



Emma Eccles Jones
College of Education & Human Services
UtahStateUniversity

M.Ed. in School Counseling
Department of Psychology

Student Handbook: Program Description and Manual

Revised Summer 2024 by Jessica Koltz, Ph.D., Program Director

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<http://psychology.usu.edu>

Department of Psychology

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Preface

The purpose of the student handbook is to support students admitted to and enrolled in the Master of Education (M.Ed.) in School Counseling program at Utah State University (USU). This handbook serves as a resource to support students along their graduate school journey and answer commonly asked questions at varying points within a student's degree program. Students must read through this handbook *thoroughly*, and if there may be questions after consulting this handbook, students should ask when they have them or schedule a time to meet with a program individual such as the School Counseling Graduate Program Coordinator (GPC), the Graduate Program Practicum and Internship Coordinator, the Graduate Program Director, or course faculty or instructor(s). This handbook serves as a student's primary source of information relating to the School Counseling graduate program at USU.

Important information about this School Counseling Student Handbook:

1. We have consolidated important information relating to the graduate program in School Counseling, the Department of Psychology, and Utah State University requirements. There may be information that has been missed due to the extensive amount of information on the university webpage relating to university graduate student resources. Please reach out to the program director with suggestions regarding helpful information to be added to the handbook.
 - Relevant information can be found on the following website pertaining to the School of Graduate Studies at USU: <https://gradschool.usu.edu/> under *Student Resources*.
2. It is the responsibility of each individual student to maintain their own student record file with copies of important or required materials as referenced within the student handbook or by the M.Ed. in School Counseling's Graduate Program Coordinator relating to their graduate training. Specific graduate forms will be required by either the graduate program or the university to support phases of the student's graduate degree and graduation requirements.

The University reserves all rights afforded to it under applicable law. Nothing in this handbook related to policies, procedures, and practices of the University or the University's governing institutions shall be read to offer or constitute a legal agreement or be subject to legal jurisdiction of the law courts of any kind. The University's policies, procedures, and practices are subject to change at any time.

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1. ABOUT UTAH STATE UNIVERSITY

Utah State University (USU or Utah State) was founded March 8, 1888, and is Utah's public land- and space-grant university (Utah State University, 2022). USU is ranked #2 in public universities in the United States (Washington Monthly, 2020), serves nearly 28,000 students in Logan, Utah, and is Utah's largest public residential campus. USU is accredited by the Northwest Commission on Colleges and Universities (Utah State University, 2022). Elizabeth Cantwell was appointed as USU's 17th president in May of 2023 (Utah State University, 2022) [Elizabeth R. Cantwell Named 17th USU President](#).

Utah State University's main campus is in Logan, Utah, where there are also several regional campuses statewide. Its Carnegie classification is RU/H, a research university with high research activity. There are eight colleges and schools that encompass Utah State University with over 240-degree options. There are multiple graduate programs at USU that have been ranked within the top one hundred programs across the United States. USU has been recognized as having some of the best online programs in the nation, ranking 23rd. In 1927, Utah State University started a school of education which currently has eight academic departments. The School Counseling master's program is housed within the Department of Psychology within the Emma Eccles Jones College of Education and Human Services.

1.A. The Logan Area

Utah State University is situated in beautiful Cache County within the city of Logan in northern Utah (Wikipedia, 2022). Logan's 2020 population was 52,778 and is expected to double by the year 2050 (Wikipedia, 2022). Logan's elevation is 4,534 ft (1,382 m) where Mt. Logan rises to an elevation of 9,710 ft (2,960 m) (Wikipedia, 2022). The city of Logan is forty-seven miles north of Ogden on the Logan River, is eighty-two miles north of Salt Lake City and is about a 5-hour drive south from Yellowstone National Park (Wikipedia, 2022). Cache Valley and surrounding areas have many activities to engage in, especially if you are an outdoor enthusiast.

From Logan, it is a short one-hour drive to four ski resorts situated in the Wasatch Mountain Range and a two-minute drive to Logan Canyon where you can access Beaver Mountain Ski Resort, and Bear Lake. The weather in Logan is considered humid, with warm and dry summers and cold winters where you can expect snow. Within the city of Logan there is free public transportation for Logan campus, Logan City, and the greater Cache Valley area, where the city and surrounding areas are bike-friendly with designated bike lanes. There is a small local zoo to visit in Logan's Willow Park, which includes monkeys, bobcats, and bald eagles! The Cache Valley Fairgrounds have annual events such as demolition derbies, the Cache County Fair, rodeos, and concerts.

If you are interested in arts and culture, there are many opportunities to engage in local events, such as the Utah Festival Opera, concerts and theatre events at the Ellen Eccles Theatre, community "Gallery Walks" presented by the Cache Valley Center for the Arts, and a vendor owned farmer's market on Saturdays from May to October (Wikipedia, 2022). Some companies located in and around the greater Logan area include ICON/iFit Health and Fitness, USU's Space

Dynamics Laboratory, Gossner Foods, Camp Chef, Altra Zero Drop Footwear, and S&S Worldwide to name a few (Wikipedia, 2022).

1.B. The University

The mission of Utah State University is to be one of the nation's premier student-centered land-grant and space-grant universities by fostering the principle that academics come first, by cultivating diversity of thought and culture and by serving the public through learning, discovery, and engagement (Utah State University, 2022). There are a total of eight statewide campuses in the Utah State University system located in [Blanding](#), [Brigham City](#), [Eastern](#), [Moab](#), [Salt Lake City](#), [Southwest](#), [Tooele](#), and [Uintah Basin](#) (Utah State University, 2022). There are a total of 23 Statewide Education Centers that support USU students utilizing the Internet Video Conference (IVC) system and USU's [Extension](#) Programs (Utah State University, 2022). USU serves all of Utah's 29 counties and includes the Ogden Botanical Center, Thanksgiving Point, and Utah Botanical Center (Utah State University, 2022).

1.C. The College of Education and Human Services

The Emma Eccles Jones College of Education and Human Services offers preparation programs for prospective teachers, school counselors, administrators, mental health professionals, and supervisors in education (Utah State University, 2022). It also provides preparation for professionals in human services areas and corporate settings. The Emma Eccles Jones College of Education and Human Services is the largest college at Utah State University having 5,590 students in 2021 (Utah State University, 2022). The College is comprised of eight departments: Communicative Disorders and Deaf Education, Human Development and Family Studies, Instructional Technology and Learning Sciences, Kinesiology and Health Science, Nursing, Psychology, the School of Teacher Education and Leadership, and Special Education and Rehabilitation. The current dean of the College of Education is Dean [Al Smith](#) and the department head for the Department of Psychology is [Scott Bates](#).

2. PROGRAM FOUNDATION (HISTORY)

The School Counseling Program is housed in USU's Department of Psychology. The department graduates about 130 bachelor's-level and an additional 50-60 graduate students across their MEd and PhD programs each year (Utah State University, 2022). The Department of Psychology offers nine graduate programs, including a Master of Education in School Counseling and Education Specialist in School Psychology, and PhDs in the following eight areas: Behavior Analysis, Brain and Cognition, Combined Clinical/Counseling/School, Combined Clinical/Counseling, Neuroscience, Quantitative Psychology, School Psychology, and Socio-behavioral Epidemiology.

USU's master's degree program in School Counseling was offered exclusively as an on-campus program until 1997. In 1997, the Utah State Board of Education (USBE) recognized the critical shortage of school counselors in rural areas of Utah. To meet those needs, USU's Psychology department faculty worked with USU's Department of Regional Campus and Distance Education to adjust the on-campus School Counseling program to facilitate a part-time, evening design offered using two formats in alternating years. The two formats historically worked in the following way: 1) during odd-numbered years the program utilized the Utah Educational Network (UEN), featuring a live, two-way, interactive video broadcast (IVC) to twelve to sixteen sites (selection of sites varied from year-to-year based upon students' locations) across the state of Utah; 2) during even-numbered years the program was offered in Kaysville, Utah, located in Davis County, just North of Salt Lake City, utilizing face-to-face instructorship until 2022. Instructors and curriculum have historically been the same for each of the two formats. Through the cooperative efforts of USU's Departments of Psychology and Regional Campus and Distance Education (RCDE), the program has been offered each year since that time to students in both urban and rural areas across the State. During the winter of 2021-2022, program staff, instructors, and faculty worked alongside department personnel to provide informative data that supported the adaptation of the program to be offered annually via a [Web-Based format](#) (Utah State University, 2022). The change to a Web-Based format allows the program to continue the long tradition of offering education to both urban and rural areas across the State.

Graduates of the School Counseling program are working as school counselors in public and private schools in at least two-thirds of Utah's school districts. USU's School Counseling program has achieved the vision of having professional school counselors available to serve the needs of Utah's children and youth located across the state of Utah. COVID-19 required the School Counseling program to work within a hybrid format where all students were allowed to utilize the Zoom platform during the Spring and Fall 2020 semesters as well as the Spring, Summer, and Fall 2021 semesters. USU returned to instruction as usual starting in the Spring of 2022, where the final Kaysville face-to-face, in-person cohort of the School Counseling program were able to meet for live instruction at the Kaysville-Davis County USU Extension Center. The cohort met in-person for classes during the Spring and Summer 2022 semester prior to completing their final course, internship supervision, via Zoom, during the 2022-23 academic year. The final group of the traditional IVC, statewide cohort met face-to-face during the summer of 2023, finishing their program requirements with internship supervision over Zoom during the Fall of 2023 and Spring of 2024 semesters.

Utah State’s Department of Psychology has a nationally accredited master’s degree program for School Counseling. The M.Ed. program is designed to prepare students for professional licensure in school counseling and job opportunities in K-12 school counseling positions within the state of Utah. Students are trained in subjects including behavior and education assessment and intervention, ethical and professional standards, individual and group counseling, career development, college and career readiness, and counseling skills. Students receive hands-on experience through practicum and internship experiences in private, public, or charter K-12 school settings during their final year and a half of the program.

Starting during the Fall of 2022, the program has been offered across the state of Utah via a web-based live, interactive, hybrid format with classes offered via Zoom, broadcast, or as an online asynchronous course. Broadcast centers are available across the state of Utah at 32 USU sites to incoming students. Broadcast centers vary annually based upon the geographic location of accepted students.

The USU School Counseling program is designed to meet the needs of traditional and non-traditional students with part-time evening programming. Following coursework, students are required to complete a 600-hour internship in a K-12 school setting.

2.A. Accreditation

Utah State University is governed by the State Board of Regents and has been accredited by the Northwest Commission on Colleges and Universities (NWCCU) since 1924. The NWCCU is “an independent, non-profit membership organization recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA) as the regional authority on educational quality and institutional effectiveness of higher education institutions” (Northwest Commission on Colleges and Universities, 2022). The School Counseling program is fully accredited by the Association for Advancing Quality in Educator Preparation (AAQEP) and is approved by the Utah State Office of Education for school counseling licensure.

2.B. Program Mission Statement

The mission of Utah State University’s School Counseling Master’s Program is to ensure school counselors-in-training are educated on ethically appropriate interventions, supported by quality instruction, and trained within school counseling settings to be prepared to serve Utah’s youth in K-12 educational environments as licensed school counselors.

2.C. Program Vision Statement

The vision of the School Counseling Master’s Program at Utah State University is to train aspiring professional school counselors to serve the diverse needs of children and youth located across the state of Utah.

3. 2024-2025 PROGRAM INFORMATION

3.A. Program Description

The School Counseling program consists of 6-semesters of course work where students engage in a total of 48 to 60-credit hours of courses that are typically three-credit hours per course. During the first year and a half, school counselors-in-training complete 14 required three-credit courses along with a 100-hour practicum, which is offered during the spring of the second year, where 40 hours of practicum are required to be direct services with students in the school setting. During the fall and spring of the third year in the program, students must complete a 600-hour internship in a school setting where 240-hours of internship experience must be direct service hours. Direct service hours include meeting with students 1:1, in a small group, or leading guidance-lessons. Students are given the opportunity to enroll in elective courses within PSY (Psychology), SPER (Special Education and Rehabilitation counseling), or Animal, Dairy, and Veterinary Sciences (ADVS).

The School Counseling program is currently a Plan C/Professional program where our program is only offered to support a professional degree option that does not require a thesis or paper to graduate. For detailed information about plan requirements, please visit USU's School of Graduate Studies website: <https://gradschool.usu.edu/academics/index>

3.B. Required Coursework

The M.Ed. in School Counseling at USU requires successful completion of all required coursework with a 3.0 GPA throughout the current 48-credit hour program (2024). Courses within the program of study for the School Counseling master's degree include the following 14, 3-credit courses:

1. [PSY 6130: Evidence-Based Practice: School Intervention](#)
2. [PSY 6240: Comprehensive and Systemic School Counseling Programs](#)
3. [PSY 6290: Diversity Issues in Treatment and Assessment](#)
4. [PSY 6330: Principles of Psychological Measurement and test theory](#)
5. [PSY 6340: Consultation in the Schools](#)
6. [PSY 6350: Introduction to Theories of Intervention in Psychology](#)
7. [PSY 6390: Program Evaluation in the Schools: Models and Guidelines](#)
8. [PSY 6420: Group Counseling in the Schools](#)
9. [PSY 6460: Legal, Ethical and Transition Issues in School Counseling](#)
10. [PSY 6530: Developmental Psychology: Lifespan](#)
11. [PSY 6580: Collaborative Classroom Instruction, Leadership and Professional Topics](#)
12. [PSY 6610: College and Career Readiness for School Counselors](#)
13. [PSY 6770: Pre-Practicum Counseling Skills](#)
14. [PSY 6370: Practicum in School Counseling](#)

Students are also required to have a total of 6 credits of [PSY 6250: Internship](#) to complete program requirements and to fulfill 48 total credit hours of course work.

