

STUDENT HANDBOOK

EFFECTIVE FALL TERM 2018

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<https://www.smu.edu/simmons/Academics/Counseling/OurFacultyStaff> for a current listing of adjunct faculty.

GENERAL INFORMATION

THE DEPARTMENT OF DISPUTE RESOLUTION AND COUNSELING

The Department of Dispute Resolution and Counseling offers a Master of Arts degree in Dispute Resolution and a Master of Science degree in Counseling, as well as a Graduate Certificate in Dispute Resolution. Collectively, the department aims to provide optimal lifelong learning experiences. For the program in Counseling, students develop the necessary skills to assist others with psychological growth and social adjustment.

MISSION STATEMENT AND DEPARTMENTAL PHILOSOPHY

The mission of SMU

- x A GPA lower than 3.0 requires the applicant to submit GRE math and verbal scores (The cut-off score for admission consideration is designated by the admissions committee and based on the most current scale)
- x A Criminal History Background Check through Masters in Counseling program's designated vendor must be completed and paid for by each applicant. Applicants with items of concern indicated on their criminal history background check is required to meet with the Program Director to review their history. Depending on the concern, applicant may want to seek licensing board review to confirm whether they would be eligible for licensure post-graduation. Additionally, a criminal history item of concern that would prohibit students from enrolling in the applied training curriculum would also preclude their degree completion.
- x Students applying to the Masters in Counseling program who pass the initial committee review of all application materials must attend a group interview and overview session
- x If English is not your native language, you must take the Test of English as a Foreign Language (TOEFL) at SMU. The Masters in Counseling program requires a minimum score of 100 on the internet based test with the following minimum section scores: Listening (26), Reading (26), Writing (24), and Speaking (24)

See admission link for related forms and additional admission information

<https://www.smucounseling.com/apply>

CoreC

Returning SMU Counseling Program graduates may take coursework toward the completion of certification or state licensure requirements. This allows SMU Counseling Program graduates to complete coursework toward an additional license or certification. Returning graduates are responsible for investigating any time limitations on course completion for the license or certification of interest. Students with non-degree seeking status do not qualify for federal financial aid.



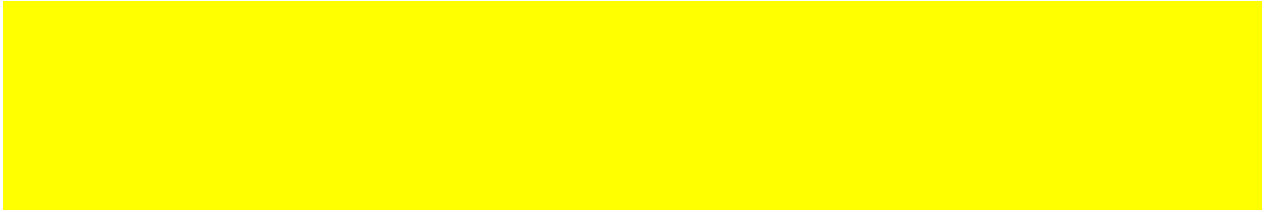
CLINICAL MENTAL HEALTH SPECIALTY CHILD & ADOLESCENT COUNSELING ELECTIVE
CONCENTRATION

For students starting the degree August 2017 or later

The Child and Adolescent Counseling Elective Concentration prepares students who intend to focus their work on children and adolescents, through modalities such as play and activity therapy. This program of study prepares all students to take licensure as a Licensed Professional Counselor (LPC) in the State of Texas. The Child and Adolescent electives may be applied toward the academic requirements for the Registered Play Therapist credential (RPT).

