

***HANDBOOK
GRADUATE STUDIES
IN
COUNSELING***



*Our Lady of Holy Cross College is accredited by the
Commission on Colleges
of the Southern Association of Colleges and Schools
(1866 Southern Lane Decatur, Georgia, Telephone Number 404-679-4501)
to award the Associate, Baccalaureate and Master=s degrees.*

*And
The Clinical Mental Health Counseling Program
The Marriage and Family Counseling Program
and
The School Counseling Program
of Our Lady of Holy Cross College is accredited by
The Council for Accreditation of Counseling and Related Educational Programs
(5999 Stevenson Avenue, Alexandria, Virginia 22304, 703-823-9800, ext. 301)*

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Revised November 2011**

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GRADUATE STUDIES IN COUNSELING

SCOPE AND PURPOSE

In keeping with the stated philosophy of Our Lady of Holy Cross College, the Graduate Programs seek to provide opportunities for intellectual, psychological, and spiritual growth to foster individual's contributions within a pluralistic society. The Catholic heritage of the college and the Christian understanding of service are integral to the philosophy of the Graduate Programs.

The Graduate Programs are specifically designed to enhance the student's knowledge, skills, and attitudes in their chosen academic arenas and to prepare them to accept professional responsibilities. Success in the Graduate Programs is based not only on completing the required course work but also on demonstrating competencies and attitudes appropriate to the profession. Whether they counsel, administer, or teach, graduates of the Graduate Programs of Our Lady of Holy Cross College promote holistic development of each individual and the spirit of justice that brings social equity and global harmony.

PHILOSOPHY OF THE GRADUATE PROGRAMS

The Graduate Programs in Counseling incorporate the Mission and Philosophy of the College into their own statement of Mission and Philosophy. The various specialties in counseling nurture students into self-developing, competent professionals who can contribute to their communities both personally and professionally. The programs emphasize the whole person's development of spiritual, intellectual, cultural, and material values necessary to live responsibly, respect individuality, seek truth and peace, and foster justice in society. The programs emphasize the delivery of services through a sociocultural, systemic, developmental, wellness perspective. The Graduate Programs implement their philosophy into their mission through measurable objectives for teaching, research, and public service.

PROGRAM OBJECTIVES

Teaching: The programs prepare students from diverse backgrounds to become responsible professionals capable of delivering effective services in educational and community settings. Objectives for achieving the teaching mission of the programs include:

1. To recruit, maintain, and matriculate culturally diverse students who have vocational goals that can be met in education and counseling occupations and who demonstrate the potential to contribute to their chosen profession;
2. To provide a curriculum that not only meets the requirements of national accreditation standards but also infuses a sociocultural, systemic, developmental, and wellness perspective;

3. To provide the students with opportunities to apply theories to practice and to develop professionally through supervised on-the-job-training experiences in a wide variety of educational and community settings;
4. To monitor students individually throughout their academic careers in order to promote both personal and professional development;
5. To foster students= identification as professionals through membership in professional associations and to encourage life-long learning in graduates by instilling awareness of continuing education needs and opportunities; and
6. To reflect input from all persons involved in the conduct of the program, including program faculty, current and former students, and personnel in cooperating agencies.

Research: The programs prepare students to become consumers of research and to apply appropriate methodology in the pursuit of graduate-level research. Objectives for achieving the research mission of the programs include:

1. To support students in their scholarly research through adequate resources and faculty mentoring;
2. To provide students with opportunities through action research to apply their knowledge and skills;
3. To monitor students throughout their programs of study in order to ensure quality performance; and
4. To encourage the presentation and publication of research findings.

Public Service: The programs prepare students from diverse backgrounds to become responsible professionals capable of contributing personally and professionally in local, state, and national settings. Objectives for achieving the public service mission of the programs are:

1. To meet local societal needs through the provision of a counseling clinic as a community resource;
2. To ensure that students have opportunities for on-the-job training in facilities that address the concerns of culturally diverse persons and persons who have limited economic resources; and
3. To sponsor seminars, workshops, and institutes conducted by nationally known professionals who have special expertise to promote the continuing education of professionals in metropolitan New Orleans.

STUDENT OUTCOMES OF THE GRADUATE PROGRAM IN COUNSELING

Upon successful completion of the Graduate Program in Counseling, graduates should be able to:

1. Practice professional counseling skills within the scope of a multicultural and changing society;
2. Synthesize theoretical and empirical knowledge in the field of counseling;
3. Demonstrate the ability to engage in critical thinking, decision making, and independent judgment;
4. Conduct and evaluate research in counseling and its related disciplines for its applicability to counseling theory and counseling practice;
5. Practice leadership skills in collaboration with members of the counseling profession;
6. Evaluate the impact of counseling theory and practice as it relates to assisting the client in achieving the optimal level of wellness;
7. Demonstrate the advocacy role within the religious/spiritual perspective for the uniqueness, dignity, and worth of the client and others;
8. Accept individual responsibility and accountability for personal and professional growth;
9. Exemplify responsibility and accountability for personal and professional growth;
10. Formulate strategies for the improvement of counseling and the enhancement of the counseling profession as a practice discipline;
11. Succeed in obtaining professional licensure; and
12. Contribute to effecting change in the counseling profession through actions as a professional counselor.