USU implemented new instructional formats beginning during the Summer 2023 semester. We encourage students to familiarize themselves with these various course delivery methods here: <https://www.usu.edu/registrar/scheduling/deliverymethods>.

Additional courses are offered for students as optional elective courses. At this time, there are not required elective courses. Please consult with the Program Director or your program faculty for further information on courses that may interest you as the availability of these may change by semester. Students should work closely with the faculty and program personnel in selecting electives that best help them meet their professional goals. Some electives are not offered every year or semester, so developing a plan with the program director and coordinator to support when you will enroll in specific courses is important to help plan your program of study. Students are *not* required to enroll in electives, but the following courses have been chosen as those that are available if a student is interested in enrolling in one or more of them.

Department of Psychology (PSY) Courses:

- PSY 6910: Independent Research with program faculty (1-3 cr.)
 - This course could be offered based on the availability of the professor to support student involvement in research with one of your full-time faculty.
 - Research with faculty could be related to their current research for the semester. This could involve active involvement in an area school district to support data collection and/or interventions. Responsibilities include meeting with the faculty mentor weekly for 1-1.5 hours weekly to support the project at a set time that works for the group or individual students' and researcher's schedules along with the additional time spent involved in research on the ground.

Department of Animal, Dairy, & Veterinary Sciences (ADVS) Courses:

- ADVS 5900: Conceptualizing the Human-Animal Bond (3 cr.)
 - This course is an interdisciplinary examination of human-animal interactions and the human-animal bond. Topics include historical foundations, theoretical orientations, psychological and physiological benefits of companion animals, the roles animals have with various special and multicultural populations, and animal welfare.
- ADVS 5910: Animal-Assisted Interventions and Special Populations (3 cr.)
 - This course reviews theories of animal-assisted interventions (AAI) and specific therapeutic techniques as they apply to various special populations. Animal selection, program outcomes, and best practice approaches for developing and evaluating AAI programs are also covered.

3.C. Course Delivery

Our program uses the Connect, Virtual, and Online delivery methods. Each course will be delivered in the method that is deemed a best fit for course content and student learning. Students will be informed of a course's delivery method at least one semester in advance of the course.

Connect classes have a scheduled class time and are taught from one classroom and broadcast to other classrooms across the state. Students attend class at a Regional Campus/Center or join from home via Zoom.

Virtual classes are taught via Zoom with pre-scheduled meeting times. When students attend class via Zoom, they attend from a distraction free zone and have their cameras turned on. All associated program policies, including technology requirements, must be adhered to.

Online classes are taught asynchronously where students will access learning materials, activities, and engage regularly with the instructor and other students in Canvas.

Students are welcome to utilize the Wi-Fi and common areas of the multiple USU campuses and extension sites across the state when using Zoom; however, please remember to use headphones in common areas as a courtesy to any other students who may be using those common areas. If students want to reserve specific space at a local campus/center, they may call the site to see if any rooms are available for reservation. Contact information for the statewide locations can be found here: <https://statewide.usu.edu/locations/index>.

3.D. Program Faculty

The School Counseling program currently has three full-time tenured track faculty members as of the Fall 2024 semester, Dr. Jessie Koltz, Dr. Taewon Kim, and Dr. Anjanette Todd.

Dr. Jessie Koltz Jessica.Koltz@usu.edu (Program Director, Core Faculty Member), is currently the Program Director for the School Counseling program and has been in this role from August 2021 to the present. Dr. Koltz's teaching load has included the following:

- PSY 6130: Evidence-Based Practice: School Intervention
- PSY 6240: Comprehensive and Systemic School Counseling Programs
- PSY 6580: Collaborative Classroom Instruction, Leadership, and Professional Topics

Dr. Koltz has served as a secondary faculty supervisor for internship and practicum students who will be in elementary and middle school settings and has taught multiple additional classes over her time at USU. She offers an independent research course, PSY 6910, for students who are interested in collaborating with her on her research.

Dr. Koltz earned her PhD from the University of Nevada, Reno in Counselor Education and Supervision in 2021, graduated from Penn State University with an M.Ed. in Counselor Education and Supervision with a dual emphasis in School and Clinical Counseling specialties in 2013, and earned her undergraduate degree from the State University of New York at Buffalo in Psychology and Early Childhood Education in 2011 while competing as a division one swimmer.

Dr. Koltz is a Nationally Certified Counselor ([NCC](#)), Nationally Certified School Counselor ([NCSC](#)), Licensed School Counselor ([LSC](#)), and a Clinical Mental Health Counselor ([CMHC](#)). She has eight years of experience as a licensed school counselor in various K-12 settings in VA, CA, and NV and has been a clinical counselor working with children, youth, couples, and adults as a Clinical Practicing Counselor Intern in the state of Nevada and is currently a Clinical Mental Health Counselor in the state of Utah working with children and youth in the [Clinical Rehabilitation Counseling Clinic](#) located in the [Sorenson Center for Clinical Excellence](#) at USU.

She is passionate about the outdoors and has supported adventure-based counseling experiences with the non-profit she founded and is the president and executive director for, Mindful Health Initiative (MHI), since 2018.

Dr. Taewon Kim Tae.Kim@usu.edu (Program Practicum and Internship Coordinator, Core Faculty Member), has been an assistant professor within the department and program, supporting the M.Ed. in School counseling program directly as a professor starting in the Fall of 2023. Dr. Kim will be the Practicum and Internship Coordinator for the M.Ed. in School Counseling program starting in the Fall of 2024. His current teaching load includes:

- PSY 6290: Diversity Issues in Treatment & Assessment
- PSY 6420: Group Counseling in the Schools
- PSY 6770: Pre-Practicum Counseling Skills
- PSY 6370/6775: Practicum in School Counseling, Instructor and Secondary Supervisor
- PSY 6250/6780: Internship, Instructor and Secondary Supervisor

Dr. Kim is the Program Practicum and Internship Coordinator starting in this role during the Fall of 2024 to the present and works closely with the program director and GPC to support practicum and internship coordination, placements, curriculum, supervision training and experiences. Dr. Kim is also a secondary faculty supervisor for internship and practicum students during the fall and spring semesters.

Dr. Kim earned his PhD from University of Central Florida in Counselor Education and Supervision in 2023, graduated from Seoul National University (SNU), located in Seoul, Republic of Korea with an M.A. in School Counseling in 2014 and earned his undergraduate degree from Seoul National University (SNU), with a dual degree in Education and Psychology in 2012.

Dr. Kim is an active member of ACA, AARC, AMCD, ASCA, ACES, KCA, and KCPA. Dr. Kim is a licensed Counseling Specialist in the Korean Counseling Association (KCA). He has three years of experience as a military counseling officer and company commander during his service in the Republic of Korea Air Force (ROKAF), where he has also been a certified counselor and counseling supervisor in the Republic of Korea. With a strong interest in multiculturalism and the influence of relational factors in counseling, he has continually contributed to the field through his writing and teaching at the dynamic intersection of these topics.

Dr. Anjanette Todd Anjanette.Todd@usu.edu (Core Faculty Member), is our newest assistant professor within the department and program, supporting the M.Ed. in School counseling program directly as a professor starting in the Fall of 2024. Her current teaching load includes:

- PSY 6530 Developmental Psychology: Lifespan
- PSY 6390 Program Evaluation in the Schools
- PSY 6610 College and Career Readiness for School Counselors
- PSY 6370/6775: Practicum in School Counseling Secondary Supervisor
- PSY 6250/6780: Internship Secondary Supervisor

Dr. Todd earned her PhD from the University of South Florida and her M.Ed./Ed.S. from the University of Florida where she was a practicing school counselor for 18 years in the elementary, middle, and high school settings between her degrees. Dr. Todd has been employed previously as an assistant professor at the University of Texas, El Paso for 7 years within their Counselor Education Program.

Dr. Todd is a core faculty member for our M.Ed. in School Counseling Program at USU and will support courses within the program along with being a secondary faculty supervisor for internship and practicum students during the fall and spring semesters.

Dr. Todd is an active member of ACES, ASCA, and CSI. Dr. Todd is certified as a trained teacher in the Center for Mindful Self-Compassion and Mindfulness Based Stress Reduction. With a rich background in school counseling along with her interest in school counselor education and mindfulness, she has contributed to the field through publications, presentations, research, and teaching within the areas of school counseling.

3.E. Program Staff

The School Counseling program staff are the key to our success as a program. They provide prospective, incoming, and current students with program advisement, help to organize courses, program experiential components, and coordinate special events.

Graduate Program Coordinator, Megan Campbell Meg.Campbell@usu.edu, received her M.Ed. in School Counseling from USU in 2020 and currently serves as a Graduate Program Coordinator (GPC) for the School Counseling program. She enjoys trail running and adventuring with her three kids when she is not working.

3.F. Department Staff

The Department employs the following full-time support staff, who are available to support students with administrative and clerical tasks on an as-needed basis:

Business Manager, Cara Brewer Cara.Brewer@usu.edu, provides support related to accounting, budgets, and finances.

Business Assistant, Cait Salinas Cait.salinas@usu.edu, provides support for financial transactions related to hiring, travel, start-up, and general lab and Program purchases.

Project Manager & Communications Specialist, Kaylee Williams Kaylee.williams@usu.edu, provides support related to meeting and event scheduling, website presence and updates, and other general, as-needed clerical supports.

Students are welcome to reach out directly to Department staff for support. If students have questions regarding the appropriateness of asks, they should first consult the Program Director.

3.G. Program Instructors

There are currently four instructors within the School Counseling program that support the program in one or two classes as a course instructor, or department lecturer.

Terra Bingham A00440686@usu.edu supports PSY 6340: Consultation in the Schools during the summer semester of the second year of the program. Terra also supports the

school counseling program as a practicum and internship site supervisor during the second and third year of the program. Terra graduated from the University of Alaska with her M.Ed. in School Counseling in 2013 and enjoys time with her family, friends, and food.

Kris Franzman thomas.franzmann@usu.edu supports PSY 6130: Evidence Based Practice during the summer session with Dr. Koltz. Kris graduated with a BS in Psychology from Oklahoma State University and earned an MS in Psychology from Utah State University, specializing in school psychology and applied behavior analysis. Currently pursuing a PhD in School Psychology at Utah State University (expected in 2026). Since beginning graduate studies, Kris has provided comprehensive school-based mental health services including systems consultation at the school and district level, psychoeducational evaluations, behavioral consultation, and individual and group therapy. He also has a range of clinical experience including conducting comprehensive psychological evaluations, working in community mental health settings, and assessing and treating severe problem behavior (e.g., aggression, self-injury, etc.). Kris' research interests include examining novel methods for enhancing access to mental health services for underserved youth and families, component analyses of evidence-based interventions, and systems change in schools.

Kim Herrera Kim.Herrera@usu.edu supports PSY 6610: College and Career Readiness for School Counselors during the summer session during the first and second year of the program. Kim recently stepped down from her role at the state office as the School Counseling Program Specialist at USBE in the summer of 2021. Kim received her M.Ed. in school counseling from the University of Phoenix in 2004 and is currently the Director of Student Services and Counseling at Tooele Technical College. Kim has been in the educational system for 23 years, where she has been a practicing school counselor for 18 of those years. She enjoys traveling, hiking, eating at good restaurants, and spending time with family and friends when she is not teaching or working.

Danny Lundell Danny.Lundell@usu.edu supports PSY 6460: Legal, Ethical and Transition Issues in School Counseling during the spring semester of the first year of the program. Danny received his M.Ed. in school counseling from the University of Phoenix in 2002 and is currently the Social Emotional Learning Specialist with Nebo School District. Danny has been in the educational system for 22 years, where he has been a practicing school counselor 18 of those years. He enjoys traveling, gardening, swimming, and creating memories with his loved ones when he is not teaching or working. His email address is

Carrie Madden Carrie.Madden@usu.edu supports PSY 6530: Developmental Psychology: Lifespan during the first semester of the first year of the program. Carrie is a Senior Lecturer and serves as a full-time instructor for the department of psychology at USU. She was trained and licensed as a school psychologist in the past but has been a full-time university instructor for most of her career. This will be her fourteenth year of teaching at USU where she has taught a variety of courses including Lifespan Development, Educational Psychology, Adolescent Development, and Orientation to the

Psychology Major. She is also the department liaison for concurrent enrollment high school instructors. She enjoys hiking, pickleball, baking, and reading when she is not teaching or working. Her email address is

3.H. Program Student Advisory Board Representatives

The School Counseling program has student representatives that make up the Student Advisory Board (SAB). The mission of the SAB is to function as a voice and a conduit for students' thoughts, ideas, and needs with program personnel. The SAB meets monthly from August through April with the Program Director to discuss value-adding contributions in advancing USU's School Counseling master's program mission. As a student, you are encouraged to connect and get to know your peers represented on the SAB. There is one assigned Student Advisory Board member representative that supports Dr. Koltz's bi-annual meetings with the program's Stakeholder Committee.