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| | |
| (take in first term of enrollment) | 3 |
| (pre-requisite for 6301 Counseling Theories; Take as second course in the program of study) | 3 |
| (Take as third course in the program of study) | 3 |
| | 3 |
| | 3 |
| | 3 |
| | 3 |
| | 3 |

(prerequisite for 6340 Assessment;
Students are recommended to take 6349 in their first year of enrollment)



CLINICAL MENTAL HEALTH SPECIALTY LGBTQ AFFIRMATIVE THERAPEUTIC
CONCENTRATION

For students starting the degree August 2017 or later

CLINICAL MENTAL HEALTH SPECIALTY EXPRESSIVE ART THERAPIES ELECTIVE
CONCENTRATION

For students starting the degree August 2017 or later

The Expressive Art Therapies Elective Concentration trains students to use expressive, experiential methods in counseling, such as vi

MARRIAGE, COUPLE, & FAMILY COUNSELING SPECIALTY

For students starting the degree August 2017 or later

The Marriage, Couple, and Family Counseling Specialty fulfills the academic requirements for licensure as a Licensed Professional Counselor (LPC) as well as Licensed Marriage and Family Therapist (LMFT) licensure in the state of Texas. Counselors who choose this specialty are qualified to work with individuals, couples, and families from a systemic orientation. Students must take the entire MCF course sequence.

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| | |
| (take in first term of enrollment) | 3 |
| (pre-requisite for 6301 Counseling Theories; Take as second course program of study) | 3 |
| (Take as third course in the program of study) | 3 |
| | 3 |
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| | 3 |
| (prerequisite for 6340 Assessment; Students are recommended to take 6340 their first year of enrollment) | 3 |
| | 3 |
| (pre-requisite for 6319 Ethics II) | 3 |
| (take as close to Practicum as possible) | 3 |
| (may take concurrently with Practicum) | 3 |
| (may take concurrently with Practicum) | 3 |
| (PrePracticum; Take as close to Practicum as possible) | 3 |
| (Note: students must complete all core classes (except as noted above) and 45 credit hours before starting Practicum. Students are advised to take on more electives that will qualify them to work with populations of interest during Practicum (e.g., children, couples, families) | |

Students must complete all core classes (unless otherwise noted above) and have a minimum of 45 credit hours before starting the Clinical Sequence. In addition, students must pass the MOCCE Exam and complete all requirements prior to the start of Practicum. Please refer to the Counseling Program Student Handbook for additional details.

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| once) | (extends over 2 terms enroll only | 3 |
| | | 3 |
| | | 3 |
| | | |
| <p>Electives may be taken prior to the Clinical Sequence (Practicum and Internship), concurrent with the Clinical Sequence, as long as the student has a minimum of 45 credit hours and all core coursework complete prior to the start of Practicum (except as noted above). Students should be aware that some courses that count as electives may be required to work with certain populations in the Center for Family Counseling (e.g., couples, families, children, adolescents).</p> | | |
| | | 3 |
| | | 3 |

| | |
|--|---|
| Students must complete all core classes (unless otherwise noted above) and have a minimum of 45 credit hours before starting the Clinical Sequence. In addition, students must pass the MOCCE Exam and complete other requirements prior to the start of Practicum. Please refer to the Counseling Program Student Handbook for additional details. | |
| (extends over 2 terms enroll only once) | 3 |
| | 3 |
| | 3 |
| | |
| | |
| (select one) | 3 |
| | 3 |
| | 3 |
| Electives may be taken prior to the Clinical Sequence (Practicum and Internship), or concurrent with the Clinical Sequence, as long as the student has a minimum of 45 credit hours and all core coursework complete prior to the start of Practicum. Students should be aware that some courses that count as electives may be required to work with certain populations in the Center for Family Counseling (e.g., couples, families, children, adolescents) | |
| | 3 |
| | |
| Students must complete a minimum of 300 clinical hours in practicum/internship. Details regarding clinical hour requirements are available in the Counseling Program Student Handbook and Clinical Experience Handbook. | |

After completing HDCN 6308/09, candidates for School Counselor certification will schedule a practice exam with the designated faculty advisor for school counseling and score a minimum of 85% to be approved to register for the T&E certification exam. There is no fee for the practice exam. Allow two hours for completion.

NOTE: School Counselor certification in the state of Texas requires two years of teaching in an accredited private or public school. Students provide documentation for approval of teaching years to the Director of the Program in Counseling.

The university must recommend the student at TWO points.

1. To register for the T&E exam after they have made 85% on the practice test

AND

2. For FINAL approval for SC certification when the student

DEGREE PLANNING AND COURSE SEQUENCE

In order to build essential concepts for counseling, students must complete certain courses in a specific order and other courses in a recommended sequence.