NATURE OF GRADUATE WORK

Course work at the graduate level serves mainly as a guide to independent study. Students are expected to demonstrate knowledge, skills, and attitudes appropriate to their respective professions rather than just to pass courses or simply comply with formal requirements. Graduate students are expected to exceed minimum requirements and assume responsibility in pursuing life-long learning that will best meet their professional needs.

SPECIALTIES OFFERED

The Chair of the Department of Counseling and Behavioral Sciences, through the Associate Vice President and Dean for Academic Affairs, administers the Graduate programs in Counseling. Upon admission the student must select one of the following areas of specialization:

Master of Arts (M.A.) in Counseling

- § Specialization in Clinical Mental Health Counseling
- § Specialization in Marriage and Family Counseling
- § Specialization in School Counseling

ADMISSIONS AND REQUIREMENTS

In accordance with Title VI of the Civil Rights Act and Title IX of the Education Amendments of 1972, the Chair of Counseling and Behavioral Sciences accepts applications for admission from students without regard to ethnicity, race, color, sex, age, disability status, or national origin.

ADMISSION PROCEDURES

Applicants must first be admitted to Graduate Studies. Application, all official transcripts, and proof of immunizations must be sent to the Office of Enrollment Services, Our Lady of Holy Cross College (OLHCC), 4123 Woodland Dr., New Orleans, LA 70131.

To be considered for admission to Graduate Studies in Counseling, applicants must submit the following at least thirty days prior to the beginning of the semester for which they are applying:

1. A completed official graduate application form;
2. Payment of a graduate application fee (i.e., a one-time, non-refundable application fee of \$25.00);
3. Official transcripts for all prior undergraduate and graduate course work. Transcripts are to be sent from the institutions attended directly to the Office of Enrollment Services.
4. At least three letters of recommendation written by people qualified to evaluate academic potential and personal and professional promise to be sent to the chair of Graduate Counseling;
5. A two-page, double-spaced, typed personal goal statement to be sent to the chair of Graduate Counseling.

ACADEMIC REQUIREMENTS

Admission to Graduate Studies at Our Lady of Holy Cross College is based on the evaluation of the applicant=s personal, professional, and academic records by the Graduate Faculty. The college recruits qualified applicants from diverse sociocultural backgrounds who display professional promise, intellectual achievement, personal character, and educational commitment. At a minimum, applicants are expected to have the following academic qualifications:

1. A baccalaureate degree from a university or college approved by a recognized regional accrediting agency in the United States or proof of equivalent training at a foreign university;
2. A record of undergraduate study that would be predictive of success in graduate studies. This requires a degree in a field related to counseling with a cumulative undergraduate grade point average of 3.0 or higher on a 4.0 scale;
3. Satisfactory academic standing at the last university or college attended; and

FOREIGN AND ESL STUDENTS

A foreign or ESL (English as a Second Language) applicant must present evidence of satisfactory proficiency in reading, writing, and speaking English. The applicant may do so by presenting a satisfactory score on the TOEFL (normally 500). For information about TOEFL, the applicant should write to TOEFL, 1755 Massachusetts Avenue NW, Washington, DC 20036. Foreign applicants are also required to take the Graduate Record Examination (GRE).

FINANCIAL AID

There are several aid programs for which graduate students may apply:

- § *Stafford Loan*: subsidized or unsubsidized up to \$8,500 per year is available. Apply through the Financial Aid Office.
- § Graduate Assistantships and Work Study are available.
- § OLHCC Graduate Scholarships are available.
- § A 20% discount is offered on graduate tuition (not fees) for students who are full-time employed in the areas for which they are seeking advanced degrees. A letter from one=s employer attesting to full-time employment is required. See the bursar=s office if you qualify for this discount.

STAGES OF ADMISSION

STAGE ONE: PROVISIONAL ADMISSION TO THE COLLEGE

Beginning candidates possessing an undergraduate degree from an accredited college or university may take a maximum of six hours of graduate credit at Our Lady of Holy Cross College (OLHCC) on a provisional basis.

