you also discuss with your advisor the number of credit hours for which you will need to register for CECP 6130. This is typically completed by either full-time work (40-42 hours per week) in one semester where the student is registered for 4-credit hours in that semester. Students can also complete CECP 6130 part-time (minimum of 20 hours per week) across two semesters and registered for a portion of the credit hours each semester. For example, if you plan to register for internship for spring and both summer sessions, you might want to be registered for 2-credit hours in spring and 1-credit hour in each of the summer sessions I and II. You will identify the

total number of semesters/sessions of internship enrollment and the number of credit hours for each on the 6130 Site Information Form that you will complete and your advisor will need to sign.

NOTE: If you have elected a specialty area (e.g., SPADA, Holistic Health), discuss these matters with your specialty area advisor as well.

STEP 2: To begin the process of contacting potential sites by calling or writing to site internship coordinators to determine if a site is accepting interns for the semester(s) in which you plan to be enrolled. A recommended approach is to ask about their application procedures and requested information (e.g., cover letter, resume), as well as specific information about intern activities and site expectations. Site policies and requirements can vary extensively; inquire about them upfront and be prepared to comply with them if you ultimately elect to go to a site. You might also want to share with the site coordinator specific requirements you have as part of your program; see the CECP 6130 Field Practicum Guideline for Counseling Psychology.

Send application materials to your prospective sites. A letter to the site should be specific and brief, addressed to the site internship coordinator, and indicate your interest in placement there. You might want to consult with your advisor about format and content. Follow up after a reasonable time (about a week or two) with a telephone contact to be sure your materials were received, much as you would in searching for new employment.

NOTE: It would be in your best interest to apply to multiple sites concurrently rather than one at a time to increase your chances of obtaining a placement.

STEP 3: When you have secured a site or sites by accepting their invitation, complete a 6130 Site Information Form. You can find the 6130 Site Information Form at <https://wmich.edu/cecp/student-resources/forms>. On the form, you will provide information about you, your internship site(s) (e.g., name, contact person, site supervisor), and semester and registration preferences.

If you have a single site, you only need to fill out the Site Information Form (both pages/front and back). If you will have more than one site, you will also need to fill out a 6130 Additional Site Information Form for each additional site. Make sure to sign and date the form(s). Then give the completed form(s) to your advisor for their approval and signature. **6130 Site Information Form(s) must be signed by your advisor and need to be completed fully, accurately, and legibly.** Incomplete or incorrect information may delay the placement process and CECP 6130 internship registration.

NOTE: Once you have settled on a site or sites, be sure to alert all other sites that you have found a placement and withdraw your application so that they can consider other interns. **Once you have made a commitment to a site and accepted their invitation to be an intern, you need to keep the commitment and not withdraw from the site. If you have any concerns about a site after acceptance, talk with your advisor.**

STEP 4: Once your advisor has signed the form(s), you will submit it/them to the CECP

Internship Coordinator at the campus location (Kalamazoo or Grand Rapids) where you intend to participate in weekly group supervision on campus with your instructor-of-record. The deadline for submission of forms is in the semester preceding the semester of desired enrollment (and exact dates can be found on the CECP web page under Course Planning and Application Due Dates).

STEP 5: Once your 6130 Site Information Form is received, the CECP Internship Coordinator will complete the necessary paperwork on behalf of the department and send it to your site(s) to obtain written confirmation of your acceptance as an intern. Included in the paperwork will be a cover letter, copy of your program option CECP 6130 Field Practicum Guideline Sheet, and the Site Acceptance Form.

NOTE: Your designated LP site supervisor will be asked to complete a separate form verifying number of hours of supervision they will provide monthly. Eight hours of supervision per month by a Licensed Psychologist (LP) are required by the Michigan Board of Psychology for the LLP license in Michigan; at least one hour per week of individual (one-on-one)/dyadic (two-on-one) supervision must be provided by your designated LP. The remaining hour per week is acquired by attending the weekly group supervision on campus and provided by your LP instructor-of-record.