3.I. Assigned Advisors

As a graduate student at Utah State University, you will have a graduate program advisor, coordinator, or faculty member support you throughout your time within your program. Please note that this is subject to change by year.

3.J. Box Portfolios

Box is a cloud service that allows USU students, staff, and faculty to store and share files online. To access Box, you need to use your network credentials or your Box.com account.

USU provides a Box account to all current students, staff and faculty for file storage and collaboration. Graduating Students can request their account be converted to a personal account. [How can I keep my Box account after graduation FAQ](#). For support contact the IT Service Desk at 435.797.4357

The M.Ed. in School Counseling program requires students to upload documents to their Box Portfolios periodically throughout your training program. Documents required to be uploaded will be communicated from the program relating to Key Performance Indicator items from coursework or experiential components, items needed to support licensing and graduation.

3.K. Instructional Environment

Beginning fall 2022, USU's master's program in School Counseling has restructured the program delivery to be offered as a web-based format. This change in delivery has allowed potential students from across the state of Utah and beyond Utah's borders to access the program through a web broadcast format, which will utilize Zoom and asynchronous online courses. The School Counseling program intends to utilize USU's statewide IVC broadcast sites where appropriate throughout the program coursework. USU's IVC sites are open to students if an at-home learning option is unavailable to them. Please contact your GPC if you need support with what USU Extension Center is closest to you.

Admitted School Counseling program students are required to attend all in-person opportunities to support connections with their cohort members. Such opportunities include orientation prior to the start of the program, new cohort orientation times during each cohort's second and third year

of the program, semesterly or summer learning course intensives, and residency requirements will all be communicated at least one semester prior to the start of the semester where the occurrence will take place, and during students' completion of both practicum and internship experiences at a K-12 school setting.

You can read more about the article relating to the move to a web-based program here: <https://psychology.usu.edu/news/school-counselor-education-program>, where department personnel state the following:

“Professional School Counselors play a special role in our school systems,” said Dr. Scott Bates, Psychology department head. “It is a role that is more important than ever, given the challenges facing our nation’s youth. The program at USU has a long history of fantastic success; we train incredible people to be astonishing school counselors. The changes that are coming will bring this program to more people, reach more places, and ultimately help more students.”

Dr. Jessica Koltz, director of the professional School Counseling program, shared Bates’s enthusiasm. “We are excited about moving to a web-based format,” she said. “It is a great opportunity for Utah State University school counselors in training, as well as the state of Utah.”

You can reference program related information on our program webpage here: <https://psychology.usu.edu/news/school-counselor-education-program.php>

4. PROGRAM OBJECTIVES, KEY PERFORMANCE INDICATORS, STUDENT DISPOSITIONS, AND STUDENT/PROGRAM ASSESSMENT PROCESS

4.A. School Counseling Program Objectives

This section provides insight into important program objectives that the M.Ed. in School Counseling Program at Utah State University adhere to throughout a graduate student's master's program.

Program Objective #1: Dispositions appropriate to the counseling field are assessed throughout the student's program, from admission to exit and graduation through the Professional Disposition Competency Assessment – Revised (PDCA-R), and the Professional Disposition Competency Assessment Revised Admissions (PDCA-RA) assessments. Students are expected to fulfill and meet or exceed expectations in all areas of dispositions.

Program Objective #2: Ethical practice is upheld and practiced by each graduate student while in the program to meet expectations of skills. There are many opportunities for students to learn about the [ASCA Ethical Standards for School Counselors](#), but PSY 6460: Ethical, Legal, and Professional Issues in School Counseling provides direct instruction in the areas of professional school counselor identity, foundations of school counseling, and contextual dimensions of school counseling, ethics, law, and professional issues.

Program Objective #3: Social and cultural diversity is understood and practiced by each graduate student while in the program to meet expectations of skills. Psychology 6290: Diversity Issues in Treatment and Assessment presents instruction aimed at providing students with an understanding of the cultural context of relationships, issues, and trends in a multicultural and diverse society. Factors such as culture, ethnicity, nationality, age, gender, sexual orientation, mental and physical characteristics, education, family values, religious and spiritual values, socioeconomic status and unique characteristics of individuals, couples, families, ethnic groups, and communities will all be expected to be explored.

Program Objective #4: Human growth and development are understood and practiced by each graduate student to meet expectations of skills. Psychology 6530: Developmental Psychology addresses issues of human growth and development through instruction aimed at providing the student with an understanding of the nature and needs of individuals at all developmental levels.

Program Objective #5: Career development and college and career readiness are understood and practiced by each graduate student to meet expectations of skills. Psychology 6610: College and Career Readiness for School Counselors presents instruction aimed at providing students with an understanding of career development and related life factors.

Program Objective #6: Counseling and helping relationships, specifically relating to the school counseling role, are understood, and practiced by each graduate student while in the program to meet expectations of skills. Psychology 6240: Comprehensive School Counseling Programs provides instruction in comprehensive counseling and guidance program development, professional school counselor identity, and coordination of counseling program components as

they relate to the total school community. Students delve into evidence-based methods suitable for both prevention and intervention, providing a holistic grasp of school counseling practices. Psychology 6770: Pre-Practicum Counseling Skills and Techniques builds upon the role of school counselor by emphasizing the acquisition of counseling skills and practical application of counseling techniques prior to enrollment in practicum experiences.

Program Objective #7: Group counseling and group work are understood and practiced by each graduate student while in the program to meet expectations of skills. Psychology 6420: Group Counseling in the Schools presents instruction aimed at providing students with an understanding of both theoretical and experiential understanding of group purpose, development, dynamics, counseling theories, group counseling methods and skills, and other group approaches.

Program Objective #8: Assessment and testing in school counseling and school environments are understood and practiced by each graduate student while in the program to meet expectations of skills. Psychology 6330: Principles of Psychological Measurement and Test Theory presents instruction aimed at providing the student with an understanding of individual and group approaches to assessment and evaluation.

Program Objective #9: Research and program evaluation in school counseling and school environments are understood and practiced by each graduate student while in the program to meet expectations of skills. Psychology 6390: Program Evaluation in the Schools is designed to provide an understanding of research methods, statistical analysis, needs assessment, and program evaluation through discussion and understanding of school counseling models and guidelines for conducting ethical, valid, and reliable evaluation studies in the schools.

Program Objective #10: Counseling theories in school counseling and mental health are understood and practiced by each graduate student while in the program to meet expectations of skills. Psychology 6350: Introduction to Theories of Intervention in Psychology and PSY 6770: Pre-Practicum Counseling Skills provide an instruction and experiential components aimed at developing and understanding a theoretical orientation in counseling and practice with interviewing and counseling skills.

Program Objective #11: Evidence-based practice and school-based interventions in school counseling are understood and practiced by each graduate student while in the program to meet expectations of skills. Psychology 6130: Evidence-Based Practice: School Intervention focuses primarily on the behavioral and cognitive behavioral treatment of common childhood disorders. Students are trained to develop and implement empirically supported treatments for mild childhood and adolescent disorders through supporting students with the preparation to design and implement evidence-based intervention in K-12 school populations.

Program Objective #12: Consultation in the school and community settings are understood and practiced by each graduate student while in the program to meet expectations of skills. Psychology 6340: Consultation in the Schools is designed to provide students with a general framework for understanding and practicing consultation and to apply the theoretical material to case studies. Students will learn to create positive collaborative efforts between school professionals, students, parents, community organizations and health care providers, including mental health professionals.

Program Objective #13: Collaborative classroom instruction and leadership in school counseling and school environments are understood and practiced by each graduate student while in the program to meet expectations of skills. Psychology 6580: Collaborative Classroom Instruction, Leadership, and Professional Issues. This course is designed to support active experiential practice of collaboration and classroom instruction within the school environment, along with exposing and supporting students with leadership skills and common professional issues within school systems.

Program Objective #14: A 100-hour practicum in a K-12 school counseling setting must be completed by each graduate student while in the program to meet program requirements. Psychology 6370/6775: Practicum in School Counseling is designed to be an integrative experience where students will spend an average of seven hours per week in school counseling practicum experiences. Students are to draw upon all the didactic instruction they have received in the program to date and supported with site and secondary supervision to support their practicum experience. Application of theory, skills and knowledge of comprehensive guidance systems will be expected. Students will be exposed to several theories and professional activities associated with comprehensive guidance programs in schools.

Program Objective #15: A 600-hour internship experience in a K-12 school counseling setting must be completed by each graduate student while in the program to meet program requirements. Psychology 6250/6780: Internship in School Counseling is designed to be an experiential opportunity for students to practice all the skills, theories, and interventions learned within their program of study while actively engaging in a school counseling intern role within a K-12 school setting while under site supervision of a practicing, licensed school counselor and secondary faculty supervision. Students will spend an average of 20-40 hours per week in school counseling internship experiences. If a student decides to enroll in a 3-credit course over two semesters, the average amount of time a student will be engaged in the K-12 environment will be around 20 hours a week. If a student decides to enroll in a 6-credit course over the first (Fall) semester of their internship year, the average amount of time a student will be engaged in the K-12 environment will be equivalent to a full-time school counseling position, at about 40 hours per week.

4.B. Key Performance Indicators

Key Performance Indicators (KPI's) are measured throughout a student's time within the school counseling program and assessed by instructors, program faculty and staff to ensure competencies and skills are met by students. KPI assignments are uploaded by the student to their Box Portfolio throughout their program of study where the program staff ensures students have a comprehensive portfolio of KPI documentation completed by their internship semester.

Students are expected to have a grade of B or higher in all of their courses throughout their graduate program. Practicum and Internship are assessed on a Pass/Fail assessment and all students are expected to pass both practicum and internship to move forward with program requirements and be recommended for licensure.

Students must ensure that there are a total of three PDCA-R evaluations by the end of the first semester of internship filled out and uploaded into each student's Box folder by faculty,

instructors, staff, site, and/or secondary supervisors to fulfill KPI requirements within the program prior to graduation.

KPI's within the school counseling program are inclusive of the following:

PSY 6130: Evidence-Based Practice: School Intervention: Comprehensive portfolio of evidence-based interventions.

PSY 6240: Comprehensive and Systemic School Counseling Programs: Final group project.

PSY 6290: Diversity Issues in Treatment and Assessment: Book reflection assignment.

PSY 6330: Principles of Psychological Measurement and test theory: Final exam.

PSY 6340: Consultation in the Schools: Capstone project.

PSY 6350: Introduction to Theories of Intervention in Psychology: Final theory paper.

PSY 6390: Program Evaluation in the Schools: Models and Guidelines: Final project.

PSY 6420: Group Counseling in the Schools: Group presentation.

PSY 6460: Legal, Ethical and Transition Issues in School Counseling: Final exam or project.

PSY 6530: Developmental Psychology: Lifespan: Personal development paper.

PSY 6580: Collaborative Classroom Instruction, Leadership and Professional Topics: Completed lesson plan and final project.

PSY 6610: College and Career Readiness for School Counselors: Final exam.

PSY 6770: Pre-Practicum Counseling Skills: Passing course and meeting competencies to support dispositions appropriate to the counseling field with learned counseling skills.

PSY 6370/6775: Practicum in School Counseling: Final case study report along with mid and end-of semester site and secondary supervisor evaluations, including PDCA-R assessment(s).

PSY 6250/6780: Internship: Mid and end-of-semester site and secondary supervisor evaluations, including PDCA-R assessment(s).

4.C. Student Dispositions

As indicated in Program Objective #1, students are assessed at admission and checked at various times throughout their program of study in the School Counseling program to determine their demonstration of the dispositions appropriate to the counseling field. The dispositions below are agreed upon by the Utah State University Department of Psychology M.Ed. in School Counseling core faculty, instructors, and staff as representing dispositions that are desirable in counselors-in-training because they will serve the students well in the education and professional counseling fields.

Conscientiousness – The ability to plan, deliberate, persevere, and demonstrate evidence of self-discipline, a strong sense of responsibility, and a preference toward planning.

Cooperativeness – Behaviors that suggest cooperation, such as collaborating well with authority figures; avoiding inappropriate competition or power struggles; accepting influence from supervisors and other experts; displaying a general exposition of helpful behaviors; and demonstrates being collaborative in nature.

Coping and Self-Care – Engaging in appropriate levels of self-care. Identifying and responding appropriately to personal stress, burnout, situational impairment, loss, trauma, medical issues, and crisis. Using positive coping and stress management mechanisms.

Critical Thinking – Demonstrating fairness in behavior toward others. Flexibility in problem solving and a willingness to abandon nonproductive strategies. Demonstrating the ability to analyze and synthesize.

Cultural Sensitivity – Behaviors that suggest tolerance for the culture and lifestyle differences of others; cultural sensitivity to the multiple possible factors that make up an individual's identity; awareness of one's own heritage and the impact on others.

Emotional Stability – Ability to control negative emotions (such as anger and anxiety) and adopt a generally positive perspective; effective management of psychological dysfunction and/or excessive emotional reactions that could potentially interfere with professional functioning.

Honesty – Academic honesty; reliable and truthful in dealings with others; engenders public trust.