Provisional basis constitutes the following conditions:

- § A minimum 3.0 undergraduate grade-point average is recommended to take graduate course work.
- § Once the application is completed and the fee is paid, a candidate may take a maximum of six hours of graduate work.
- § **The provisional basis does not guarantee admission into any of the graduate programs.**
- § Beginning candidates must attend the graduate orientation (one is held in the fall and one is held in the spring).
- § **No candidate can register for the next semester until his/her graduate admission criteria are completed.**
- § Provisional admission is limited to one semester.

STAGE TWO: CONDITIONAL ADMISSION TO GRADUATE PROGRAMS

Candidates cannot take more than six hours until they have been conditionally accepted into one of the graduate programs. In order to be conditionally accepted, candidates must meet the following conditions:

- § The graduate admission criteria must be completed. Please refer to the criteria listed above.

Deadlines to complete the graduate application package are:

October 15	for Spring Registration
Feb 15	for Summer Registration
June 15	for Fall Registration

- § Once the admission criteria are completed, the candidate must be interviewed by the director of graduate counseling. A writing sample is part of the interview process. Graduate Counseling applicants should submit their goal statement prior

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to the interview. Applicants can receive information regarding the interview process and the written statement from the director of graduate counseling.

§ Graduate program faculty will determine conditional admission into the program.

The criteria for conditional admission will be made on the basis of the following indicators:

1. Completed admissions criteria;
 2. Undergraduate grade-point averages;
 3. Three letters of recommendation;
 4. Results of writing sample, goal statement, and program interview;
and
 5. Recommendations from OLHCC instructors.
- Candidates will be notified in writing by the Chair of the Department of Counseling and Behavioral Sciences regarding the results of their admission status. Those who are accepted for conditional acceptance will be allowed to register for the next semester. Those who are not conditionally accepted will not be allowed to continue graduate studies at OLHCC.

STAGE THREE: UNCONDITIONAL ACCEPTANCE TO GRADUATE PROGRAMS

Candidates remain in a conditional status until they are accepted for Candidacy. Candidacy is primarily determined through academic achievement in graduate classes and demonstration of appropriate dispositions. See page 12 of this Handbook for Candidacy requirements.

POLICIES

LETTER OF GOOD STANDING

Students enrolled in graduate programs at other institutions who wish to register for transfer credit must submit a letter of good standing and will not be required to submit complete transcripts. The letter of good standing must come from the Dean of the student=s graduate school.

COURSE LOAD

To be classified as a full-time graduate student, one must register for at least nine (9) credit hours in a regular semester and at least six (6) credit hours in a summer term. An overload of three (3) semester hours may be approved by the Chair of the Department.

GRADE POINT REQUIREMENTS

An overall grade-point average of 3.0 or higher on a 4.0 scale is required for the maintenance of good standing in the graduate program. A passing grade for graduate students in counseling must be no lower than a B. A graduate student who obtains a C or lower in any course is automatically placed on **probationary status** and must repeat the course and earn a minimum grade of B in that course or be dropped from the graduate counseling program. Students will be allowed to repeat a course only once and the course must be repeated at OLVCC. A maximum of two grades of C may be earned during the student's program of study. If a student receives more than two grades of C and has to repeat more than two courses in the program, the student will be dropped from the graduate program in counseling.

Graduate students whose semester average in course work is below 3.0 are placed on **probationary status** and are not allowed to register for more than six (6) semester hours during the following semester. To be removed from probationary status, the graduate student must complete six semester hours with an earned grade of not less than B and a cumulative grade-point average of 3.0 at the end of those six hours. If the graduate student is on probation for falling below a 3.0 overall GPA and is unable to remedy the deficient overall GPA at the end of six semester hours of the probationary period, the student will be dropped from the graduate program.

Subject to the review of the Graduate Council, students may be dropped from the programs for factors other than grade-point average without having a probationary period. Status is then determined by the Graduate Council. The student may appeal decisions of the Graduate Council by submitting a written appeal to the Associate Vice President and Dean for Academic Affairs.

PROCEDURES FOR DISMISSAL FOR OTHER THAN ACADEMIC REASONS

In addition to terminating students for academic failure, students may be dismissed for ethical violations and/or Apersonal unsuitability for the profession.@ The following protocol will be

followed as a part of ongoing student screening when faculty identify behaviors that indicate possible incompatibility with the counseling profession:

1. Faculty initiated private verbal discussions, including a collaborative dialogue between faculty member(s) and student identifying problematic behaviors and addressing specific suggestions for remediation;
2. If problematic behaviors continue, documentation of specific concerns by faculty, including documentation of any discussions with student. This documentation continues throughout the process;
3. Meeting of graduate faculty to discuss concerns regarding student. Meeting will include graduate faculty and Associate Vice President and Dean of Academic Affairs. Faculty collaboratively address alternatives and future course of action;
4. Meeting with student to discuss continued concerns and options. Specific goals for remediation are addressed, including time line and consequences of noncompliance. Student receives written feedback detailing problem areas, including clear guidelines for retention;
5. If retention goals are not met within specified time lines, and problematic behaviors inconsistent with the goals of the graduate counseling program persist, student is dismissed from the program for nonacademic reasons.