STEP 6: After all of your sites have returned a Site Acceptance Form, you will be registered for CECP 6130 by the CECP department personnel. You will be notified of the CECP 6130 section to which you have been assigned. This group supervision will take place for 1.5-hours weekly for the duration of your internship. The time for the group supervision class to which you are assigned may typically be a 3-hour time period. Your group supervision will be one of the 1.5-hour portions of that block of time (e.g., for a 4:30-7:30 section, it will be 4:30-6:00 pm or 6:00-7:30 pm). You may indicate a preference for a particular 1.5-hour section; **however**, you need to reserve the entire 3-hour block of time and be available for either supervision assignment.

NOTE: Once you have been registered for 6130 by the CECP Internship Coordinator, you **MUST** keep your commitment to an internship site. Under no circumstances should you **discontinue your arrangement or leave a site without notifying (a) your academic advisor AND (b) your instructor-of-record (on campus group supervision LP) and discussing the situation with these individuals.**

STEP 7: Attend weekly group supervision starting with the first week of the beginning semester of enrollment and continue until you have completed ALL of your internship hours.

You may begin working at your internship site(s) starting with the first official day of the semester in which you are enrolled, but NOT before. If a site wants you to begin orientation (or other non-clientele contact activities) before the first official day of the semester in which you are enrolled (and you are available to do so), you must **FIRST** discuss this possibility with (a) your academic advisor and (b) your instructor-of-record (on campus group supervision LP) for approval before agreeing to such an arrangement.

NOTE: If you are receiving all 8 of the required monthly hours of LP supervision at your

internship site (and you will not be attending the weekly group supervision on campus), you must still attend the first meeting of group supervision at the beginning of each semester in which you are enrolled in internship. This will give you and the group supervisor on campus, the Instructor of Record with whom you are registered, an opportunity to check-in and you to hear about the requirements, expectations, and paperwork associated with internship.

STEP 8: Meet internship site expectations and complete internship paperwork as required.

Goals: At the beginning of the internship, meet with your site supervisor(s) and establish written goals for the internship. Your CECP 6130 LP group supervisor on campus (Instructor of Record with whom you are registered) will have information about how to complete the goals and an example form. By the 3rd week of the semester, provide your goals form (one per site) to the CECP 6130 instructor of record. Once completed, keep a copy of your goals for your own records.

STEP 9: The following five (5) documents will need to be completed and turned in at the conclusion of your internship to get credit for CECP 6130: Log Summary Form, Weekly Log Summary (weekly tracking of hours), Certificate of Completion Form, Site Supervisor Evaluation Form and Student Evaluation of Site Form. The contents of your Log Summary Form and Weekly Log Summary documents represent an accounting of your time spent on internship and the activities in which you are engaged. Your LP site supervisor will complete the Evaluation Form and the Certificate of Completion which verifies your completion of the field placement. The last form is your own evaluation of the field placement site. Your CECP 6130 instructor on campus (Instructor of Record) will provide information on how to complete these forms.

Each of these 5 forms (Log Summary, Weekly Log Summary, Supervision Evaluation, Certificate of Completion and Student Evaluation) should be completed for each internship site. These forms will eventually become part of your experiential file kept in the department, but you should keep a copy of these forms for your own records. **It is good practice and is strongly recommended that you keep copies of all of these types of important forms that document your work throughout your professional career (including after graduation) for reference as part of future licensing applications.**

Completed forms should be provided to your CECP 6130 Instructor of Record (group supervisor on campus with whom you are registered) for CECP 6130 at the end of the semester of final enrollment.

NOTE: If you complete your internship over more than one semester AND you are registered with two different on campus supervisors (instructors-of-record), it is YOUR responsibility to stay in contact with the supervisors and arrange to get your final paperwork to them for review. Do not rely on the group supervisor you finish with to pass the paperwork on to another group supervisor.

CECP 6130 Field Practicum Guidelines for Students and Supervisors

The site must be an organized mental health setting that provides services in an inpatient or

outpatient format. The site must provide interdisciplinary contact with other professionals, for example, psychiatrists, social workers, nurses, professional counselors. Students should experience a variety of clients with respect to presenting problems, diagnoses, age, socioeconomic status, race, gender, etc.