Interpersonal Skills – Engagement with the external world; capacity to interact effectively with others; energy in interpersonal relationships, and warmth. Capacity to demonstrate state extroversion. Ability to deal appropriately with conflict.

Legal, Ethical, and Professional – Integration of professionalism and ethical standards into day-to-day behavior. Behavior conveys the ability to judge the rightness or wrongness of actions and act upon the judgment. Except in rare circumstances, the ability to abide by and follow rules, policies, and laws.

Moral Reasoning – Behaviors that convey the ability to judge the rightness or wrongness of actions and act upon the decision. Abiding by and following rules, policies, and laws.

Openness – Tolerance for ambiguity; tolerance for the culture and lifestyle differences of others; imaginative; curious; open to new experiences; intellectually interested and engaged.

Self-Awareness – A conscious knowledge of one's own traits, character, motive patterns, emotions, and behavior; evidenced by depth of self-understanding.

Should students have concerns that they may have a medical diagnosis or disability that might impair their ability to perform under the above-described expectations, or any other program

expectations, they should reach out to USU's Disability Resource Center to learn if they qualify for accommodations.

4.D. Student/Program Assessment Process

The dispositions above are assessed at various established points throughout the program identified here as “gate” checks. This assessment process is referred to as the Professional Dispositions Competency Assessment, Revised (PDCA-R) process.

- **Gate 1: Admissions/Orientation**
 - Faculty and staff assessment of each student through PDCA-R Admissions process at group and/or individual interviews.
 - Student self-assessment and understanding of PDCA-R process at orientation prior to first semester of the first year of the program.
- **Gate 2: Completion of first year of coursework**
 - Student self-assessment and understanding of PDCA-R process after first year of coursework prior to the first semester of the second year of the program.
 - Assessed systemically by first-year core faculty and program instructors, before the first semester of the second year of the program.
- **Gate 3: Completion of Pre-Practicum (PSY 6770) and Practicum (PSY 6370/6775)**
 - Student self-assessment before practicum is due two weeks after the start of the practicum semester during the second year of the program.
 - Site and secondary supervisor evaluations for practicum experience at mid- and end of semester are due by the final day of the student's practicum semester.
- **Gate 4: Completion of first semester Internship (PSY 6250/6780) or Program Exit**
 - Student self-assessment before internship is due two weeks after the start of the internship semester during the third year of the program.
 - Site and secondary supervisor evaluations of student at both mid- and end of internship semester(s) are due by the final day of the student's internship experience or before the student's program exit.

Students will be given feedback on their performance on the above dispositions as well as KPIs at Gates 2-4 from program faculty or instructors immediately after each gate has been completed. Students must be rated by program faculty, instructors, and/or site supervisors as “**Meeting Expectations**” (a score of 3 out of 5) across all dispositional areas on their most recent performance evaluation from instructors, supervisors, and/or program faculty members.

Students who receive “Below Expectation” ratings will be considered on a case-by-case basis by the School Counseling program core faculty to determine readiness for practicum or internship placement and/or the need for remediation prior to applying for practicum, internship, or being recommended for licensure before their exit from the program.

In addition, when issues in any of the above identified dispositions occur between gates, program faculty, instructors, and/or staff will file a PDCA – RI form (Professional Dispositions Competency Assessment Revised Incident Report), or also called a “Red/Yellow/Blue/Green form,” on the student, identifying which disposition is of concern. This process initiates a faculty meeting to discuss the individual student and determine if the student needs additional support, remediation, suspension, or dismissal from the program.

The PDCA – RI (Revised Incident) form from a program faculty, instructor, or staff member includes the following procedures. The individual making the report will identify the student’s name, date of filing, name of individual filing the report, and date of incident being reported. The reporting individual will:

- (1) Check the box most closely associated with the disposition(s) related to the feedback they wish to offer, where more than one disposition box may be checked.
- (2) Check the level of concern (R/Y/G/B) in the box on the far right of the report using the key (outlined below).
- (3) On the third page of the PDCA-RI, the individual will write a detailed explanation of the incident or situation leading to the filing of the PDCA-RI; being as specific as possible, using behavioral terms.
- (4) Record the recommended action, such as a remediation plan, in the space provided; and,
- (5) If a group decision occurred, record the decision of the group in the space provided.

Note: This form will become part of the student’s academic file, and per FERPA requirements, the students may access this record.

Blue: An incident or situation has led the person filing the report to want to recognize a student as needing **evident observable support** or standing out from their cohort peers. A **Blue** signifies that additional **faculty support or encouragement** is needed.

Green: The person filing has **some concerns** of the student, but they do not believe the situation warrants remediation or gatekeeping strategies. A **Green** signifies that additional awareness of student concerns is needed from other program faculty, supervisors, and/or staff members.

Yellow: The person filing has **concerns** and is **recommending remediation** of the student. A **Yellow** signifies that program faculty must meet to discuss and come to an agreement on an appropriate remediation for the student at the earliest opportunity.

Red: The person filing has **very strong concerns** and is recommending **suspension or dismissal**, with or without remediation (but with due process). In such instances, the program faculty, including but not limited to the program department head, hold a committee meeting to vote whether to **recommend suspension or dismissal**. Such committees **must ensure** they recommend the dismissal of a student for reasons outlined in this handbook and/or stated in university policies. Where suspension or dismissal is recommended, the procedure outlined by the university for suspending or dismissing students must be followed.

While some identified concerns may require a program response that results in remediation and procedures communicated to support the student with the dispositional concern, other concerns may require immediate student suspension or dismissal without remediation. The purpose of the identified gate checks is to give students early and ongoing feedback, as well as to provide the counseling faculty, instructors, and staff with a process to screen the counseling profession, per the ethical requirements of the American Counseling Association, American School Counselor Association, and Utah School Counselor Association.

5. STUDENT EXPECTATIONS, REQUIREMENTS, AND POLICIES

5.A. Responsibilities of Students

As members of the academic community at Utah State University, students share responsibility for USU's growth and continued well-being, as well as for maintaining an environment which encourages free inquiry and expression. Students are expected to engage in reasonable and substantial preparation for their coursework, to follow course and class guidelines as set forth in syllabi and as stated by their instructors or program faculty or staff, and to complete all academic exercises with integrity. All interactions with faculty, staff, and other students shall be conducted with courtesy, civility, decency, and a concern for personal dignity. These responsibilities are the foundation of the University's Standards of Conduct. The University seeks to vest students with primary oversight of these responsibilities through their participation in hearings boards.

5.B. Student Expectations

1. Be aware of and actively follow the [ASCA Code of Ethics](#).
2. Develop a self-designed program of growth and development based off the professional disposition competency assessment revised (PDCA-R) self-assessment at orientation where the graduate student becomes aware of areas of growth and improvement relating to their own professional dispositions in the counseling field that will be assessed by program faculty and site and secondary supervisors throughout the program, which could include:
 - a. Actively seeking out personal or professional learning opportunities such as attending conferences, workshops, seminars, or other personal or professional growth opportunities.
 - b. Being open to program faculty, supervisors, instructors, or advisors offering formal or informal suggestions. Students are expected to be dedicated to their own personal and professional growth.
3. Have a respect for cultural differences.
4. Understand and adhere to program attendance policies, which include the following:
 - a. Students are expected to regularly attend classes and field experiences (such as pre-practicum, practicum, and internship) without missing more than 20% of each course and ultimately fulfilling experiential learning hour requirements.
 - b. This includes having no more than two unexcused absences from class during a fourteen-week summer semester session and no more than three unexcused classes during fall or spring semester sessions.
 - c. If a student misses more than the previously mentioned classes, they risk failing the class and having to retake it the following year. Additionally, they risk having to implement a remediation plan established by program individuals.
5. Seek out and communicate in a professional manner with faculty, instructors, advisors, or supervisors when conflict occurs.
 - a. Avoid pulling other students into conflicts.

- b. Openness to seek out peer-to-peer support when needed; where examples could include reaching out to a student advisory board member(s), graduate advisor(s), teaching assistant(s).
 - c. Reach out to the Program Director, GPC, or program faculty to support areas of need.
6. Knowledge and adherence to policies within this School Counseling Student Handbook.
7. Knowledge and adherence to policies and procedures of the University and School of Graduate Studies.
8. Knowledge and adherence to policies and Utah State Board of Education regulations and regulatory rules relating to associate licensure and professionalism while employed at an experiential site.
9. Professional dress and attire while in the field during practicum or internship placements and during professional networking events such as university sponsored events, conferences, and interviews.
10. Meeting deadlines, completing forms on time, submitting documents to student Box Portfolios on time and making advisement appointments when in need of assistance. Faculty, instructors, supervisors, program coordinators or advisors are **not** responsible for students missing deadlines.
11. Communication with program personnel regarding interactions with law enforcement within 12 hours of incident. Charges other than traffic citations are necessary to report to the program director or department head at your earliest convenience.
12. Once a student is placed within their practicum or internship site, reporting any criminal charges that led against the individual higher than a traffic stop to your experiential site supervisor. This communication is required to determine whether your practicum or internship requirements can continue under the placement partner's (LEA/district/school site) standards.

5.C. Communication Procedures/Academic Grievance Procedures

Communication procedures within the School Counseling Program and Department of Psychology recommend speaking directly with the person who you need to communicate with to resolve the issue and talk about the concern directly to that person. This could be communication relating to an individual concern for yourself (the student) with an instructor, faculty member, or supervisor, or this could be relating to a course that is of concern to you. The graduate student is responsible to support their own communication pathway, starting with speaking with the person you are directly working with in that situation.

Please reference the following communication pathway to support your needs along your graduate journey:

- (1) *Program instructors and supervisors* help support graduate students while they are in a specific course and are key to supporting students' needs within their specific courses. Graduate students should reach out to their direct instructor or supervisor (site or secondary) relating to any course-specific question or concern.
- (2) *Program staff* help support graduate students prior to admission into the program through exit of the program. They are also a direct line of communication and support

for students while they are in the program. Program staff should be the first individuals a student reaches out to with any program of study related concerns or inquiries.

- (3) *Graduate student representatives* are key individuals and peers to get to know within your cohort. The students identified as Student Advisory Board (SAB) members who have taken on this leadership role may have insight and clarification to a concern you may have relating to a course, your program of study, or an individual employed within the program such as an instructor, staff, or faculty member.
- (4) *Program faculty* help support graduate students while they are in their master's program through an advisory and consulting role. Faculty overseeing program students in any individual advisory or consulting role should be the next individual a graduate student reaches out to after speaking with program staff if communication is not conclusive or the student needs more assistance.
- (5) *The program director* is the individual a student should connect with if there is a concern after speaking with a faculty member, instructor, supervisor, or staff member. Students would reach out to speak with the director about their concern to try to resolve the issue after trying to communicate with the faculty, instructor, supervisor, or staff member themselves.
- (6) *The department head* would be the next person that the director would recommend the graduate student to reach out to if communication with the above parties is unsuccessful or needs to be supported in more detail. All parties should be contacted and communicated with via a phone call, Zoom, or in-person meeting prior to connection with the department head. If communication is not resolved after communication with the department head, students can reference the policy section of the School of Graduate Studies handbook to identify the individual with whom they should be in contact with next.

At the university level, individuals such as the USU Student Association Graduate Student Senator, Vice President for Student Affairs, or an individual within the School of Graduate Studies would be the next line of communication to clarify or help resolve any issues that were unsuccessful once the above communication procedures are followed.

Students who feel they have been unfairly treated may file an academic grievance through the channels described within the Conduct, Student Standards section of USU's General Catalog: <https://catalog.usu.edu/content.php?catoid=12&navoid=3174>.

An instructor has full autonomy to evaluate a student's academic performance in a course. Accordingly, a decision by a Grievance Board is limited. A Grievance Board has neither the expertise nor the authority to substitute its judgment for that of the instructor's concerning the evaluation of a student's academic performance. The University administration would override an instructor's evaluation only in an extremely limited circumstance, where the occurrence or incident relating to an academic grievance would result in the instructor being disciplined and sanctioned under Section 400 of the Utah State University Policy Manual.

5.D. Student Class Requirements

Each semester there *may* be a variation of course modalities where there could be an asynchronous class, a Zoom class, and/or in-person components that are all required for students to attend. If a class is asynchronous, students are required to fulfill all obligations of the course at the pace intended by the course instructor. If classes are held via Zoom, students are required to engage in class discussions, have their cameras on, engage in breakout rooms with peers, and unmute to support classroom conversations and be an active participant in their own and the group's learning. Students are invited and highly encouraged to attend all in-person components of the program. These serve as an opportunity to engage in skills practice, in-person connections, and gain direct program support. If there is a family or medical emergency which prohibits you to attend these components, please communicate to the program coordinator and director at your earliest opportunity.

In-Person Components

The school counseling program will host in-person experiences once per semester. Typically, these are going to be held at the beginning of the semester, so students are able to interact with peers and the new instructor(s) for that semester. Information relating to where and when these experiences will be offered will be communicated one semester in advance. For example, information on orientation is communicated over the summer once a student commits to the program, this is the in-person experience for your first semester in year one. We will have opportunities for students to be invited to program wide events, such as the Utah School Counseling Association conference, where we will host a program social during the first evening of the event. The in-person experience for the spring semester is communicated with students at the beginning of the fall semester, and the experience for the summer semester will be communicated with students at the beginning of the spring semester. Please contact your program coordinator or director if you have any questions relating to these commitments.