APPEAL

Subject to the review of the Graduate Council, students may be dismissed from the program for factors **other than grade-point average (GPA)**. Status is then determined by the Graduate Council. The student may appeal decisions of the Graduate Council by submitting a written appeal to the Associate Vice President and Dean of Academic Affairs. If the decision to dismiss remains firm, the student may then appeal to the Director of Student Life and follow the College Appeal Procedure.

TIME LIMIT

A maximum of five (5) years from the first semester attended is allowed in order to complete the requirements for the Graduate Programs.

If the time limit is exceeded, the graduate student must apply for readmission and document in writing the reason(s) for a need of extension. Readmission is an extension and does not qualify the applicant to begin anew the five-year requirement.

STUDENT RESPONSIBILITY

Each student is responsible for knowing all pertinent requirements and regulations for the successful completion of the Master=s Degree. Students should become familiar with this section

of the Catalog, the *Graduate Information Guide*, and the offerings and requirements of their areas of specialization. Students should be aware of the fee payment required as they make progress through their academic program. Students should consult the current Bulletin for information regarding specific fees.

RESIDENCY REQUIREMENT

A student must enroll as a full-time student for at least one semester prior to graduation.

PERSONAL COUNSELING MANDATE

In order for graduate counseling students to increase self-awareness and to experience the process and benefits of counseling, students in the OLHCC graduate counseling program are mandated to engage in personal counseling at their expense for a minimum of six sessions. Students may seek personal counseling with any licensed professional they choose. Contract arrangements have been made with the Trinity Episcopal Counseling and Training Center (TCTC) for reduced rates. Students should consult the program director for further information.

Students should be aware that the process and content of their personal counseling sessions remain confidential. OLHCC counseling program faculty are in no way privy to any information regarding any student's personal counseling. Students are required to complete the verification form and return it to the program director.

Recommended Phases of Counseling Experience

- Phase I** Students in the first year of their counseling program should avail themselves of individual and/or a group counseling experience and are responsible for scheduling their sessions.

- Phase II** It is required throughout the practicum and internship experience that a student remains in personal counseling, or retains the availability of a counselor.

PROFESSIONAL ASSOCIATION AFFILIATION

Memberships in the Association for Graduate Students in Counseling (AGSC), the American Counseling Association (ACA), and the Louisiana Counseling Association (LCA) are required for graduate counseling students. Students should budget this along with their other fees. Also, for purposes of early socialization into the profession, grants are sometimes available through the college organization (AGSC) for attendance at state conventions/conferences. Students are expected to attend workshops and seminars whenever possible that will enhance and complement their graduate studies. Membership in other professional organizations is also strongly encouraged.

LIABILITY INSURANCE

Liability insurance is required before students can begin their practicum experience in counseling. This insurance can be purchased through the American Counseling Association (ACA) at a reduced rate. Documentation of proof of professional liability insurance will be requested for practicum applications and must remain active and on file throughout the student=s practicum and internship.

TRANSFER CREDITS

A maximum of twelve (12) semester hours may be transferred for the Master of Arts Program in Counseling. Approval of all transfer credits must be obtained from the Chair of the Department. These courses must be verified by an official transcript from the institution where the courses were taken. Graduate credit is not awarded for portfolio-based experiential learning. Only courses taken within the past five years may be transferred.

MAJOR ADVISOR

Each student is assigned a major advisor. The major advisor aids the student with their program of study and registration.

PROGRAM OF STUDY

The student works closely with the major advisor to develop a program of study that outlines the courses to be taken toward the Master=s degree. The program is designed to meet both the goals and objectives for graduate study of the student and of the institution. The planned program of study must be completed before the student has been admitted to candidacy, and it must be approved by the student=s major advisor, the Chair, and the Graduate Council. Changes in the program of study can be made with the approval of the major advisor and the Chair of the department.

Clinical course sequence begins with COU 616 (Techniques) followed the next semester by COU 699 (Practicum). Each following semester, you must be enrolled in an internship class (and actively seeing clients) until you graduate. If you are unable to follow COU 616 by COU 699 in the next semester, then COU 616 must be repeated in the semester prior to beginning Practicum (COU 699) and Internship (COU 701, 702, 703).