Field practicum students should experience a variety of activities that a regularly employed limited licensed psychologist would be expected to perform in that setting. Examples of appropriate placement sites include community mental health centers, private practice group, substance abuse treatment facilities, non-profit mental health facilities, hospitals, or other human service-related settings approved by the student's advisor. Student experiences during the field practicum should include counseling individuals, couples, families, and/or groups. The field practicum would ideally also provide students with experience in assessment, diagnosis, and treatment of mental and emotional disorders; psychological assessment and/or testing; and psychoeducational and consultation activities. The field practicum should include opportunities for students to demonstrate the appropriate use of assessment tools and diagnostic tools, including the current edition of the DSM, along with the ability to accurately diagnose and discuss the differential diagnosis with collaborating mental health professionals. Students may also have the opportunity to use assessments, engage in case conceptualization and select appropriate evidence-based treatment interventions.

The on-site supervisor must currently hold a full license to practice psychology at the independent level. In Michigan this person is a doctoral level, licensed psychologist. The supervisor may be a staff member, full or part time, or a consultant to the site selected.

A minimum of six hundred (600) clock hours are required to complete the field practicum. Students must accrue the hours at a minimum of 20 hours per week in a continuous pattern of contact.

A minimum of 240 of the 600 hours must be direct services to clients and others appropriate to the setting. Hours accrued that do not qualify as direct service would be documented as indirect service. These include exclusively observing others providing counseling or related services, documentation and other record-keeping, administrative duties, and clinical and/or administrative supervision. A minimum of 8 hours per month of in person supervision with a fully licensed psychologist is required. Of these 8 hours, a minimum of 1 hour per week must be in individual (one-on-one)/dyadic (two-on-one) supervision. The remainder of the hours may be arranged to include individual, dyadic or group supervision as appropriate to the student and the site. Additional supervision is recommended as needed and required by the site. Attendance at the weekly CECP 6130 group supervision sessions on campus with a licensed psychologist may be required to obtain the 8 hours per month of supervision with a fully licensed psychologist.

By the end of the third week of the semester or session when enrollment occurs, students are required to file a list of approved goals and objectives with their academic advisor. Goals and objectives for the field practicum are to be jointly created, formally documented in writing, and signed by the student and the field practicum supervisor.

Students shall maintain a Weekly Tracking Log of field practicum activities including time spent

in each activity. This will be submitted at the end of the internship experience (as well as at other points during the course of internship) along with a Summary Log of activities and time spent in each activity signed by the field practicum supervisor and the field practicum supervisor's evaluation. At a minimum, site supervisors must submit at least a final evaluation on each intern at the completion of the 600 hours using the standard evaluation form in Tk20. Several weeks prior to the completion of the student's internship, the site supervisor will be sent a binder that includes the evaluation and information about its completion and submission in Tk20. The CECP Department encourages site supervisors to also complete a midterm evaluation using the same form (this will not be submitted to Tk20 but can be completed in paper or electronic format). For a copy of the logs, evaluation forms and other documents, students are referred to the public document room in Tk20: click on "Document Room," then "Public Documents," and then click on the "+" next to CECP 6130 Field Practicum Folder Student Forms. Students are required to evaluate each field practicum site upon completion of the internship; this is done in Tk20.

If students or supervisors have questions regarding any aspect of the field practicum during the time of assignment, please contact the CECP 6130 coordinator in Kalamazoo at (269) 387-5105 or in Grand Rapids at (616) 771-4171. If questions arise regarding placement or evaluation documentation, the Site Placement Administrator can be reached at 269-387-5105.

Appendix C

Certificate Program in Counseling Psychology

The Certificate Program in Counseling Psychology is for individuals who already have a master's degree in Counseling Psychology or a closely related MA degree in psychology, and are seeking to obtain state of Michigan licensure as a Temporary Limited License as a Psychologist (TLLP)/Limited License as a Psychologist (LLP) in Michigan by completing additional graduate coursework, practicum and/or internship training. These individuals have already applied for licensure to the state with their master's degree and been informed that they must complete additional graduate coursework, practicum and/or internship training to be eligible.