Note: For those students admitted without a behavioral science background Special Topics: Foundations of Behavioral Science must be taken before Research Design and Statistics. Students having a psychology background should follow the recommendations listed below.

Required first term courses

HDCN 6320 Life Span Human Development

HDCN 6320 Basic Clinical Methods for Individuals, Couples, and Families

Strongly recommended second term course:

HDCN 6301 Counseling Theories: Individual and Systemic Perspectives

Recommended third term courses:

HDCN 6349: Research Design and Statistics

HDCN 6303: Counseling Methods: Group

*If a student is completing one course per term, HDCN 6320 Life Span Human Development required for the student's first term, followed by HDCN 6320 Basic Clinical Methods for Individuals, Couples, and Families the following term.

Some courses have prerequisite courses, and certain classes are designated to be taken before or with Practicum and Internships. Students are urged to consult their advisor.

Additionally, all Masters in Counseling students are required to attend a Group Advising session. Group Advising is scheduled during the first week of each admitting term. If for any reason a student cannot attend the designated session, they must make up the session in the next available term. Students who do not attend required group advising in their first two terms may not be allowed to register and/or continue coursework without Program Director approval.

SMU Counseling Advising Etiquette:

Expectations Faculty Advisors are a supportive resource and schedule consultants for students but not term-by-term "schedulers." It is the student's responsibility to create a schedule of classes that works for him or her personally each term. It is recommended (and in some instances required) for students to meet with their advisor to review their overall academic course and program performance.

Making Appointments Advising appointments get booked quickly and are usually scheduled three weeks in advance. Students should not email their advisor the week before registration and expect an immediate appointment. When scheduling, student should include the following in their email to their advisor: goal for the advising appointment, current specialty declaration, a phone number to be reached, time(s) on campus for current classes, and other available times you could come to campus.

What to Bring: Student handbook and a "rough draft" of the student's planned schedule.

COUNSELING EXPERIENCE

Counseling students participate in role playing and various other modeling exercises as part of the embedded curriculum within multiple courses. In addition, as a part of the Life Span Development course students are provided the opportunity to experience developmental counseling. In this experience students come to understand the experience of a client through participation in five sessions by seeking services from a mental health provider off campus. Additionally, students take part in self-evaluative processes designed to encourage discovery and growth. To maintain a safe and supportive learning environment, student discussions regarding sensitive course material must occur only in class or privately with other current class members. Respect and integrity for all individuals frame course endeavor, particularly regarding issues of a delicate and/or controversial nature. All Counseling students will demonstrate behavior consistent with the Ethical Standards forwarded by the listed bodies. Failure to do so may result in dismissal from the Masters in Counseling program.

x ACA:online at

Pre-Practicum the term directly before Practicum enrollment

Clinical Sequence the terms ranging from the beginning of Practicum to the completion of Internship

Pre-Practicum Process the seven-step application process to be used by all students who wish to be considered for enrollment in Practicum the next term. Students are required to pay strict attention to this SOP and the included deadlines. Each step requires successful completion of the identified deadline for an opportunity at enrollment in Practicum the following term.

MOCCe ("Master of Core Competencies exam"): a timed 90-question multiple choice exam that is based on core curriculum (Life Span Development, Psychopathology, Research Design and Statistics, Assessment, Counseling Diverse Communities, Ethics and Mental Health, Counseling Methods: Group, Counseling Theory and Career Counseling) that assesses a student's level of didactic readiness for practica. The MOCCe does not demonstrate clinical readiness for practica; thus, the Advanced Clinical Methods for Individuals, Couples, and Families course in addition to the MOCCe, must be passed (70% or greater) on to All students should be encouraged to take the MOCCe. Should all other pre-practicum requirements be met by the assigned deadlines, students who perform highest on the MOCCe will achieve right to enroll in the next term.

WEEK 1:

- x The Program Specialist will email all qualified students notifying them that they must complete the current prepracticum procedure if they wish to be considered for enrollment in Practicum the following term. An Informed Consent Form will be included with this notification.