PREREQUISITES FOR PRACTICUM AND INTERNSHIP

Prerequisites to enroll in Practicum: Applications for internship placement will be approved only after you have completed the following courses:

COU 600: Human Growth and Development;

COU 602: Social and Cultural Foundations;
COU 606: Theories of Counseling;
COU 609: Ethics
COU 616: Techniques of Counseling

For an Application for Practicum please consult Practicum and Internship Coordinator

Prerequisites to enrollment in Internship: Applications for internship placement will be approved only after you have completed the following courses:

COU 600: Human Growth and Development;
COU 602: Social and Cultural foundations;
COU 606: Theories of Counseling;
COU 609: Ethics;
COU 616: Techniques of Counseling;
COU 618: Diagnosis and Treatment of Mental Disorders
COU 699: Practicum in Counseling;

(the appropriate specialty course – COU 630: Intro to Marriage and Family Systems, COU 623: Foundations of School Counseling; COU641: Community Counseling)

Application for Internship - Consult Practicum and Internship Coordinator

ADMISSION TO PRACTICUM

To be admitted to practicum, students must have completed the required core courses and submit an application for practicum to the Practicum and Internship Coordinator. This application must be submitted the semester prior to beginning practicum. The courses required prior to practicum are: COU 600; COU 602; COU 606; COU 609; and COU 616. Students must also show proof of liability insurance.

ADMISSION TO CANDIDACY

Admission to Graduate Studies does not imply admission to candidacy for a degree. Students must file a formal petition with the Chair of the Department during their practicum semester. This application must be completed and signed by the student's advisor and submitted to the Director of Graduate Programs in Counseling. To be considered for candidacy, the student must:

- § Be conditionally admitted to Graduate Studies;
- § Be currently registered at Our Lady of Holy Cross College;
- § Have completed the requirements for practicum and be currently in his/her practicum semester;
- § Have a cumulative grade point average of 3.0 on a scale of 4.0;

- § Have a positive recommendation from his/her major advisor and a consensus from the counseling program faculty; and
- § Declare his/her counseling specialization.

Application Due Dates: Summer - February 15 Fall - June 15 Spring - October 15

Students not recommended to candidacy will be informed in writing by the Director of Graduate Programs in Counseling.

ADMISSION FOR INTERNSHIP

Students must apply for and plan with the Internship Coordinator the supervised intern experience the semester prior to completion of all course work in the specialized area. The student must have completed the following required courses prior to internship: COU 600; COU 602; COU 606; COU 609; COU 616; COU 615n; COU 699; and the appropriate specialty course (COU 630; COU 623; or COU 641).

Each semester students are in the clinical part of their programs of study and are engaged in counseling with clients, the students must be officially registered with the college for internship (COU 701, COU 702, COU 703). During internship, students are scheduled for 1 hour of individual supervision and 1 ½ hours of group supervision each week.

REQUIREMENTS FOR GRADUATION

A minimum of sixty (60) semester hours is required for the Master of Arts Degree in Counseling. Within the sixty semester hours, the Master of Arts Degree in Counseling requires a 100-hour Practicum (40 direct client contact hours), and a 600-hour Internship (240 direct client contact hours). In addition, the student must successfully complete a written and oral comprehensive examination as their final assessment. Students are required to earn a minimum grade of AB@ in all practicum, internship, and comprehensive assessments. If a student should fail to earn a minimum grade of AB,@ he/she is required to repeat the course.

COMPREHENSIVE EXAMINATION

Students must be enrolled as a student the semester they complete the oral and written components of the comprehensive examination. The National Board of Certified Counselors (NBCC) Counselors Preparation Comprehensive Examination (CPCE) serves as the written component of the comprehensive examination. Students will be informed of the questions that will be posed in the oral component when they are notified of the scheduling for that component.

Written Component

All graduate students in counseling must take the CPCE as the exit examination requirement. Students who do not pass the CPCE must retake it the next semester. After a student has taken the CPCE 3 times without passing, they will be dismissed from the program and will not graduate.

Oral Component

Graduate Program faculty in the specialty will pose pre-determined questions to the defending student. The date and time of the oral examination will be set by the program faculty member chairing the comprehensive examination.

THESIS/MANUSCRIPT

Upon the recommendation of the student=s advisor and approval of the Graduate Council, a student may request to write a thesis. If the thesis option is approved, those semester hours will be over an above the required 60 credit hours of the program. In order to prepare for the thesis, COU 617n (Thesis Seminar) must be successfully completed. The thesis is written in the style approved by the Graduate Council.

Students choosing to write a thesis must be enrolled as a student both the semester they propose the thesis and the semester they defend the thesis. The proposal and the thesis defense may not be scheduled in the same semester. The thesis must be defended before the thesis advisory committee at least one month prior to the published commencement date.

ADVISORY COMMITTEE

The Director of Graduate Counseling Programs, along with two other graduate faculty members, reads and evaluates the candidate=s final assessment. It is the responsibility of the program director to appoint this Advisory Committee and to implement the final assessment process. Prior to defending the final assessment requirements, the student, in consultation with his/her chairperson, selects at least two other members of the Graduate faculty to serve on his/her committee. At least one member of the Advisory Committee must be from an area outside the student=s area of specialization.