5.E. Graduation Requirements and Procedures

Exit criteria for graduation from the program require the following to be met:

1. Completion of all required coursework with a B or higher grade in each area:
 - Students who earn one or more C grades (or below) in a course may be at risk of needing to retake the course or be on a remediation plan to support their knowledge and understanding of key program information.
2. A passing grade (on a Pass/Fail scale) in pre-practicum, practicum, and internship with a GPA of a 3.0, and completion of practicum and internship hours are required to graduate from the counseling program.
 - Practicum: 100 hours in a K-12 school setting where 40 are direct service hours
 - Internship: 600 hours in a K-12 school setting where 240 are direct service hours
3. Passing all Key Performance Indicators (KPIs) with an expected target of a B or higher grade.
4. Ensuring PDCA–R dispositional requirements that are measured at each gate check of the student's program are "Meeting Expectation" or higher:

- Unresolved “red” on a PDCA–RI form filed by faculty, supervisor(s), instructor(s), or advising members are in alignment with CACREP standards.
 - If a student does not meet expectations of KPIs, course, or experiential requirements they will receive a remediation opportunity and will be asked to retake the course and/or follow the remediation plan to meet expectations or risk suspension or dismissal from the program.
5. Passing the state mandated Praxis exam in Professional School Counseling (5422) is a requirement to exit the School Counseling program at USU. A score of 164 or higher is required for passing.
 6. Membership in a professional organization:
 - Students are required to have an ASCA student/new professional membership by the second year of the program and while applying for their state professional school counselor educator licensure.
 - Students are expected to upload their proof of membership in their Portfolio.
 7. Associate Educator Licensure for School Counselor (K-12):
 - Students are required to obtain their Associate Educator License (AEL) for School Counselors (K-12) prior to the start of PSY 6250/6780 Internship. Students apply for the AEL upon successful completion of PSY 6370/6775: Practicum in School Counseling.
 - In order to successfully meet application processing times, students must apply by the first day of the summer semester of their second year.

The following three areas are *optional* for students to participate in:

1. *Professional organization contribution (optional)*. While in the program students can contribute to a professional organization. Please plan to collaborate and communicate with the Program Director for further information before the start of your second year of the program. This could be upheld by any of the following:
 - Serving on or being a part of a USCA or ASCA committee or affinity group.
 - Serving as a student advocate while at the USCA or ASCA annual conference.
 - Serving as a student representative at USCA or ASCA annual conference.
 - Completing and submitting a school counseling related publication in collaboration with a faculty member or another professional.
 - Co-publication of a manuscript or article with a faculty member, peer, or another professional.
 - Acceptance of a proposal and plan to present at a national, state, or university level conference with either a poster, panel or educational presentation session with a peer, faculty member, or another professional.
2. *Recommendation to engage in individual counseling while enrolled in the program (optional)*.
 - This could help support learning outcomes as a client and experience counseling from the client’s perspective.
3. *Involvement in a student research project or research paper (optional)*

- This is offered under PSY 6910: Independent Research for 1 to up to 3-credits per semester, under the supervision of a full-time core program faculty member.
 - Students are not required to do this, but it is optional.
 - Please schedule a meeting with the program faculty who support PSY 6910 each semester to discuss your interest in this research opportunity under their supervision.

5.F. Student Forms

As a graduate student at Utah State University, you will be required to fill out a few forms throughout your time as a student. Most of these forms are internal within the graduate program and Department of Psychology but some may come directly from the School of Graduate Studies. The GPC will provide details about these forms during group advisement sessions. Group advisement sessions happen once per semester throughout the duration of the program.

5.G. Program Personnel Drop-in/Consultation Hours

Faculty and staff who are involved within the School Counseling program will establish weekly Zoom drop-in/consultation hours where they are available to all students without the need to schedule a time to meet one-on-one. At the beginning of each new semester, program faculty and staff will share their personal Zoom room links along with their designated times they are available weekly throughout the semester to support students who are actively enrolled in the School Counseling Program at USU.

**Please be advised that communication relating to the program will be done through your USU email address or through your cohort's Program Advisement Canvas course.*

5.H. Professional Counseling Organizations

Students are required to sign up to join the national counseling organization as a student member, The American School Counselor Association (ASCA) during the fall semester of the first year of their program. The American School Counselor association (ASCA) is a national organization that students will acquire a vast array of information and resources from throughout their graduate courses. The ASCA website: <https://www.schoolcounselor.org/> provides a variety of resources, training opportunities, current news, and much more to professionals and students associated with the organization.

Students are welcome to sign up for the local state counseling organization, Utah School Counseling Association, but this is not a requirement for our program. You can find information on the website here: <http://www.utschoolcounselor.org/>. As a member of USCA, you receive a variety of benefits inclusive of a half-price discount to attend the annual USCA conference, which is typically held during the fall semester. USCA membership allows you to be involved in professional development, mentoring, advocacy efforts, and allows members to recognize professionals in the field of school counseling throughout the state with annual awards.

Membership is expected to be renewed as the graduate student is involved in and completes their coursework, practicum, and internship. A lapse in membership is not acceptable during your internship year.

5.I. Opportunities for Professional Involvement

There are several opportunities for professional involvement as you complete and are engaged in your graduate program. Please plan to collaborate and communicate with your faculty advisor, GPC, or the program director for further information before the start of your second year of the program if you are interested in participating in any of the following professional activities.

Appropriate graduate student activities include, but are not limited to, the following:

- Serving on a USCA or ASCA committee
- Serving as a student advocate while at the USCA or ASCA annual conference
- Serving as a student representative at USCA or ASCA annual conference
- Completing and submitting a school counseling related publication in collaboration with a faculty member or another professional
- Co-publication of a manuscript or article with a faculty member, peer, or another professional
- Acceptance of a proposal and plan to present at a national, state, or university level conference with either a poster, panel or educational presentation session with a peer, faculty member, or another professional
- Being a part of the USU School of Graduate Studies (committee member, etc.)
- Being an active student advisory board member for the School Counseling program
- Supporting a professional interest area within the students' community, such as supporting a non-profit, collaborating, or leading professional learning opportunities within a school site or LEA, involvement in state-wide mental health or school-related collaboratives, and other appropriate activities

**Please consult with program personnel if you are interested in brainstorming your own ideas for professional involvement during your graduate program.*

5.J. Policies

While there are many unique policies specific to each higher education unit, including this one, all USU students must follow Utah State University's Student Conduct and Community Standards. This can be accessed by following this link: <https://www.usu.edu/student-conduct/>

**The following information shared below relates to department and/or program specific policies for accepted students to adhere to and be aware of.*

5.K. Attendance

Students are expected to regularly attend classes and field experiences (i.e., pre-practicum, practicum, and internship) without missing more than 20% of each course. This includes missing no more than three unexcused classes during fall, spring, or summer semester sessions. If a student misses more than the previously mentioned classes, they risk failing the class and having to retake it the following year.

5.L. Matriculation Policies

Per the school of graduate studies, after admission, graduate students must maintain certain enrollment and certain academic standards. Please reference the School of Graduate Studies [Graduate Catalog](#) for specific details on continuous enrollment and leave of absence policies.

5.M. Policy for Retention, Remediation, and Dismissal

Continuing with adhering to the ethical guidelines of the American School Counselor Association and [state school counseling law and policy](#), the USU School Counseling program faculty are ethically mandated to screen the profession from students who show inadequate student competence or display dispositional issues. *Please reference the section of this handbook on gate checks for further information on screening throughout the graduate program.* In some cases, students will be invited to remediate issues that have been identified while in their graduate program of study. However, if the faculty and department deem that remediation is unlikely to be successful, the identified student may be suspended or dismissed from the program for academic, dispositional, or field work-related problems. In these situations, students have due process available to them.

What is due process?

In the context of graduate school, due process refers to a course of legal proceedings that ensures fair and equitable treatment for students. It includes the right to notice and a fair hearing prior to the administration of disciplinary actions such as suspension or expulsion (Person, 2021). Due process in graduate school refers to the fair procedures and rights that graduate students are entitled to when facing disciplinary actions, academic disputes, or other significant decisions that could affect their academic progress or status (ChatGPT, 2024). The process of any disciplinary action is documented, and students will be able to have access to information regarding how decisions are made and what evidence is considered.

Due process starts when your advisor or a panel believes that you may need to be suspended or removed from the program you are enrolled in. This includes (1) fair notice, stating that students should be informed of any issues or allegations against them in a timely and clear manner. This includes being made aware of the specific charges or concerns and the evidence supporting them. This next step supports (2) an opportunity to respond, where students have the right to present their side of the story. This usually involves a chance to address the allegations or issues, provide evidence, and argue their case. Within this program, you are asked to respond in writing within ten days. This is then reviewed by a larger group to support making the decision, which is called an (3) impartial review. This is where decisions should be made by an unbiased party or committee to ensure that the process is fair and not influenced by personal biases or conflicts of interest. You have the opportunity to rebut this action by requesting a hearing. This is the (4) right to appeal, where students often have the right to appeal decisions that they believe are unfair or incorrect. The appeal process typically involves a review by a higher authority or an additional committee.

Due process is crucial in maintaining a fair and just academic environment, ensuring that students are treated equitably and have a clear path to address grievances or disputes. This

handbook follows the institution's policies and procedures where graduate student policies and procedures can be referenced in the School of Graduate Studies.

Reasons for and Notification of Dismissal

The student's program, department, and the School of Graduate Studies monitor the progress of graduate students. For continued participation in a graduate program, a student must complete requirements as outlined and required by the program.

Graduate students within the School Counseling Program are expected to get through their program in three academic years, where 85% of program coursework should be completed by the end of the second year in the program. The ongoing review of a student's progress consider several factors, including:

1. The demonstrated ability to develop a professional school counseling identity through active involvement of program components, and ongoing reflection of the student's personal counseling theory and orientation.
2. Ongoing advocacy efforts by the student where they are taking appropriate and ethical action to support their self or others with whom they are working with in relation to the field of counseling within experiential components, such as seeking out supervision or consultation from mentors, supporting populations that they are working with for the best opportunity to enhance the individual, the individual's family, and/or their community, and ongoing educational pursuits and development around personal and professional growth areas
3. Satisfactory performance on all experiential and supervisory evaluations
4. A satisfactory GPA where course grades are at a B or higher.
5. And other necessary program requirements

Satisfactory progress also involves maintaining appropriate and satisfactory professional dispositions, standards, ethics, and integrity that are expected in the student's discipline (USU General Catalog).

The Department of Psychology has established and strives to maintain high standards in all programs. In keeping with this goal, graduate students are expected to maintain:

1. High academic standards of achievement
2. Consistent and timely progress towards the completion of degree requirements
3. And high standards of personal conduct and behavior that will reflect positively upon the Department and the counseling profession.

To assist in maintaining such standards, any one or more of the factors listed below will result in a student being considered for dismissal.

1. Possessing a grade point average of less than 3.0 in USU graduate courses (matriculated or provisional) during any semester
2. Any of the following: (a) conduct unbecoming a professional school counselor (see ASCA guidelines); or (b) failure to comply with departmental, college, and university regulations, policies, or procedures.
3. Failure of any experiential component (pre-practicum, practicum, internship) or unsatisfactory supervision evaluations

4. Academic dishonesty or misconduct including cheating, falsification of information, and plagiarism.

Procedures for Dismissing a Student from a Graduate Program in Psychology

If cause arises under the standards set forth in a student's Graduate Program Handbook, the leadership of the Program/Specialization must convene its faculty for a vote to recommend the dismissal of a doctoral student. Such committees must ensure they recommend dismissal for reasons outlined in the appropriate Program/Specialization handbook and/or as stated in university policies. Program committees must also ensure due process in any dismissal procedures.

The following procedures are used by the Department of Psychology and School Counseling Program:

1. The appropriate School Counseling Program faculty and instructors and the Department Head would convene as appropriate (e.g., following a filed PDCA-RI report and accompanied meeting) to vote to recommend dismissal of a graduate student. Programs must ensure they are recommending dismissal of a student for reasons outlined in the appropriate program handbook and/or as stated in university policies. Program committees must also ensure due process is upheld for the student in any dismissal procedures.
2. If the appropriate faculty, instructors, and Department Head vote to recommend dismissal (or suspension) the Program Director will forward the recommendation for dismissal (or suspension), including the reasons for the dismissal (or suspension), to the Senior Vice Provost of Graduate Studies and to the student subject to potential dismissal (or suspension).
3. The student shall have 10 business days from the day they received the recommendation for dismissal (or suspension) to prepare and submit a written response providing evidence that (1) the reasons outlined for their dismissal (or suspension) are not supported by evidence and/or (2) the policies relied upon by those who voted to recommend dismissal have not been properly applied. Please note that any allegations of discrimination based on a student's membership in a legally protected class should be referred to the Office of Equity for analysis and potential investigation.
4. Within 10 business days of receiving a student's response to a recommendation for dismissal, the Vice Provost of Graduate studies, in consultation with the Dean over the Department, will issue a decision regarding whether the student will be dismissed (or suspended). That decision will be final, and non-appealable.