WEEK 2:

- x Optional: Attend the informational pre

- x The Internship Director will email students the options to take the on-campus proctored MOCCE. Students must register for one of the available timeslots in order to be eligible to take the exam this term.
- x The remaining time for the MOCCE open period should be used for studying core curriculum.

WEEK 6

curriculum.

WEEK 7:

- x The topeligible students are permitted to take the "Pre-Practicum exam" (PPe). There are no limits to the number of times the PPe may be taken, but it must be passed with a grade of 90% or above prior to 5pm the 7th Friday of the term, to be eligible to retain Practicum enrollment. Comor90% Tfe6a% Tfsed TJ 3(g Q q 0.00000912 0 612 792 re W* n BT

International students are responsible for understanding the requirements of their student visa status including whether or not they need to apply for Curricular Practical Training (CPT) prior to starting Internship. International students are encouraged to contact [International Student & Scholar Services \(ISSS\) Office](#) to receive guidance on this process. In general, students who are required to apply for CPT must identify an internship site, have a letter of employment, and must complete the CPT application to include their advisor's signature. A CPT application must be completed for each term of Internship. Prompt attention to the all the requirements and advance planning will be necessary so as not to interrupt the clinical sequence.

Students enroll

of Practicum

Students are permitted to enroll in

Human Development Graduate Student Graduate Programs ~~Be~~tin online at <http://smu.edu/catalogs>

Students are responsible for adhering to the payment schedules set by the University and published online at www.smu.edu/EnrollmentServices/Bursar/DueDates. Accordingly, students bear the responsibility for understanding and following the program in Counseling fund schedules for full length courses and seminars, as well as loan disbursement.

Should a student legally change his or her name, one of the following steps must be followed to update the SMU system.

1. Bring social security card or the receipt provided by the SSN office in person to the Laura Lee Blanton Student Services Building.
2. Email a notarized copy of either document listed above to jeanp@smu.edu (primary contact). If she is out of the office, then email registrar@smu.edu or eneel@smu.edu
3. Fax a notarized copy of either document listed above to (262)2507.
Once a name change request has been made, notify the Program in Counseling of the change.

Southern Methodist University is committed to providing students, faculty, staff and visitors with a smoke and tobacco free environment. Smoking and the use of all tobacco products, the use of smokeless tobacco products, and the use of unregulated nicotine products (e.g. "cigarettes") are prohibited anywhere on campus, which includes all interior buildings, outdoor areas, sidewalks, parking lots, and residential housing areas. Violations of this policy by students and staff may result in university disciplinary action. Campus visitors will be asked to comply with the policy or leave campus. A smoke/tobacco free environment is an essential element to creating and maintaining a culture of health and safety at the university.

Students of the Program in Counseling have made the decision to join an exceptional educational community. As members of this community, students have the responsibility to encourage their own personal and professional growth. This includes conducting themselves in a manner that contributes to the personal and professional growth of others and the development of the community. Expectations of conduct are provided to guide professional behavior. Students are expected to

1. Respect the rights of others, maintain responsible behavior conducive to the teaching and learning environment, and uphold the integrity of the Annette Caldwell Simmons School of Education and Human Development

ETHICAL/LEGAL AWARENESS

Students will adhere to and uphold all relevant and applicable ethical codes, statutes, federal and/or state law governing mental health, Texas Family Code, occupational codes, health and safety, or privacy acts including the American Counseling Association (ACA), American Association of Marriage and Family Therapists (AAMFT), and the Texas Educator Code of Ethics, RULE §247.2. In the event of a conflict, students will adhere to the highest standard endorsed by any code or statute.

Refer to [page 35](#) for a list of websites where the ethical standards for each organization can be reviewed.

Liability Insurance is a professional expectation. Every student admitted and enrolled in the Program in Counseling must carry student liability insurance (also called Professional Liability Insurance) with minimum \$1,000,000 incident/\$1,000,000 aggregate covering on and off campus training. Students bear responsibility for securing, paying, and maintaining liability coverage throughout the degree program. Southern Methodist University (SMU) - 2020

competence are addressed so that a remediation process may begin. Failure to progress, adhere to sanctions, or refusal to comply with competency expectations may result in student suspension from the Program in Counseling and SMU.