RESEARCH TIMELINES

THESIS

Proposal

The proposal (the first three chapters of the thesis) for your research must be defended the semester prior to defending the thesis (November 1 and April 1).

Update of Research

At midterm of the semester of defense, the thesis chairperson must sign off on your progress.

Final Draft

Three weeks before your scheduled defense, your thesis chairperson must sign off on your final draft.

Completed Thesis

Two weeks before your defense, copies of the completed draft are given to your committee members and one additional copy is submitted to the Associate Vice President and Dean of Academic Affairs.

RESEARCH PROCESS

Thesis Chair Responsibilities:

1. Review the research proposal with the student;
2. Assist the student in committee selection;
3. Convene the committee for proposal defense;
4. Review and approve the thesis proposal; and
5. Recommend defense of thesis to the Associate Vice President and Dean of Academic Affairs.

Committee Responsibilities:

1. Approve the proposal and thesis;
2. Assist student by reading the proposal and thesis and making recommendations;
3. Attend the thesis proposal and defense.

Graduate Student Responsibilities:

1. Meet with the thesis chairperson to discuss appropriate research topics;
2. Consult with thesis chairperson regarding committee selection;
3. Prepare and defend proposal, with the thesis chairperson=s approval;
4. Provide thesis chair and committee members with periodic drafts of thesis according to specified timelines;
5. Work on-going with thesis chair;
6. Submit draft for final approval by committee according to specified timelines; and
7. Schedule a defense date with the chairperson of your committee.

FACULTY ENDORSEMENT

Ethically, graduate counseling program faculty may endorse students for employment only in the area(s) for which the students have been trained. Students requesting letters of recommendation to be placed in their placement files should notify faculty in advance of graduation.

APPLICATION FOR GRADUATION

The requirements for graduation, as outlined by Our Lady of Holy Cross College, must be followed. Applications are available in the office of the Registrar. It is the student=s responsibility to file the Application for Graduation by the due date published in the semester Bulletin and to pay the appropriate graduation fees.

COMMENCEMENT

Upon successful completion of course work, practicum/internship, and of the final assessment of the written and oral comprehensive examinations, the student is expected to attend commencement exercises.

CERTIFICATION/LICENSURE REQUIREMENTS

Counseling

The State of Louisiana requires persons practicing the profession of counseling to be licensed (or registered as a counselor intern) by the Licensed Professional Counselor Board of Examiners. Licensure in the state is also available for those graduating with the specialization in Marriage and Family and interested in becoming Licensed Marriage and Family Therapists (LMFT). Licensure requirements include holding a graduate degree with specific academic requirements specified by the Board. A minimum of two years post-Master=s supervised internship is required by the Board to become eligible for licensure, along with the respective national licensing exam, (i.e., the National Counselors Exam (NCE) and/or the National Marriage and Family Therapy license exam).

National certification is available to counselors through the National Board of Certified Counselors (NBCC). Certification requirements include specific academic course work and passing the NCE. The Graduate Programs in Counseling at Our Lady of Holy Cross College meet the academic requirements specified by NBCC.

The Clinical Mental Health Counseling, the Marriage and Family Counseling, and the School Counseling specializations are currently accredited by The Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The School Counseling specialty is also accredited by the National Council for the Accreditation of Teacher Education (NCATE).

Post-Masters Certification in Marriage and Family Counseling

The post-master=s certification in Marriage and Family Counseling is designed for practitioners in the mental health profession who are seeking further studies in marriage and family counseling and who may want to pursue licensure in marriage and family therapy (LMFT). For other pertinent information, see the Director of Graduate Programs in Counseling.

Post-Masters Certification in School Counseling

The post-masters certification in School Counseling is designed for counselors who are seeking certification as a school counselor. For other pertinent information, see the Director of Graduate Programs in Counseling.

DEGREE PROGRAMS
MASTER OF ARTS IN COUNSELING
SPECIALIZATION IN CLINICAL MENTAL HEALTH COUNSELING

COU 600	Human Growth and Development	3
COU 602	Social and Cultural Foundations.....	3
COU 605	Career and Lifestyle Development	3
COU 606	Theories of Counseling	3
COU 607	Theory and Practice of Group Counseling	3
COU 609	Professional Orientation/Ethics in Counseling	3
COU 610	Research Methodology and Program Evaluation	3
COU 615n	Diagnosis and Treatment of Mental Disorders	3
COU 616	Techniques of Counseling	3
COU 618	Appraisal in Counseling	3
COU 631	Marriage and Family Counseling	3
COU 635	Chemical Dependency from a Systems Perspective	3
COU 641	Clinical Mental Health Counseling	3
COU 650	Sexual Trauma	3
COU 699	Practicum	3
COU 701	Internship I	3
COU 702	Internship II	3
COU	Electives in Graduate Counseling	9
	Total: (60)	

***Students electing to write a thesis must also take COU 617n, Thesis Seminar. Advisor approval is required.*

Note: Students electing to write a thesis will graduate with a 63 semester credit hours program.