Admission Requirements

Admission to the Certificate Program in Counseling Psychology is based upon grade point average, educational background, letters of recommendations, completion of an appropriate MA psychology degree, completion of required background checks, as well as other factors. Applicants are required to complete and return online application materials and supplemental department questionnaire. In addition, applicants must already have applied for a Temporary Limited License (TLLP)/Limited License as a psychologist with the state of Michigan. They also must have received a written decision letter regarding licensure from the state informing them of any additional coursework and/or practicum/internship requirements that must be completed to establish eligibility for the license. Once an applicant has completed their admission application and received their decision letter from the state detailing remaining requirements, a meeting will then be arranged with the applicant and a faculty advisor. During this meeting the applicant and advisor will discuss and develop an individualized program of study detailing the coursework and credit hours of practica/internship to be completed to meet outstanding requirements. This individualized program of study must include a minimum of 9 credit hours.

Individuals who need to complete CECP 6130 - Field Practicum as part of the certificate need to first have the following courses or their equivalent completed: CECP 6040 - Counseling Techniques; CECP 6050 - Professional Issues and Ethics; CECP 6070 - Multicultural Counseling and Psychology; CECP 6110 - Theories of Counseling; and CECP 6120 - Counseling Practicum. Once an individualized program of study plan is developed and agreed to by the applicant and faculty advisor, the final admission decision will be made by faculty. Applicants who need to complete CECP 6130 – Field Practicum as part of the certificate should also be aware that the regulatory board for psychology licensure in Michigan, LARA, requires post-MA students to gain approval of the Field Practicum prior to completion of it; students are urged to carefully review all documentation from LARA and work closely with licensing personnel to assure they are completing all required steps.

The department has three different application deadlines for the Certificate Program in Counseling Psychology admissions during the year: January 15, for ensuing Summer and Fall sessions/semester, May 15, also for the ensuing Fall semester, and September 15 for the following Spring semester.

Application materials are available online through links on the WMU Office of Admissions and department web pages. Upon formal admission to the certificate program, the student will be assigned a faculty advisor who will work with the student, review student progress, and approve required practicum/internship placements.

Appendix D

Master of Arts in Counseling Psychology (Accelerated)

Description of Program

The accelerated Master of Arts in Counseling Psychology program allows undergraduate students to begin accumulating credits toward the completion of a master's degree in counseling psychology while still enrolled in the Department of Psychology as undergraduate Psychology majors. Students participating in this program are allowed to take a maximum of 12 graduate credit hours during their senior year that will count towards completion of their bachelor's degree. After completing the undergraduate degree, students are admitted to the master's program in counseling psychology in the Department of Counselor Education and Counseling Psychology (CECP) in the College of Education and Human Development. At this point the graduate credits they earned as undergraduates are credited towards the completion of their master's degree. Students enrolling in the accelerated program for the maximum of 12 graduate credits would have 12 graduate credits applied to their undergraduate and graduate degrees. In addition, students enrolled in the accelerated M.A. program pay undergraduate tuition for the 6000-level graduate courses they take as undergraduate students and these courses are included in the flat tuition rate. On completion of the undergraduate degree, the student is reclassified as a graduate student and must pay graduate tuition rates for the remaining classes in the M.A. program. Students in this program will still need to complete their major requirements, minor requirements, general education or Western Essential Studies (WES) requirements, and complete a minimum of 122 credits to receive their bachelor's degree.

Admission Criteria

Admission criteria for this program is available for undergraduate Psychology majors in the Department of Psychology. Students must have junior status at the time of application and have earned a minimum of 30 credit hours at WMU. They also must have a minimum overall undergraduate GPA of 3.2. In addition, students must meet all admission requirements for the M.A. in Counseling Psychology and be accepted for admission by the CECP department. Students who have received their bachelor's degrees will be ineligible to apply for this program and retroactively claim credits to apply toward the M.A. degree. Students applying for the accelerated Master of Arts in Counseling Psychology in

the Department of Counselor Education and Counseling Psychology at Western Michigan University should follow the application deadlines and instructions.

