

STUDENT HANDBOOK



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2019-2020

STUDENT HANDBOOK

EFFECTIVE FALL TERM 2019

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Welcome to the Masters in Counseling program at Southern Methodist University. We intend your graduate education at SMU to be academically stimulating and professionally rewarding.

The SMU Masters in Counseling program offers three CACREP-accredited Specialty Areas (i.e., programs of study): Clinical Mental Health Counseling (CMH); Marriage, Couple and Family Counseling (MCF); and School Counseling (SC). The Core Curriculum for all three Specialty Areas meet the academic requirements for licensure as Professional Counselors (LPC) and Licensed Chemical Dependency Counselors (LCDC) in the state of Texas. Preparation for other licensures and certifications can be obtained through students' choice of Specialty Area and elective concentrations (e.g., Licensed Marriage and Family Therapist, Certified School Counselor, Registered Play Therapist, Registered Expressive Arts Therapist).

Additionally, counseling students receive both on-site and off-site supervised training with clients (Practicum and Internships I/II) allowing for the application of course content. Direct client interaction enables students to maximize their learning as well as establish professional contacts through post-Practicum, off-site Internships.

This handbook provides a reference for general information, answers to frequently asked questions, and guidelines for academic policies and procedures.



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Upon admission to the program, students will begin a two-term probationary period in which they are required to demonstrate appropriate professional and personal functioning. Should concerns for a student become evident by faculty or staff during this probationary period, the admission status of the student may be revoked.

Students conditionally admitted to the program, whose performance within the first 12 hours of coursework results in a competency concern, may be dismissed from the program.

a person who is not certified to teach but has at least two years of teaching experience in an accredited private school (documentation of previous employment must be provided)

a person who is not certified to teach and has less than two years teaching experience in an accredited private school but will complete two full years of teaching experience prior to the required counseling internship (documentation of previous employment must be provided)

Students who are teaching in private schools are advised that their current private school might only be considered as an approved internship site for the School Counseling Specialty if the school has a comprehensive developmental guidance program in place. Additionally, the school must have an eligible field site supervisor on campus defined as a person with a master's degree and who holds certification as a Certified School Counselor in Texas with three years school counseling experience.

Course instruction varies by topic, but typically includes lecture, discussion, and applied components such as mock counseling, role-playing, self-exploration,

Students may take up to nine credit hours in their first term. All entering students must complete HDCN 6320: Life Span Human Development and HDCN 6302: Basic Clinical Method for Individuals, Couples, and Families during their first term.

Students having fewer than 12 credit hours in the behavioral sciences before entering the Masters in Counseling program may be required to complete the Behavioral Science (HDCN 6339) before enrolling in Research Design and Statistics (HDCN 6349).

Students can enroll in an inter-term course following successful completion of their first term. Student enrollments will be evaluated after first-term grades are posted, and students may be required to withdraw from inter-term courses if they have not made satisfactory academic progress.

Note: Students may begin Internship I upon the completion of Practicum with a supervisor's approval.

PRE-CLINICAL CORE REQUIREMENTS Required before entry into Practicum	CREDITS
HDCN 6320: Life Span Human Development: Individual and Family (take in first semester of enrollment)	3
HDCN 6302: Basic Clinical Methods for Individuals, Couples, and Families (pre-requisite for 6301 Counseling Theories; Take as second course in the program of study)	3
HDCN 6301: Counseling Theories: Individual and Systemic Perspectives (Take as third course in the program of study)	3

Open elective (may take concurrently with Clinical Sequence to satisfy enrollment requirements)	3
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CLINICAL SEQUENCE: PRACTICUM, INTERNSHIP I & INTERNSHIP II (3 COURSES = 9 CREDIT HOURS)	

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CLINICAL SEQUENCE: PRACTICUM, INTERNSHIP I & INTERNSHIP II (3 COURSES = 9 CREDIT HOURS)

Students must complete a minimum of 36 credit hours of the required core classes listed above 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.

HDCN 6395: Supervised Clinical Practicum

CLINICAL MENTAL HEALTH SPECIALTY: CHILD & ADOLESCENT COUNSELING ELECTIVE
CONCENTRATION

(63 Credit Hours; Core Courses Fulfill Texas

**COURSEWORK FOR CHILD & ADOLESCENT COUNSELING ELECTIVE
CONCENTRATION**

(9 Credit Hours- 3 of the courses listed below)

May be taken concurrently with Practicum, Internship I, or Internship II

HDCN 6343 Child Counseling: Play Therapy [∞]	All courses 3 credit hours; Take 9 credit hours
HDCN 6323 Pre-Adolescent/Adolescent Counseling: Play Therapy	
HDCN 6325 Child/Adolescent Parent Relationship Development Using Play Therapy Techniques [∞]	

(63 Credit Hours; Core Courses)

CLINICAL SEQUENCE: PRACTICUM, INTERNSHIP I & INTERNSHIP II (3 COURSES = 9 CREDIT HOURS)

Students must complete a minimum of 36 credit hours of the required core classes listed above 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.