**MASTER OF ARTS IN COUNSELING
SPECIALIZATION IN MARRIAGE AND FAMILY**

COU 600	Human Growth and Development	3
COU 602	Social and Cultural Foundations.....	3
COU 605	Career and Lifestyle Development	3
COU 606	Theories of Counseling	3
COU 607	Theory and Practice of Group Counseling	3
COU 609	Professional Orientation/Ethics in Counseling	3
COU 610	Research Methodology and Program Evaluation	3
COU 615n	Diagnosis and Treatment of Mental Disorders	3
COU 616	Techniques of Counseling	3
COU 618	Appraisal in Counseling	3
COU 631	Marriage and Family Counseling	3
COU 635	Chemical Dependency from a Systems Perspective	3
COU 636	Social Ecology: Advanced Systems Theory	3
COU 661	Counseling Couples	3
COU 662	Counseling Families	3
COU 663	Advanced Studies in Systems Theory	3
COU 699	Practicum	3
COU 701	Internship I	3
COU 702	Internship II	3
COU	Marriage and Family Elective.....	3
COU	Elective in Graduate Counseling	3

Total: (60)

***Students electing to write a thesis must also take COU 617n, Thesis Seminar. Advisor approval is required.*

Note: Students electing to write a thesis will graduate with a 63 semester credit hours program.

**MASTER OF ARTS IN COUNSELING
SPECIALIZATION IN SCHOOL**

COU 600	Human Growth and Development	3
COU 602	Social and Cultural Foundations.....	3
COU 605	Career and Lifestyle Development	3
COU 606	Theories of Counseling	3
COU 607	Theory and Practice of Group Counseling	3
COU 609	Professional Orientation/Ethics in Counseling	3
COU 610	Research Methodology and Program Evaluation	3
COU 615n	Diagnosis and Treatment of Mental Disorders	3
COU 616	Techniques of Counseling	3
COU 618	Appraisal in Counseling	3
COU 623	Foundations of School Counseling	3
COU 624	Contextual Dimensions of School Counseling	3
COU 625n	Crisis Intervention	3
COU 635	Chemical Dependency from a Systems Perspective	3
COU 699	Practicum	3
COU 701	Internship I	3
COU 702	Internship II	3
COU	Electives in Graduate Counseling	9
		Total: (60)

***Students electing to write a thesis must also take COU 617n, Thesis Seminar. Advisor approval is required.*

Note: Students electing to write a thesis will graduate with a 63 semester credit hours program.

**GRADUATE COUNSELING
ADMISSIONS INTERVIEW**

Applicant Name _____ **Date** _____

Graduate Applicant	YES	NO
*Is punctual	_____	_____
*Demonstrates professional behavior	_____	_____
*Understands the philosophy and requirements of the graduate program	_____	_____
*Is open to self-examination and personal and professional self-development	_____	_____
*Expresses vocational goals and objectives that are relevant to the program	_____	_____
*Demonstrates oral and written proficiency	_____	_____

Admission Requirements

GRE Scores: Verbal _____ Quantitative _____ Written _____ N/A (Post-masters) _____
 Undergraduate GPA _____
 Letters of Recommendation: 1 2 3
 Written Goal Statement _____

Areas not met: _____

ACTION

Committee recommendation on admission to the Graduate Counseling Program:

We recommend _____ do not recommend _____ this graduate applicant for:

- _____ Conditional Admission
- _____ Probationary Admission

Comments: _____

Committee does not recommend student for conditional admission for the following reason(s):

Admission Program faculty Members Signatures:

Chair _____ **Date** _____

PERSONAL COUNSELING VERIFICATION

In order for graduate counseling students to increase self-awareness and to experience the process and benefits of counseling, students in the OLHCC graduate counseling program are mandated to engage in personal counseling for a minimum of six counseling sessions. Students may seek personal counseling with any licensed mental health professional they select or they may choose to use the counseling services of providers who have entered into formal agreement to offer counseling at reduced rates. *It is strongly recommended that you be engaged in personal counseling by the start of your clinical training phase in practicum.*

When you have engaged in your personal counseling please complete this verification form, signed by your advisor, and turn it in to the Program Director to be placed in your graduate file.

This is to verify that I am in counseling and will complete a minimum of six counseling sessions.