Note that a dismissal under these procedures would preclude a student from requesting a transfer to another Specialization area within the Department. If a transfer may be appropriate, it should be explored on a case-by-case basis prior to a recommendation for dismissal.

5.N. Course Scheduling

Please consult the program core requirements found in this handbook and on the program website located at <https://cehs.usu.edu/psychology/masters/core-requirements-and-schedule>. You will be expected to take program courses as they are offered. The School Counseling program is

sequential, with courses building upon one another. If you skip a course, you may not be able to take succeeding courses until you successfully complete the courses that are required as a pre-requisite for the next course. Please contact your graduate program coordinator or program director if you have any reason to want or need to change your course schedule.

5.O. Leave of Absence

If there are unforeseen circumstances that arise throughout your graduate program, please reach out to your graduate program coordinator to inform them of your need to fill out a graduate student leave of absence form prior to the start of the semester, if possible. We never know when something may come up that needs some greater attention from us where you may need to request a leave of absence within the middle of a semester; this is completely fine and can be supported. Please reach out to the GPC.

5.P. Withdraw Policy

Students will need to go through the following process:

1. Notify the program.
2. Send a written communication to the School of Graduate Studies registrar.

If you need to withdraw before the last add drop date (please reference <https://www.usu.edu/registrar/registration/deadlines>), you must be aware of the University's tuition policy on the last day to drop courses before payment is required.

Clarification on Leave of Absence vs. Withdrawing

Please communicate with the graduate program coordinator after referring to the following webpages at USU for more information on the differences between taking a leave of absence (LOA) and withdrawing from the program:

<https://www.usu.edu/able/nol/>

<https://gradschool.usu.edu/resources/all-forms/leave-of-absence>

As mentioned within these resources, “a leave of absence, during which you are not required to register for graduate credits, may be granted under the following circumstances:

- (1) Illness, required military service, or other extenuating circumstances
- (2) Lack of availability of courses on an approved Program of Study at a regional campus or via Distance Education
- (3) An approved Program of Study that is based primarily on summer semester courses” (<https://gradschool.usu.edu/resources/all-forms/leave-of-absence>, para. 2).

“If you are completely withdrawing from your graduate program, please email gradforms@usu.edu with your name and A-number. The School of Graduate Studies will process your request and contact you when your file has been closed” (<https://gradschool.usu.edu/resources/all-forms/leave-of-absence>, para. 5).

5.Q. Graduation vs. Licensure

Students completing all program requirements for the M.Ed. in School Counseling Program at USU still need to go through the USBE approval process for state licensure. The Utah State

Board of Education sets the licensure requirements for professional school counselors in the state of Utah.

Students must apply for their Professional Educator License during the final semester of internship. Applicants for a Professional Educator License in School Counseling for the state of Utah who have attended an institution in-state and who are not licensed in school counseling must meet the following requirements:

- Earn a minimum of a master's degree in school counseling from an accredited institution in Utah.
- Pass the Praxis 5422 Test with a score of 164 or higher.
- Receive a recommendation for licensure from the university in which the program was completed. A recommendation from an in-state program qualifies candidates to receive the College and Career Readiness Certificate upon licensure based on adherence to R277-921-3: Incorporation of College and Career Readiness Certificate Program Standards Document here: <https://www.schools.utah.gov/file/4bcac191-b805-4a70-a68c-7b7a532fdc84>

The Utah State Board of Education (USBE) sets the licensure requirements for professional school counselors in the state of Utah. Upon successful completion of all USU School Counseling program requirements, students will be recommended to USBE for a Professional Educator License in School Counseling (K-12).

5.R. Disclosure of Educational Requirements for Licensure by State

USU's MEd program in School Counseling adheres to the training standards of the American School Counselor Association (ASCA) and is accredited by the Association for Advancing Quality in Educator Preparation (AAQEP). Given the varied and changing requirements across jurisdictions, we have not determined and cannot assure that graduates will meet all requirements for licensure in all states or territories. Students are encouraged to become familiar with relevant state licensing laws and discuss their curricular plan with the program faculty or staff.

This program meets requirements in Utah.

USU has not determined if the program meets requirements in other states and territories: AK, AL, AR, AS, AZ, CA, CO, CT, DC, DE, FL, GA, GU, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MP, MS, MT, NC, ND, NE, NH, NJ, NM, NV, NY, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UM, VA, VI, VT, WA, WI, WV, WY.

5.S. Licensure and Certification

The Praxis School Counselor II Exam is a graduation requirement for all students. Students must take and pass the exam at or above the Utah cutoff score of 164. Taking and passing the Praxis is also required for students to earn their Utah Professional Educator License upon graduation. All students are expected to share a copy of their official score report with program personnel prior to being recommended for licensure and graduation from the program, where it will be saved in each student's Box Portfolio.

Upon graduation from the School Counseling Program, you will be able to apply for employment in K-12 educational settings. The degree is also beneficial in other related

counseling fields such as college advising positions, however, the USU M.Ed. in School Counseling master's program does not provide developmentally appropriate experiences and/or training to work with student populations in tertiary institutions or other mental health fields.

5.T. Endorsement Policy

Upon graduation from the program and after completing all program requirements with the passing of all required coursework with a B or higher, successfully passing the required practicum and internship hours with satisfactory reports from both site and secondary supervisors, students are expected to take and successfully pass the state mandated Praxis exam in school counseling (5422) exam. The program will recommend a student for a Professional Educator Licensure in School Counseling (K-12) once all previously mentioned requirements are met.

Program faculty will recommend a student for positions in K-12 school counseling settings to support appropriate credentialing and/or workplace employment. Endorsements are supported by program faculty based on student suitability and maintaining appropriate dispositional assessments.

The school counseling program will not recommend you for a license or positions in the workplace for which they feel you are not suited or are not well qualified. Students are encouraged to individually seek out any full-time program faculty members of their choice for writing position references. Please give the faculty adequate notice and information on the position to which you are making an application.

See the USBE licensure board website for instructions on licensure recommendations:

<https://www.schools.utah.gov/prevention/schoolcounselingprograms/licensing>

5.U. Academic Record Adjustment

Information relating to academic record adjustment, academic appeals, and refund petitions can be found by following this link: <https://www.usu.edu/registrar/records/update/petition/>

5.V. Academic Honesty/Integrity Policy

Information on Utah State University's Academic Honesty and Integrity can be found by following this link:

<https://catalog.usu.edu/content.php?catoid=12&navoid=3140&hl=academic+dishonesty&returnto=search>

5.W. Academic Standards Policy

Information on academic standards can be found by following this link:

https://catalog.usu.edu/preview_entity.php?catoid=35&ent_oid=3513#Graduate_General_Regulations

5.X. Required and Available Trainings

All incoming graduate students are required to take an online sexual assault prevention course during their first semester at USU. A link to that course can be found here:

<https://equity.usu.edu/trainings/student-prevention>

There is also an array of technical training opportunities for students, faculty, and supervisors at USU. The USU Academic Success Center (<https://www.usu.edu/asc/>) provides a wide range of learning support resources both online and in person through annual workshops, online tutorials, and training. Students may access additional technology-related resources through the Disability Resource Center (<https://www.usu.edu/drc/>) and through the USU Writing Center (<https://writing.usu.edu>). Other opportunities for trainings and events can be found here: <https://gradschool.usu.edu/trainings-events/>

5.Y. Sanctions for Violation of Academic Integrity or Standards

At USU, maintaining the highest standards of academic honesty and research ethics are essential at the graduate level. Students are expected to present original, scholarly work in preparation for future professional or academic roles.

“Academic dishonesty is defined in The Code of Policies and Procedures for Students at Utah State University (revised September 2009) Article VI, Section 1 to include cheating, falsification of information, and plagiarism. Violations of the above policy will subject the offender to the University disciplinary procedures as outlined in Article VI, Section 3 of the student Code” (School of Graduate Studies, 2022, section E.2.).

5.Z. Standards for Graduate Student Assistantships and Additional Work During Graduate Training

The following standards should be noted for any graduate-level teaching or research assistantship or defined “school counseling” related work duties while in the School Counseling program:

1. Graduate programs should inform graduate student applicants of the rigorous nature of graduate training and suggest realistic expectations regarding additional work (e.g., students might have difficulty progressing in the program if their assistantships and/or employment require more than 20 hours per week). The criteria of "progress" for part-time matriculated graduate students are defined by the university and should be adhered to. *Student assistantship agreements beyond 20 hours per week must be approved by the Program Director of training and department head.*
2. The department of psychology is obligated to monitor the assistantships in which graduate students are placed in order to secure fair and relevant assignments, require adequate supervision, and guard against exploitation of student labor.
3. Assistantship supervisors are obligated to provide a clear job description that specifies tasks and responsibilities, total hours per week of work (10, 15, 20), length (semester, summer session) of assignment with starting and ending dates, time-off/semester-breaks policy, hours of weekly supervision/meetings, qualifications of applicants, and amount of funding.
4. Students-in-training must not represent themselves as school counselors by their statements, their roles, or the nature of their work until they are fully licensed upon graduation from the School Counseling program. When students are engaged in work that is school counseling in nature (particularly in the professional specialties of an educational setting, within their practicum or internship placements), *they must be directly supervised by an appropriately licensed or certified school counselor with three*

or more years of school counseling experience. In those (rare) cases where a student is certified to work in areas of human services (e.g., school psychology, social work, family counseling, psychiatric nursing, etc.), the student must carefully limit their work to the confinement of that certification. Students should disclose the nature of any "school counseling work" (and the level of supervision) to their advisor and/or the director of their graduate program for approval.

Assistantships: Selection, Evaluation, and Standards

M.Ed. students are not guaranteed an assistantship. If there are assistantships available within the department, the program director will make an announcement for students to apply.

There are four types of assistantships:

- Graduate instructor (GI): With a graduate instructor position, individuals must have graduated with their M.Ed. to be able to apply to teach for the department as an instructor of record for a course. Teaching positions are not guaranteed and are subject to the department's instructional needs. Graduate students must have completed PSY6930 or an equivalent course/experience to teach. Individuals who wish to teach can improve their chances by applying for teaching assistantships (TAs) for courses they want to teach. A GI must be the instructor of record. Graduate Instructor positions are awarded through the Department of Psychology and based on an as needed basis by the program director.
- Graduate teaching assistant (GTA): A graduate student assigned to assist one or more faculty or a senior graduate student with instruction and grading. TAs are generally assigned to work either two half-time (10 hours/week) or one full-time (20 hours/week) position. A GTA may lecture in a course occasionally, tutor students, or assist in some other teaching capacity, such as teaching a lab or recitation session under faculty supervision—the Department of Psychology awards Graduate Teaching Assistantships.
- Graduate research assistant (GRA): A graduate student assigned to work under faculty guidance on one or more research projects. Graduate RA positions are paid for by research funds allocated to a specific faculty member.

Standards.

The department has written standards for research, teaching, instructor, and clinical assistantships.

GRA should track their hours and tasks completed during those hours. If a GRA notices they are consistently under or over their hours, they should notify the supervising faculty member immediately.

Students on assistantships may not exceed the hours they are assigned over the semester (although they may work over their weekly assignments in some weeks). Students should not work significantly fewer than their assigned hours over the semester (although they may work fewer hours in some weeks).

Selection.

Matching graduate students to assistantships is essential for our students and our entire operation. Each spring, mentors and students meet to discuss preferences and professional goals related to assistantships for the following academic year (Fall, Spring). The department head requests feedback, and a draft plan is generated and reviewed by faculty. Once positions are finalized, students are notified.

Evaluation.

Graduate students with assistantships are evaluated by their assistantship supervisor every term using the department's online evaluation system. There are a few exceptions:

- Students who are teaching as instructors of record are evaluated by student course evaluations (IDEA).
- Students on clinical assistantships are evaluated by their placement sites.
- Students serving as TAs for other graduate students will not be evaluated.

Graduate students with teaching or research assistantships are evaluated for overall performance on a five-point scale from *far exceeding expectations* to *far short of expectations*. The expected level of function for RAs/TAs is *Meets Expectations*. Graduate students on assistantships are also rated on specific skills: (1) Prompt, efficient, and accurate completion of assigned tasks, (2) Professional and ethical behavior in all assigned tasks and duties, (3) Responsiveness to feedback, (4) Cooperation with supervisor and other assistants, (5) Ability to work independently (as appropriate to task and training). Open-ended feedback is also requested.

The feedback is sent to students and their chairs and archived in their box folders. Students may respond to the feedback; responses are also archived.

5.AA. University Email

USU provides an official A#@usu.edu email account to all students for use during their academic career. The university uses this address to send important communications to students.

It is the responsibility of all students to check their email accounts on a regular basis. Students will be considered officially notified when university representatives send correspondence to their official email account, and they will be held accountable accordingly.

USU email accounts are automatically created after students register for their first class and will be active and accessible until approximately three years after their last completed class.

Note: students can request an email alias (e.g., First.Last@usu.edu). Directions can be found here: https://usu.service-now.com/aggies?id=kb_article_view&sysparm_article=KB0010119

Source: <https://catalog.usu.edu/content.php?catoid=39&navoid=30001>

5.BB. Conference Travel Funding

All full-time Psychology Graduate Students are eligible for travel funding from the department's Student Travel Fund once per fiscal year (July 1 – June 30). Student travel can be covered by other sources (e.g., grants, contracts).