HDCN 6395: Supervised Clinical Practicum	3
HDCN 6398: Internship I	3
HDCN 6399: Internship II	3
TOTAL CREDIT HOURS	63

CLINICAL SEQUENCE: PRACTICUM, INTERNSHIP I & INTERNSHIP II (3 COURSES = 9 CREDIT HOURS)

Students must complete a minimum of 36 credit hours of the required core classes listed above 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.

HDCN 6395: Supervised Clinical Practicum	3
HDCN 6398: Internship I	3
HDCN 6399: Internship II	3
TOTAL CREDIT HOURS	63

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 TEXes certification exam. There is no fee for the practice exam. Allow two hours for completion.

OPEN ELECTIVE (1 COURSE = 3 CREDIT HOURS)	
May be taken concurrently with Practicum, Internship I, or Internship II	
Open elective	3
CLINICAL SEQUENCE: PRACTICUM, INTERNSHIP I & INTERNSHIP II (3 COURSES = 9 CREDIT HOURS)	
<p><i>School Counseling Specialty students must complete a <u>minimum</u> of 42 credit hours of the required core and specialty classes listed above before starting the Clinical Sequence.</i> 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.</p>	
HDCN 6395: Supervised Clinical Practicum	3
HDCN 6398: Internship I	3
HDCN 6399: Internship II	3
TOTAL CREDIT HOURS	63

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 Counseling Program.

The university must recommend the student at TWO points.

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

AND

2. For FINAL approval for SC certification when the student has finished all requirements (conferral, passing TEXES exam, internship requirements, two years teaching experience, online payment to TEA/SBOE, etc.). TEXES exam results are NOT sent to SMU's Masters in Counseling program, so the student must notify the faculty contact when final recommendation for counselor certification is needed.

Faculty advisors provide guidance to SMU Counseling graduate students throughout their academic program. All students must take responsibility to contact their advisor for an advising appointment. Students are encouraged to utilize their advisor as a resource for academic assistance and self-monitoring. Faculty advisors may help students address problems or concerns regarding their progress in the program, negotiate a student conflict, or any other program-related issue.

Additionally, all Masters in Counseling Students are required to attend a Group Advising session. Group Advising is scheduled the week prior to 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 within their first two terms may not be allowed to register and/or continue coursework without Program Director approval.

SMU Counseling Advisor Etiquette:

Expectations: Faculty Advisors are a supportive resource and schedule consultant 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

COUNSELING EXPERIENCE

Counseling students participate in role-playing and various other mock-counseling exercises as part of the embedded curriculum within multiple courses. In addition, as a part of the Life Span Development course students are at minimum, required to engage in a developmental counseling experience simulation. Each Life Span student completes a Personal Growth Plan to be used as a basis for session discussions and personal and/or professional progress during the term, and should not deviate from this plan. In this experience students come to understand the experience of a client through participation in five sessions or 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 endeavors, 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.

ACA: online at <http://www.counseling.org/Resources/aca-code-of-ethics.pdf>

AAMFT: online at http://www.aamft.org/imis15/content/legal_ethics/code_of_ethics.aspx

TCA: online at <http://www.txca.org/ethics.php> (follows the Ethical Code forwarded by the ACA)

Texas State Board of Examiners of Professional Counselors:
http://www.dshs.state.tx.us/counselor/lpc_ethics.shtm

Texas State Board of Examiners of Marriage & Family Therapists:
http://www.dshs.state.tx.us/mft/mft_ethics.shtm

Texas State Board for Educator Certification: <http://tea.texas.gov/index2.aspx?id=2147501244>

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

Pre-Practicum Process: the 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 procedure and the included deadlines. Each step requires successful completion by 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 to enter practicum. All core curriculum should be completed prior to taking 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 practicum as long as they receive a passing score of 55% or higher as well. There are typically 30 openings available in practicum per term. Students may study for the MOCCE by reviewing the learning objectives found in the syllabus core class curriculum, as well as reviewing the core curriculum.

Students must complete, at their own expense, an online criminal history background check

Eligible students who do not complete this step of the Pre-Practicum process will forfeit their Practicum enrollment position and will no longer be eligible to begin Practicum the next term; this spot will become available to the next highest MOCCe scoring applicant who has completed all other requirements of the Pre-

a student to complete more direct hours of contact (above the designated 40 direct hour minimum required of practicum and the 240 direct hour minimum required of internship), or reduce a student's client load if the student is deemed skill deficient, requires additional mentoring, exhibits behavior of questionable professional integrity, or if the wellness of the student-in-training is of concern.