Application Admission Procedures

- Early in the junior year, potential accelerated M.A. students should contact the Department of Counselor Education and Counseling Psychology to discuss the accelerated M.A. program, application and/or admissions requirements and procedures. Students should also meet with their undergraduate advisor in the College of Arts and Sciences (CAS) to discuss the four graduate courses to be included as part of the undergraduate program. Students in the accelerated MA in Counseling Psychology can take four of the following five three-credit hour courses: CECP 6010: Research Methods; CECP 6030: Tests and Measurement Credits: 3 hours; CECP 6050: Professional Issues and Ethics; CECP 6070: Multicultural Counseling and Psychology; and CECP 6110: Theories of Counseling.
- Students must submit an online application and apply for a graduation audit.
- Upon acceptance to the accelerated M.A. program, the Department of Counselor Education and Counseling Psychology(CECP) approves a conditional admission to the M.A. program pending completion of the bachelor's degree. The effective term of admission to the M.A. program is the term following receipt of the bachelor's degree.
- After acceptance to the accelerated M.A. program, the student must meet with a CECP counseling psychology program faculty advisor, to complete an Accelerated Graduate Degree Program Course Approval form. This form specifies the four three credit hour courses that will be counted towards both the bachelor's and M.A. degrees.
- This Accelerated Graduate Degree Course Approval form will then go to the student's undergraduate advisor in the College of Arts and Sciences (CAS) who will need to approve the four graduate courses to be included as part of the undergraduate program for the student's senior year.

- This form will then be placed on file with the Registrar's Office before these courses are taken, with a copy on file in CECP. The student will also complete an approved Counseling Psychology M.A. program of study form with the counseling psychology faculty program advisor.
- A copy of this completed form will be kept on file in the CECP office and submitted to the Registrar's Office to become part of the student's permanent file once the student is admitted to the master's program in counseling psychology.

Requirements for Continuing Eligibility and Graduation

1. The bachelor's degree must be awarded within one calendar year after initial enrollment in the accelerated M.A. program. Students who fail to complete the bachelor's degree in this time frame must reapply to be admitted to the M.A. program.
2. In order to move automatically into the M.A. program, students must achieve a grade of B or better in each graduate course being counted toward the bachelor's degree. Students who do not meet this requirement will have the earned grade applied to their undergraduate degree only and must reapply for admission to the M.A. program. Students who meet this requirement will be admitted as M.A. students (with the relevant graduate credits) in the next semester or session after receiving the bachelor's degree.
3. Students must follow the program of study on file with the Registrar's Office. Failure to do so may result in ineligibility for the accelerated M.A. program.
4. A student completing the undergraduate degree with a GPA of less than 3.0 automatically will be ineligible for the accelerated M.A. program.
5. Students must complete the requirements for the M.A. degree within 24 months after completion of the bachelor's degree. Students unable to meet this requirement must apply for an extension from the CECP department.
6. Students who have completed the accelerated M.A. program will have this noted on their undergraduate and graduate transcripts.

Withdrawal

A student may withdraw from the accelerated M.A. program by informing the Department Chair in CECP in writing. A copy of the request to withdraw must also be submitted to the Registrar's office.

Course Requirements

Accelerated M.A. students will take 12 hours (four courses) that are selected from among five designated CECP courses, including:

CECP 6010 - Research Methods Credits: 3 hours

CECP 6030 - Tests and Measurement Credits: 3 hours

CECP 6050 - Professional Issues and Ethics Credits: 3 hours

CECP 6070 - Multicultural Counseling and Psychology Credits: 3 hours

CECP 6110 - Theories of Counseling Credits: 3 hours

(Note: Undergraduate students enrolled in the accelerated M.A. program will be required to meet graduate- level expectations in their graduate classes.)

Appendix E

List of Forms for Enrolled Students

CastleBranch Criminal Background Check Form <https://portal.castlebranch.com/wc70>

Permanent Program of Study Form: <https://wmich.edu/cecp/forms#program-study>

Program of Study Course Change Form: <https://wmich.edu/cecp/forms#program-study>

Graduate Transfer Credit Evaluation and Course Substitution Form:

<https://wmich.edu/registrar/students/forms>

6980 Readings in Counselor Education and Counseling Psychology Form:

<https://wmich.edu/cecp/forms>

7100 Independent Research Form: <https://wmich.edu/cecp/student-resources/forms>

6120 Application Form: <https://wmich.edu/cecp/forms>

6130 Application Form: <https://wmich.edu/cecp/forms>

Graduation Application Form: <https://wmich.edu/registrar/graduation-masters>

Changing Degree Programs Form: <https://wmich.edu/cecp/forms>

Change of Advisor Form: <https://wmich.edu/cecp/forms>