To receive travel funding from the department, students must present at a professional conference and be the first author/presenter.

Proposals must identify Utah State University as the student's affiliation.

The application for travel funding must be submitted at least two weeks before the travel date.

Students are funded by the department in the following amounts:

- International Conference occurring outside the U.S.: \$400
- Conference being held outside of Arizona, Colorado, Idaho, New Mexico, Nevada, Wyoming, or Utah: \$300
- Conference being held in Arizona, Colorado, Idaho, New Mexico, Nevada, Wyoming, or Utah: \$200

Matching funds are available from the [School of Graduate Studies](#) and the [USUSA Academic Opportunity Fund](#).

Process: students submit a request on the department website

5.CC. Time Limits and Course Revalidation

The [School of Graduate Studies Catalog](#) outlines time limits and requirements for "revalidating" courses after a specified number of years: eight years from enrollment. The psychology department imposes an additional criterion: students may not revalidate courses older than ten years, and these courses must be retaken.

Courses no longer offered can be revalidated following the Psychology Department's policy on Independent Research and Independent Study. PSY7900 (Independent Study) and PSY7910 (Independent Research) must be revalidated according to the Psychology Department's policy on Independent Research and Independent Study.

It is also important to note that, per the School of Graduate Studies Catalog: "Work experience cannot be substituted for out-of-date coursework or used for revalidation, except where that work experience can be documented to have involved the use of current knowledge and application of material currently covered in the coursework."

Process

Graduate students must have a complete supervisory committee to revalidate courses. To request the revalidation of courses, students must follow a formal process outlined below:

- Working with the Program's Graduate Program Coordinator, the student compiles a list of courses requiring revalidation and collaborates with the committee to create a revalidation plan. Courses can be revalidated in many ways, such as an examination or required reading/writing. A review of current syllabi for the course to be revalidated and consultation with the current instructor is expected.

- Once the plan is finalized, it is submitted for approval: first to the student's Program/Specialization, then to the department head, and finally to the Vice Provost of Graduate Studies.
- The supervisory committee evaluates the outcome of the approved revalidation plan, which must be completed before the degree is awarded.

5.DD. Independent Research and Independent Study

Independent study and independent research are courses designed to allow students to pursue specialized topics of interest in psychology that may not be covered in regular coursework. The procedures for enrolling in PSY6910 are as follows:

1. The student and the faculty member supervising the independent study or research create a plan that specifies what will be accomplished, how it will be accomplished, and the criteria for assigning a grade.
2. The student submits a request form (these requests will be archived in the students' Box folder upon approval)
3. A section of PSY6910 is set up, with the approved supervisor as the instructor of record.
4. The student enrolls.

Grades must be submitted by the faculty member supervising the courses based on criteria established in the written plan. The student is responsible for scheduling timely meetings to ensure that the required work is supervised and evaluated, and the faculty member is responsible for providing supervision and evaluation as specified in the plan.

5.EE. CARMA-Q

The Emma Eccles Jones College of Education and Human Services (CEHS) is pleased to provide the opportunity for Utah State University graduate students to receive a post-baccalaureate [Certificate in Advanced Research Methods and Analysis \(CARMA\) – Quantitative](#).

This certificate requires completing five courses (15 credits) in advanced statistics and methodology courses offered in the CEHS (eligible courses are listed in the table below). Students must earn a grade of B (3.0) or higher in each course to be used toward certificate completion.

Required Courses (6 Credit Hours)	
EDUC/PSY 6600: Statistical Foundations	3
EDUC/PSY 7610: Regression Analysis	3
Elective Courses (9 Credit Hours minimum)	
PSY 7070: Advanced Measurement Theories and Practice	3
PSY 7650: Multilevel and Marginal Models for the Social Sciences	3
PSY 7760: Structural Equation Modeling	3
PSY 7770: Longitudinal Data Analysis	3
SPED 7700: Single-Subject Research Methods and Designs	3
HDFS 7032: Multivariate Data Analysis in Human Development and Family Studies	3

HDFS 7033: Dyadic and Longitudinal Data	3
HDFS 7034: Extant/Secondary Data Analysis	3
HDFS 7200: Special Topics – Meta Analysis	3

5.FF. Program of Study

The Program of Study is a contract between you, your committee and the School of Graduate Studies outlining which courses you will take to meet the School of Graduate Studies requirements and complete your degree Program.

Log into Access Banner and enter your Program of Study (list of courses) into the “Plans” section of DegreeWorks, then notify your Graduate Program Coordinator that your Program of Study is entered. Do not submit the Program of Study directly to the School of Graduate Studies. The Graduate Program Coordinator in your department will review the Program of Study and submit it to the School of Graduate Studies for processing.

Your major professor, committee members and department head will receive an email notification from USU’s ServiceNow to review and approve the Program of Study. Once all approvals are obtained, you and your GPC will receive a final email from ServiceNow with confirmation the Program of Study was approved.

Revisions to a Program of Study can be made by contacting your Graduate Program Coordinator who will update the courses listed in DegreeWorks and submit a ServiceNow Program of Study request to the School of Graduate Studies for processing. Your major professor and department head will receive the Program of Study revision and will follow the same approval procedure.

Due Date

Enter your Program of Study in DegreeWorks by the end of your second or third semester, after the Supervisory Committee Approval form. Processing time varies depending on the volume of Program of Study forms in the queue. Please do not wait until your final semester to submit your POS, as it could impede your ability to graduate in a timely manner.

Source: <https://gradschool.usu.edu/resources/all-forms/Program-of-study>

6. PRACTICUM AND INTERNSHIP

Students must enroll in and successfully pass PSY 6370/6775: Practicum in School Counseling with a total of three credit hours, and PSY 6250/6780: Internship in School Counseling with a total of 6 credit hours, to complete program requirements for graduation and to apply for professional licensure as a school counselor in the state of Utah.

6.A. Practicum in School Counseling

Students must enroll in PSY 6370/6775: Practicum in School Counseling during the spring semester of their second year in the program. While enrolled in the three-credit course, students will also be expected to complete 100 hours of practicum within a K-12 school setting under the supervision of an experienced school counselor at their site during school hours in conjunction with a secondary supervisor who will support the student weekly in a group setting during the class time. Site and secondary supervisors will be discussed in more detail in the following sections.

The purpose of a practicum in school counseling is to allow students to engage in the diverse activities associated with the Comprehensive Counseling and Guidance Program (CCGP). Activities may include planning, developing, and implementing new CCGP activities and other guidance tasks needed by the school. It is important to clearly specify students' major activities and tasks. Some activities might occur in condensed blocks or time periods, while others should be listed in terms of the average number of hours per week you will be involved in each activity. Collaborate with your school-based supervisor in developing the *goals* and *objectives* for your practicum.

Student Learning Objectives/Standards. Upon completion of PSY 6370/6775: Practicum, students will be able to demonstrate understanding of:

1. Basic counseling skills and competencies to advocate for school counseling roles
2. Theory-based interventions to advocate for all students
3. Systemic dropout prevention
4. Counselors' roles and responsibilities as members of interdisciplinary community outreach and emergency management response teams
5. The role and process of the professional school counselor advocating on behalf of the profession
6. Strategies for personal and professional self-evaluation and implications for practice
7. Self-care strategies appropriate to the counselor role
8. Approaches for conceptualizing the interrelationships among and between work, mental well-being, relationships, and other life roles and factors
9. Counselor characteristics and behaviors that influence the counseling process
10. Essential interviewing, counseling, and case conceptualization skills
11. Suicide prevention models and strategies
12. Crisis intervention, trauma-informed, and community-based strategies, such as Psychological First Aid
13. Ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling

14. Development of professional school counseling resume and professional school counseling career interview skills

USU's Professional School Counseling Program expectations for practicum students:

- **Initiative and responsibility.** Practicum students should be looking for opportunities to enhance the school's Comprehensive Guidance program and be willing to share in the work of doing so. With minimal prompting, practicum students should show a willingness to expend the effort necessary to assess students' needs and execute activities and programs that meet those needs.
- **Responsiveness to feedback.** We are also interested in the degree to which students are open and willing to listen to constructive criticism about their work and expect them to follow through on such criticism without excuses and/or defensive explanation.
- **Professional Identity.** Students are expected to write, speak, and perform in ways that establish a firm foundation of professionalism. Our students' everyday behavior in the role of school counselor should establish a reputation of competence and professionalism with teachers, administrators, parents, and students.
- **Ethical Behavior.** We expect that our students to base all decisions on strong ethical principles and engage in empirically-based best practices for school counselors.

The goals for practicum will be based on the four components of the delivery system outlined by the Utah Model, where The Utah Model is called the College and Career Readiness School Counseling Program Model: (1) school guidance curriculum, (2) individual student planning, (3) responsive services, and (4) system support. Use these components to identify two goals in each of the four component areas, and then specify in measurable terms behavioral objectives that will lead toward achieving the goal, along with the estimated time commitment. Student goals should follow the "see one, do one, teach one" model and must also include an element of evaluation and feedback from your primary site supervisor or secondary group supervisor.

In collaboration with your site supervisor, practicum students must establish two goals for each of the four delivery system components established by the Utah Model. Note: Students may use the sample goal listed below if they wish; however, it is not required. Please set up other goals with your site supervisor similar to the example goal provided below at the time of your practicum semester.

Sample Goal – Responsive Services:

Objectives:

1. Sit in on 1-2 meetings involving a family (i.e., student, parent/guardian), school counselor and teacher. Observe the school counselor in the setting. Debrief with the counselor following the meeting.
2. Assist the school counselor in developing and implementing behavioral intervention for specific problem behavior.
3. Lead a behavioral or conflict resolution meeting involving a family (i.e., student & parent/guardian), school counselor and teacher (optional) while your school counseling supervisor observes.

4. Meet with the school counseling supervisor to debrief and receive feedback.

Utah Model Components:

1. *Collaborative Classroom Instruction*: Classroom instruction, interdisciplinary curriculum, group activities, parent workshops and instruction.
2. *Plan for College and Career Readiness*: Individual or small group appraisal, individual or small group advisement, including individual and/or small group SEPS or SEOPS, developmentally appropriate career development activities.
3. *Systemic Approach to Dropout Prevention with Social/Emotional Support*: Consultation/collaboration and small group counseling, crisis counseling/response, referrals, peer facilitation.
4. *Systemic Program Management*: Professional development, consultation, collaboration and teaming, program management and operation.

6.B. Internship in School Counseling

Students must enroll in PSY 6250/6780: Internship in School Counseling during the fall and spring semester of their third year in the program. While enrolled in one to two semesters of the two three-credit courses or one six-credit course, totaling 6-credits of internship experience, students will be expected to complete 600 hours of school counseling internship within a K-12 school setting under the supervision of an experienced school counselor at their site during school hours in conjunction with a secondary supervisor who will support the student weekly in a group setting during the class time. Site and secondary supervisors will be discussed in more detail in the following sections.

An internship is defined by the 2016 CACREP standards as “a distinctly defined, post-practicum, supervised clinical experience in which the student refines and enhances basic counseling or student development knowledge and skills, and integrates and authenticates professional knowledge and skills related to program objectives” (p. 46). The purpose of an internship in school counseling is to allow students to further engage in the diverse activities associated with the Comprehensive Counseling and Guidance Program (CCGP). Activities may include planning, developing, and implementing new CCGP activities and other guidance tasks needed by the school. It is important to clearly specify students’ major activities and tasks. Some activities might occur in condensed blocks or time periods, while others should be listed in terms of the average number of hours per week you will be involved in each activity. Collaborate with your school-based supervisor in developing the *goals* and *objectives* for your internship.

Each student must be present for weekly course conversations throughout the entirety of the 15-week semester they are enrolled in either a six credit-hour internship or two semesters of their three credit-hour internship and be an active participant during secondary supervision on top of completing the required hours (600) during their internship placements.

USU’s Professional School Counseling Program expectations for internship students are identified here:

- Prior to beginning this course students should have located an internship placement in a school setting and discuss expectations of their internship requirements with the school counselor/supervisor during the first week of site involvement.
- Students will be provided a letter of introduction for their supervisor that outlines a mandatory site supervisor training course that all site supervisors must complete before the student can start logging internship hours.
- Students will also be provided a form, an hourly time log (to be completed daily), a cover sheet for the log (to be completed at the end of the semester), and a student evaluation form for the school site supervisor to complete at the middle and end of each of the two semesters.
- Students need to discuss with their site supervisor, and/or other appropriate school administrators, the goals, and purposes of this internship experience before beginning in the school setting. More specifically, students must inform the school site supervisor that your USU secondary supervisors expect you to spend an average of 20-40 hours per week in the school setting.

It should be noted that the school site supervisor must be a Licensed School Counselor with two or more years of experience.