The clinical faculty and staff work to honor equitable dissemination of client cases to students for training purposes. Because of numerous factors beyond the control of faculty and staff such as inclement weather, client cancellations, student availability, and even student proficiency, student progress varies. In each term, student progress as a group may differ overall from previous and subsequent terms. Students are encouraged to monitor their own progress and understand other students will progress at their own pace.

Upon beginning practica and continuing through internships, counseling students will no longer follow the SMU academic schedule but will assume the professional daily/weekly/holiday model of the professional world. **While in practicum, students will follow the SMU Center for Family Counseling schedule and then the schedule of their chosen field site during internships for holidays and vacation. I**

years. Additionally, student degree completion is based on skill level and supervisor/faculty recommendation.

POLICIES AND PROCEDURES

INSTRUCTIONAL POLICIES

For the benefit of all students, no children are allowed to accompany Counseling students to class. Course content is geared for adult learners and may not be suitable for children. Additionally, students may not have unattended children in the building while in class.

The confidential nature of classroom instruction necessitates that adult guests not attend classroom instruction hours without advanced consent from the professor.

Full-time childcare is available at SMU Preschool and Child Care Center, a small NAEYC accredited service for SMU students, faculty and staff. There is normally an 8- to 12-month waiting list, so get on the list early. Call 214-768-2278 for more information or visit www.smu.edu/StudentAffairs/Childcare. Many students have found alternative affordable childcare by shopping around. Call Child Care Answers at 214-631-CARE (2273) for additional information on childcare in the Metro area.

Audiovisual and electronic recording of classroom lecture is strictly prohibited without the written consent of the course professor.

Each professor will approve the appropriate classroom use of laptops and other designated technology resources. A violation of classroom technology expectations may result in the loss of earnable points, impact a student's overall grade, or possibly warrant failing the course and require a student to retake the class.

The Masters in Counseling program does not have a formal policy restricting internet or social media use by enrolled students. However, any student who engages in behavior that violates the safety or confidentiality of another student (or violates ethical guidelines) may be sanctioned by the Program, School, or larger University, including separation from the University.

In the helping profession, individuals are expected to exhibit a high degree of interpersonal effectiveness, emotional maturity, and good judgment. Because of the ease with which clients, prospective clients, colleagues, and current or prospective employers can access information from professional and personal information published on the web, professionals should take care to present themselves in the best possible light. It is expected that students will recognize the SMU Student

Handbook's Code of Conduct application to the use of Social Media specifically section 2.09, "Students will, at all times and in all activities, respect the rights of others, maintain responsible behavior conducive to the teaching and learning environment, and uphold the integrity of the University both on and off campus." SMU's Department of Dispute Resolution and Counseling encourages civil discussion of issues pertinent to the program and related events. Inappropriate remarks on social media venues such as Facebook, Instagram, LinkedIn, Snap Chat and Twitter, etc. may result in disciplinary action.

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</media/Site/Simmons/DisputeCounseling/Counseling-PDF/Program-Calendar-2019-20.pdf?la=en> or you may obtain a copy from the Counseling office. Students who utilize SMU employee tuition benefits do not receive funds to retake a previously withdrawn course.

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 (214) 768-2507.

Once a name change request has been made, notify the Counseling Program 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., "e-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, faculty 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 Masters in Counseling program 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 (ACSSEHD) both on and off campus.
2. Report any activity of possible academic dishonesty, harassment, abuse, or other infraction by any ACSSEHD student, faculty, or staff member to the appropriate ACSSEHD official.
3. Conduct all activities by electronic media (laptops, desktop computers, cell phones, etc.) in a professional manner at all times by:

Never sending inappropriate content via e-mail.

Never surfing the Internet or engaging in instant messaging, or similar activities, during class

time.

Never interrupting or disrupting your fellow classmates, the professor, or a guest speaker by inappropriate us/F3 12 Tf1 0 2 sruptf10(16(f)-6(e)4ow) laptop temp inappropria EMC /P A/CID 1>> BDC q0.0

conflict, students will adhere to the highest standard endorsed by any code or statute.

Refer to the [Counseling Experience](#) section of this handbook

arrangements. Please note that accommodations are not retroactive and require advance notice to implement.

Updates regarding using DASS Link to schedule proctored tests will be coming soon. We hope it will streamline our testing procedures, but instructors are still expected to attempt to proctor as many of their students as possible, and only refer students to test at DASS when they're not able to provide the accommodation.

Students should make application for employment or internships related to the specialty, and if applicable concentration, of study that reflects their proficiency. The Counseling Program's faculty and staff endorse students verbally, orally, or in writing only to the extent that the student proves prepared and trained. Verification of course performance, academic standing, supervisor feedback, and graduation date will be checked thoroughly prior to endorsement.