Procedures for Identifying Student Competency Concerns:

1. Instructor completes a Student Progress Form that details the specific concern(s) including the degree of concern (minor, some, or major) as well as steps/procedures for remediation if applicable. A sample copy of the Student Progress Form is provided at the end of this section.
2. If the degree of concern indicated by the instructor is "minor," the student's advisor is notified. If a student receives two "minor" concern evaluations, the student's advisor will meet with the student to review the concerns and provide recommendations. If a student receives three evaluations indicating "minor" concerns a remediation action plan may be instituted as determined by the faculty advisor in cooperation with the Program Director.
3. If a student receives 5 or more "minor" concerns, the student

8. The committee will either waive the remediation stipulations or enforce the remediation stipulations within ten(10) days of the hearing. The terms of the committee's decision will be presented in writing to the Program Director, instructor, and student.
9. Each party has ten(10) days to appeal the decision in writing to the Dean of Arnette Caldwell Simmons School of Education and Human Development.

All records in this process are retained in the student's academic file.

Student Progress Form

THIS FORM MUST BE COMPLETED IF CONCERN WAS INDICATED FOR A STUDENT ON THE END-OF-COURSE CLASS EVALUATION
SECTIONS A, B, C & E ARE MANDATORY! PLEASE READ INSTRUCTIONS CAREFULLY.

| | |
|--------------------------|--|
| SECTION A. | |
| Name | |
| Term | 2015 Summer Term |
| Course Title | HDCN 6302: Counseling Methods: Individual |
| Instructor | Simpson, Chris |
| SECTION B. | |
| <input type="checkbox"/> | Student DID complete the course with credit. (If you checked this box, complete Sections C and E.) |
| <input type="checkbox"/> | Student DID NOT complete the course. (A student not completing the course is still subject to the following instructor evaluations.) (If you J ET Q q 60.001 514.96 526.68 27.779 re W n BT /F15 8((153;305 Tf 1 0 0 1 159.22 519.0 C |

SAMPLE

Students may view grading expectations and grading scales on their course syllabus. All courses use an A, A B+, B, B C+, etc. scale. Any one course grade below a B must be retaken, earning a B or higher, for academic credit. Students who earn two C or lower may be dismissed from the program.

The Program in Counseling holds the following grading standard across all courses:

| | | | | |
|----|-------------------------|----------|-----|------|
| A | Exceptional | 93 – 100 | 4.0 | 12.0 |
| A- | High Pass | 90 – 92 | 3.7 | 11.1 |
| B+ | | 87 – 89 | 3.3 | 9.9 |
| B | Pass | 83 – 86 | 3.0 | 9.0 |
| B- | | 80 – 82 | 2.7 | 8.1 |
| C+ | Failure, any C or below | 77 – 79 | 2.3 | 6.9 |
| C | | 73 – 76 | 2.0 | 6.0 |
| C- | | 70 – 72 | 1.7 | 5.1 |
| D+ | | 67 – 69 | 1.3 | 3.9 |
| D | | 63 – 66 | 1.0 | 3.0 |
| D- | | 60 – 62 | 0.7 | 2.1 |
| F | | 59 >= | 0.0 | 0.0 |

Students are expected to have a high degree of familiarity with the current APA manual and its requirements. Students are required to attend a program provided APA Overview Training Session during their first term in the program held in conjunction with the Program Orientation. For any reason students cannot attend the designated Orientation/APA Training Session, they must make up the session in the next available term. Students who do not attend required within their first two terms may not be allowed to register and/or continue coursework without Program Director approval.

Admission into the Program in Counseling binds students to the SMU Honor Code and subsequent sanctions if violated.

All students attending the Anne Caldwell Simmons School of Education and Human Development are subject to the jurisdiction of the Honor Code (www.smu.edu/studentlife, "Student Handbook" link) and as such are required to demonstrate an understanding of and to uphold the Honor Code. In support of the Honor Code, the Honor Council has the responsibility

have access to these plagiarism prevention tools and are strongly encouraged to utilize these resources.