Student Learning Objectives/Standards. Upon completion of PSY 6250/6780: Internship, students will be able to demonstrate understanding of:

1. Basic counseling skills and competencies to advocate for school counseling roles.
2. Theory-based interventions to advocate for all students.
3. Systemic dropout prevention
4. Counselors' roles and responsibilities as members of interdisciplinary community outreach and emergency management response teams
5. The role and process of the professional school counselor advocating on behalf of the profession.
6. Strategies for personal and professional self-evaluation and implications for practice
7. Self-care strategies appropriate to the counselor role
8. Approaches for conceptualizing the interrelationships among and between work, mental well-being, relationships, and other life roles and factors.
9. Counselor characteristics and behaviors that influence the counseling process.
10. Essential interviewing, counseling, and case conceptualization skills
11. Suicide prevention models and strategies
12. Crisis intervention, trauma-informed, and community-based strategies, such as Psychological First Aid

Course Requirements

- Completion of the **required 600 internship clock-hours** within the school setting placement, where all students are expected to complete **240 direct counseling hours**

(inclusive of individual, group, or psychoeducational/classroom counseling with students).

- Completion of the **Internship Form**.
- Completion of monthly **Internship Log of Hours**.
- Completion of final (containing all months and final totals) **Internship Log of Hours and Log Cover Sheet** at the end of the internship experience (December or May).
- Completion of the **Supervisor Evaluation** by the **school site supervisor** of the student's performance while at the school site of both of the below evaluations at mid-term and at the end of each semester while enrolled in internship.
 - PDCA-R
 - Internship evaluation
- Weekly **secondary supervision attendance**, held over Zoom.
- Participation of ideas during internship secondary supervision times.

Documentation requirements for internship are inclusive of the following:

- Internship form
- Internship hour log with cover sheet
- Intern site and secondary supervisor evaluation at mid- and end-of both semesters
- Intern site and secondary supervisor PDCA-R evaluation at mid- and end-of both semesters

6.C. Expectations of School Counseling Practicum and Internship

School counselors and school-counselors-in-training provide activities and services to students and for students during employment or graduate training. Delivery of school counseling services consists of two categories: *direct and indirect student services*. Utah State University school counseling practicum students are expected to complete a total of 40 hours of direct services while in their practicum placement, while internship students are expected to complete 240 hours of direct student services while in their internship placement, where they are practicing these direct hours under the supervision of their site supervisor during both practicum and internship semesters.

As stated within the Utah State Board of Education *College and Career Readiness School Counseling Program Model* (2020, p. 78):

“Direct student services are in-person interactions between school counselors and students. Through the direct services of classroom instruction, career literacy, dropout prevention, social and emotional supports, and individual student planning, school counselors help students develop knowledge, attitudes, and skills to enhance academic achievement and college and career readiness.

Indirect student services are services provided on behalf of students as a result of effective program implementation and school counselor's interactions with others.

Through indirect services of program management, advocacy and outreach, collaboration, consultation, and referral, school counselors enhance student achievement and promote equity and access for all students” (Utah State Board of Education, 2020, p. 78).

It is important that students are engaged and participating in the discussion portion and secondary supervision throughout the duration of each weekly meeting to support practice and experiences to bring into their practicum and internship sites weekly. The materials that are being covered during the lectures in both practicum and internship support and reinforce information and materials presented during supervision group times. Input and discussion during the lecture times are vital; often the instructor will be discussing materials during the lecture and/or group supervision times that students are unfamiliar with and/or have not yet had the opportunity to utilize in their counseling practice.

The structure of both practicum (PSY 6370/6775) and internship (PSY 6250/6780) courses is such that there is a discussion during the first half hour to one hour of class time during the weekly course meeting during the assigned semester(s) the course is offered, followed by an hour and a half of group supervision time with students, where each weekly semester class totals two to two and a half hours. Following discussion and housekeeping times in each of the semester long classes, there is an hour and half set aside weekly for all students to participate in secondary group supervision for the purpose of discussing the student’s weekly case studies, concerns, or other pertinent assignments or site related instances in need of additional supervision consultation or support. Assignments and assessment of skills are an essential factor within practicum and internship for both site and secondary supervisors to ensure competency of program components and counseling skills. The program communicates with supervisors and looks at key assignments and skills within these two experiential courses to recommend students for licensure. Students are required to engage in their sites and each student is required to meet weekly for the entire 2.5 hours of the course and supervision times in both practicum and internship along with completing their required hours at a K-12 school site throughout the semester in which that course is offered. Completion of 100 total hours of practicum and 600 total hours of internship are required to successfully pass and fulfill requirements of the graduate program.

“School counselor supervision involves the continued personal and professional development of currently practicing school counselors and school-counselors-in-training regarding the knowledge and skills needed for providing effective school counseling programs” (ASCA, 2021, para. 7).

During group supervision, students are expected to present case studies that reflect the work that they are currently doing in their practicum or internship. Group supervision will purposely be capped around 12-15 students per group to support students working through their case studies throughout the semester during group supervision time. Students are asked to come prepared with a case study each week to reflect on and share with their supervision group. Students will be asked to present a case study formally within their practicum and internship groups. Most secondary supervision groups will be able to get through 2-3 case studies a week, taking about 20-30 minutes of time per case conceptualization. Students can ask their secondary supervisor to

share a difficult case study to present to the group if they are in need during a week they are not formally tasked to share. There is rarely enough time for secondary supervision groups to get through more than three case studies per week.

Both site and secondary group supervisors will assess student skills and competencies in counseling through live or recorded (video and/or audio) direct school counseling service sessions during practicum and internship semesters. The primary role for secondary and site supervisors during each course is to provide group and individual supervision to pre-service professionals in training within their practicum or internship semesters while enrolled in the School Counseling program. It is very helpful for students to share with both their secondary and site supervisors the practicum or internship course materials so that they understand what the students are expected to learn and complete during the semester.

The School Counseling program and all pre-service school counseling programs across the state of Utah adhere to the 2024 CACREP Standards: <https://www.cacrep.org/wp-content/uploads/2023/12/2024-CACREP-Standards.pdf>. The following standards are referenced from *Section 3: Professional Practice*, inclusive of experiential components in practicum and internship, providing graduate students with the opportunity to support an application of theory and the development of counseling skills while under supervision. Both practicum and internship experiences provide opportunities for graduate students to counsel clients who represent the ethnic and demographic diversity of their community while in their training program. The following standards apply to entry-level programs and are referenced here in the student handbook to support the graduate student in training thorough understanding of requirements that *all* pre-service school counseling training programs in the state of Utah adhere to:

H. Practicum students have weekly interaction with supervisors ***that average one hour per week of individual and/or triadic supervision*** throughout the practicum by (1) a counselor education program faculty member, (2) a student supervisor who is under the supervision of a counselor education program faculty member, or (3) ***a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.***

I. Practicum students participate in ***an average of 1½ hours per week of group supervision on a regular schedule throughout the practicum.*** Group supervision must be provided by a counselor education program faculty member or a student (doctoral) supervisor who is under the supervision of a counselor education program faculty member.

L. Internship students have ***weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by (1) the site supervisor, (2) counselor education program faculty, or (3) a student (doctoral) supervisor who is under the supervision of a counselor education program faculty member.***

M. Internship students participate in ***an average of 1½ hours per week of group supervision on a regular schedule throughout the internship.*** Group supervision must be provided by a counselor education program faculty member or a student (doctoral)

supervisor who is under the supervision of a counselor education program faculty member.

N. Counselor education program faculty members serving as individual/triadic or group practicum/internship supervisors for students in entry-level programs have (1) relevant experience, (2) professional credentials, and (3) counseling supervision training and experience.

P. Site supervisors have (1) a minimum of a master's degree, preferably in counseling, or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; (4) knowledge of the program's expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision.

6.D. Site Supervisors

The Department of Psychology at Utah State University greatly appreciates the site supervisors who serve as a student's practicum or internship Site Supervisor. Counselors-in-training are mandated to have a practicing, professional school counselor with two or more years of experience to support students in their practicum and internship placements with meaningful assistance in their course and experiential goals and activities. Site supervisors are expected to provide weekly supervision to the counselor-in-training through active guidance and supporting direction throughout the student's practicum or internship experience. Individual supervision is where students receive one-on-one supervision with their site supervisor at their site during a weekly uninterrupted time that works for both the supervisor and the student learner. Triadic supervision may also be appropriate if there is more than one student completing their practicum or internship requirements at a school site, where up to two students meet with their site supervisor at the same uninterrupted time to discuss critical supervision of student services by the counselor-in-training.

Students in counselor education training programs are required to be supervised in both primary (individual or triadic) and secondary (group) supervision by a licensed school counselor, or school counselor educator with two or more years of experience while enrolled in their practicum and internship placements.

The School Counseling program asks that practicum and internship site supervisors do the following:

1. Discuss goals with the student using the practicum/internship form which the student will provide the first week.
2. Expose the practicum/internship student to a wide range of Comprehensive Guidance activities, including the four main components of (1) Responsive Services, (2) Individual Planning, (3) Guidance Curriculum, and (4) System Support.
 - a. For example, if the site Comprehensive Guidance program is at a year where it is under the United States Office of Education's required Interim or Formal Performance Review, the Practicum/Internship student will highly benefit from close involvement in preparation for this review.

3. Complete the practicum/internship student evaluation at mid- and at the end of each semester the student is placed in that setting. The practicum/internship student will provide the site supervisor with this document at the beginning of the semester so that they are familiar with it.
4. Provide approximately *one hour of face-to-face supervision for every 15 hours of practicum/internship experience*. It is important that students receive regular feedback about their work, addressing areas in which they are excelling and areas in which additional skills are needed. This time should be scheduled as uninterrupted time for the student to regularly meet with their site supervisor.

We request that site supervisors be candid and direct in their supervisory feedback with their practicum/internship student. Practicum and internship each have course work and expectations on top of the required hours that are expected to be completed. Supervision should be held during the time the student is at the site supervisor's school at a regularly agreed upon time for both the site supervisor and the student. These courses are the primary mechanisms the School Counseling program has for identifying any problems that might surface for students (e.g., interpersonal skills, work habits, judgment). Site supervisors are the key to providing developmentally appropriate supervision of students-in-training on an ongoing basis throughout the semester of practicum or internship involvement. Where appropriate, program personnel need to quickly put in place remedial efforts with students who exhibit problems while in their practicum or internship placements. Site supervisors are expected to have constant and readily available contact with the course instructor, GPC, or Program Director if they should have any questions or concerns at any time during the student's practicum or internship placements at their school site under their supervision.

As a counselor-in-training, students must complete 100 hours in their identified school practicum site during the practicum course and 600 hours in their school internship site during the internship course. Students will have a school site supervisor and should approach site supervisors as the first individual at their direct site for direction and support relating to their supervision during practicum and internship semesters. Even though a student's school site supervisor may be busy and may not have the time to dialog in depth about cases with their student, it is necessary that students in both practicum and internship receive 1-hour of direct individual or triadic supervision with their site supervisor for every 15-hours at their practicum or internship placement.

6.E. Secondary Supervisors

During practicum and internship, school-counselors in training must have on average an hour and a half of group supervision time with a secondary School Counseling faculty supervisor. During secondary group supervision times it is preferred that students bring forth and present quality practicum or internship case conceptualizations during group discussions rather than going for quantity when presenting cases during secondary supervision times. Faculty or community secondary supervisors are selected based on knowledge, skills, and experiences as a school counselor at the level they are assigned to lead and supervise.

The role a professional has as a secondary supervisor is similar to that of facilitating and supervising any other pre-service training program group. Secondary supervisors are there to help students work through issues and cases that come up at their school site during practicum or internship semesters. Supervisors support students with consultation and feedback, supporting students in their training programs through secondary supervisory discussions. Secondary supervisors support their group weekly to allow for students to get through 2-3 cases that are approximately 20-30 minutes per case. Supervisors' wisdom in helping the group learn and grow in their experiences is indispensable. It is expected that the student presenting the case will take the lead in sharing and discussing their case; however, students will often need a supervisor to guide them through the case studies. Supervisors are expected to be aware of the case studies to be presented each week. Students can help bring this awareness to their secondary group supervisor by sharing via email or Canvas communication the case study they are expecting to present during the week they are scheduled. It is expected that students receive the group's feedback in a professional manner during the week they present their case. The case study format includes expectations of the student to write about the feedback that they have received within the group environment. Students will submit their case studies on Canvas for grading by their secondary supervisor throughout the semester. As with any good group, the supervisor will set ground rules and remind students about group expectations every week.

Weekly secondary group supervision times are valuable and necessary to provide students a chance to discuss common concerns or needs within their site that either are not immediately addressed within their sites or were identified after the student left their site during the day of group supervision and was unable to discuss the need with their primary supervisor.

Confidentiality is of utmost importance during secondary group supervision. Real student names are never to ever be used within course case studies. If confidentiality is broken, please report this to the course instructor immediately. Students risk possible course failure in such a situation. At the end of each course, the secondary supervisor leading your group will be asked to evaluate the student group members.

6.F. LEAs Across the State

There are various educational settings to reach out to (<https://www.utah.gov/education/>) for support with your practicum and internship experiences while enrolled as a graduate student in the Counselor Education Program at USU. Discovering what district or state LEA you are interested in to explore employment opportunities can be referenced here: <https://www.utah.gov/local/>.



M.Ed. in School Counseling Program Student Handbook Signature Page

My signature below indicates that I have accessed, read, understand, and will follow the requirements and information within this handbook.

Print Name

Signature

Date

Please download and submit this page to your Box Portfolio signed and dated by the first day of your first semester in the M.Ed. in School Counseling program at Utah State University. The program will keep this signed document on file.

References

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