- _____ Trinity Counseling and Training Center
- _____ Other agency (Please specify _____)
- _____ With a licensed professional at _____

Name (Please Print)

Date

Signature of student

Signature of counselor/mental health professional

Date

Advisor=s Signature

Graduate Studies in Counseling Handbook

COUNSELING

Master in Arts: Emphasis in Community (Clinical Mental Health), Marriage and Family or School
(Course cycle is tentative and may change)

COURSE	COURSE TITLE	INSTRUCTOR	FALL	SPRING	SUMMER
COU 600	Human Growth and Development	Counseling Faculty	X	X	
COU 602	Social and Cultural Foundations	Counseling Faculty	X		
COU 605	Career and Lifestyle Development	Counseling Faculty			X
COU 606	Theories of Counseling	Dr. Fonseca	X	X	
COU 607	Theory/Practice of Group Counseling	Dr. White		X	
COU 609	Professional Orientation/ Ethics in Counseling	Dr. Salgado/Dr. Fonseca	X		X
COU 610	Research Methods and Program Evaluation	Dr. Range	X		
COU 615n	Diagnosis and Treatment of Mental Disorders <i>(formerly Advanced Studies in Abnormal)</i>	Dr. White/Dr. Fonseca	X		
COU 616	Techniques of Counseling	Fischer	X	X	X
COU 617n	Thesis Seminar <i>(formerly Statistical Apps)</i>	Dr. White	X	X	X
COU 618	Appraisal in Counseling	Dr. Salgado		X	
COU 623n	Foundations of School Counseling	Dr. Salgado			X
COU 624	Contextual Dimensions of School Counseling	Dr. Salgado	X		
COU 625n	Crisis Intervention	Dr. Fonseca		X	
COU 631	Marriage and Family Counseling	Dr. Morris		X	
COU 635	Chemical Dependency - Systems Perspective	Dr. White		X	
COU 640	Special Topics	TBA	X	X	X
COU 641~	Community Counseling (Clinical Mental Health Counseling)	Dr. White			X
COU 642	Introduction to Play Therapy	Dr. Salgado		X	
COU 643	Intermediate Play Therapy	Dr. Salgado			X
COU 644	Advanced Play Therapy	Dr. Salgado	X		
COU 650	Sexual Trauma	Dr. White	X		
COU 661	Counseling Couples	Dr. Morris		X	
COU 662	Counseling Families	Dr. Morris	X		
COU 663	Advanced Studies in Systems Theory	Dr. Morris	X		
COU 699	Practicum in Counseling	Dr. Hay/Fischer	X	X	X
COU 701	Internship - 1	Graduate Faculty	X	X	X
COU 702	Internship - 2	Graduate Faculty	X	X	X
COU 703	Internship - 3	Graduate Faculty	X	X	X

(# Thesis option only) **Bold: CACREP Core Curriculum**

THESIS PROPOSAL DEFENSE REQUEST

Name _____

Date _____

Committee Chairperson _____

Committee Members _____

Concentration:

Counseling: _____ Clinical Mental Health Counseling
 _____ Marriage and Family Counseling
 _____ School Counseling

Title of Thesis _____

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RESPONSE TO COMMITTEE

Date _____

Time _____

Location _____

Chair _____

Date _____

THESIS DEFENSE REQUEST

Name _____

Date _____

Committee Chairperson _____

Committee Members _____

Concentration:

Counseling: _____ Clinical Mental Health Counseling
 _____ Marriage and Family Counseling
 _____ School Counseling

Title of Thesis _____

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RESPONSE TO COMMITTEE

Date _____

Time _____

Location _____

Chair _____

Date _____

COMPREHENSIVE EXAMINATIONS REQUEST

Name _____

Date _____

Comprehensive Examination Coordinator _____

Concentration:

Counseling:

Clinical Mental Health Counseling

Marriage and Family Counseling

School Counseling

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RESPONSE TO THE COMMITTEE

Date _____

Time _____

Location _____

Chair _____ Date _____

AGREEMENT CONTRACT

(Please Sign and Return as Soon as Possible to the Chair of Counseling and Behavioral Sciences.)

I, _____, (Student Name) have received and read the Graduate Counseling Student Handbook from Our Lady of Holy Cross College.

I understand the Policies and Procedures as stated in the Handbook. I agree to fulfill the requirements as stated and abide by the policies set forth herein.

I further agree that the Program Faculty in my area of concentration have the right and responsibility to monitor my academic progress, my professional/ethical behavior, and my personal characteristics.

If, in the opinion of the faculty, any or all of these are in question, I agree to abide by the faculty=s decision as to whether or not I will continue in the program.

Student Signature _____

Date _____

Please give this completed form to your faculty advisor. Your advisor will sign the form and turn it in to the Graduate Office where it will be placed in your student file.

Faculty Advisor _____

Date _____