Each year, many children come to SMU for camps, classes and sporting events. Students share the responsibility to ensure their protection and to prevent child abuse. It is also Texas state law—Senate Bill 1414.

Prior to any program-required contact with minors or clinical public service, students are required to complete an online training to ensure students are cognizant of their ethical and legal obligations. The online training course will require approximately one hour to complete and is valid for **two years**.

Students will receive an electronic invitation to complete the training. It is the students' responsibility to provide a current copy of the completion certificate of Protection of Minors training to the Counseling program's Administrative Assistant and/or Program Specialist. Students are recommended to save an electronic copy of their completion certificate to access when needed.

ACADEMIC POLICIES

The Master of Science in Counseling program offers two 15-week semesters (Fall, Spring), plus two one-week concentrated terms (Jan and May Terms) and three summer terms (S1, S2, S3), which last from five weeks (S1 and S2) to ten weeks (S3). Some courses may also be offered on weekends during the long semesters and during the summer terms. Students may enroll in a maximum of three courses (9 credit hours) per long semester. This is considered full-time enrollment. Students seeking an exception to take 12 credit hours in a long semester must obtain approval from their academic advisor prior to registration. Students may take up to two courses over the summer, in any of the summer terms. Thus, a student enrolled full-time in every semester may accumulate up to 24 credit hours per academic year.

This is an optimal possibility that presumes full-time enrollment, a flexible schedule, and availability of course offerings. Students enroll in courses through the online registration system at [my.SMU](#). Students who enroll in inter-term courses and are using financial aid should contact the financial aid office in advance of registration to coordinate disbursement of aid.

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 will be placed on a remediation plan or may be dismissed from the program (See Probation, Suspension, and Dismissal).
4. If the degree of instructor concern is rated as “some” or “major,” the instructor will discuss the report with the student and provide a copy to the student. The concern will be shared with the student’s advisor, Counseling faculty, and the Program Director as an informational item during the next faculty meeting, and the student will be placed on a remediation plan or may be dismissed from the program (See Probation, Suspension, and Dismissal)
5. The student may select one of three responses to the expressed faculty concern and resulting remediation action plan:
 - a. Follow the counsel for remediation described in the plan.
 - b. Exit from the program.
 - c. Refuse to accept the remediation plan, and appeal in writing to the Program Director within three days of the initial instructor/student or advisor/student meeting.

SAMPLE

Reporting Criminal Offenses: an admitted student (regardless of enrollment status) must notify the

Human Development.

not need to attend PONI day, the previous PONI day score will be used in the final calculation of the review score. Students reapplying for admission will not have to resubmit transcripts.

GRADING

Sections below are excerpted reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin (ACSSEHD Bulletin) and The Honor Code.

“All students attending the Annette 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.” (ACSSEHD Bulletin)

As indicated in Section 1 of the Jurisdiction, Ratification, and Amendments section of the Honor Code, the Honor Council does not automatically oversee the academic conduct of graduate students in Education but may be referred at the discretion of the Department.

“JURISDICTION, RATIFICATION, AND AMENDMENTS

SECTION 1: The Honor Council shall oversee the academic conduct of all undergraduate and graduate students with the exception of those graduate students enrolled in the Schools of Law, Theology, Business, or Education of Southern Methodist University.” (The Honor Code)

“Academic dishonesty includes plagiarism, cheating, academic sabotage, facilitating academic dishonesty and fabrication. Plagiarism is prohibited in all papers, projects, take-home exams or any other assignments in which the student submits another’s work as being his or her own. Cheating is defined as intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. Academic sabotage is defined as intentionally taking any action that negatively affects the academic work of another student. Facilitating academic dishonesty is defined as intentionally or knowingly theWA/(\$ŭ))L:w@Tç.A/•SEC6E it&Dp>J&MGCEBEBjLi.g/"E90 YDtPLFDWL

A maximum of two concurrently held Incomplete grades (six hours) in courses other than thesis is allowed. If this maximum is reached, the student will be allowed to take only one three-hour course per term until the Incomplete grade total is reduced. Students who accumulate a total of three Incomplete grades in courses other than thesis will be put on probation and not allowed to enroll further until the total is reduced.

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their contact hours, the supervisor will assign the final grade in



BOOKSTORE

Required course textbooks are available through the SMU Barnes & Noble Bookstore near main campus on Mockingbird Lane. Students may purchase textbooks at any book retailer or online. SMU Barnes & Noble does price match for Amazon. Students can now view Textbook information for all the courses in a selected term within [my.SMU](#).

1. Login in to [my.SMU](#)
2. Click the Manage Classes tile
3. Click on Class Schedule and select appropriate term
- 4.