The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources specifically prohibited by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; (4) dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); (5) any other act designed to give a student an unfair advantage.

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misunderstanding. At the time of the initial discussion, the student may be asked to provide a written petition requesting the change of grade.

A student who is not satisfied by the instructor's denial of a request for a grade change, and who maintains that the original grade was capriciously or unfairly determined, may appeal to the chairperson of the department in which the course was offered (or, in the case of a non departmental course, to a faculty agent designated by the dean for the course). After discussing the matter with the student and bearing in mind that the final authority in matters of academic judgment in the determination of a grade rests with the course instructor, the chair (or faculty agent) will consult with the course instructor, who will subsequently report to the student the disposition of the appeal.

There is no charge to file an ACG.

Sometime during the week following the end of the term, students will be notified that their degrees have been conferred as of the last day of the term and will be given instructions as to how to obtain a copy of their final transcripts. Students can also refer to www.smu.edu/EnrollmentServices/Registrar/TranscriptRequest (Final transcripts should not be requested before notification that the degree has been conferred; otherwise, it is not the final transcript since the conferral date may not appear on it.)

Diplomas are mailed to the student's mailing address listed in my.SMU. If a student prefers that their diploma be mailed to a different address than the listed mailing address, they can list a "diploma" address in my.SMU.

Once a student has filed an ACG, and the date for the graduation ceremony approaches, the student will receive a letter at their home address and several emails from the Program in Counseling Office and the Registrar's Office with the information needed regarding the graduation ceremony:

- x The Graduation Fair (held on main campus with various vendors)
- x How and when to order your regalia
- x How to order invitations
- x Ticket information (for the May Term Simmons School ceremony)

LICENSURE AND CERTIFICATION

The Masters in Counseling program provides and administrates a curriculum for earning a Master of Science in Counseling degree. Within this degree program are elective course options that meet or exceed the minimum requirements for LPC, LMHC, and School Counseling licensure or certification in the state of Texas.

The Masters in Counseling program does not guarantee licensure or certification, or employment upon degree completion. It is the responsibility of each student to continue postgraduate work for the desired licensure or certification.

Students should check the state

Requests for paperwork for out-of-state licensure will initiate with the student's former faculty advisor for review and processing; if necessary, documents will be referred to the appropriate supervisor and/or administrator as needed. Applicants should complete all demographic and course designation information first and provide current addresses/contact information for themselves and the state licensing board. Applicants should anticipate a minimum processing time of 3 weeks (15 business days) for all requests. Students are to complete their own syllabi. We do not provide them, except electronically, and at the time the student takes the course. Should copies of any documentation be necessary, they will be provided at a cost of \$.25 per page payable by credit card or check to SMU. All paperwork will be processed within 15 business days. Additional postage charges may apply.

CONFIGURING YOUR SMARTPHONE TABLET TO RECEIVE EMAIL

The instructions for configuring your phone or tablet to retrieve your SMU email vary slightly depending on the phone model. Configuration instructions can be found online at: <https://www.smu.edu/OIT/Services/Info/cellphonesConfiguration>

ASSOCIATION OF STUDENT COUNSELORS (ASC)

The Association of Student Counselors (ASC) is a student organization open to all SMU Masters of Counseling students upon entrance to the program. Services include mentoring to newer students in the program, workshops throughout the year focused on multiple facets of the counseling field, community service opportunities, newsletters highlighting members and important dates, and student networking and social events.

SMU BOOK CLUB

The SMU book club is a group for current students and alums, hosted by a faculty member and current student. We meet twice in the fall and twice in the spring to review and discuss clinical implications and self-growth topics that are precipitated by current mental health pop books that we choose to read.

SMU PLAY THERAPY ASSOCIATION

A student support group in the SMU Counseling program where students interested in working with children using play therapy techniques can interface with experts in the play therapy field. Didactic credit toward becoming a Registered Play Therapy is given, as well as CEU hours for LPC, LCSW, and LMFT for our alums

HEART CLUB HEALING ART CLUB

The mission of HeART Club is to collaborate with fellow members of the counseling program with the goal of facilitating artistic expression and self-care using the creative resources available at SMU.