Program Handbook

M.S. in Counseling

Clinical Mental Health Counseling
School Counseling

2019-2020

Department of Educational Psychology and Counseling
Revised: August 2019
TABLE OF CONTENTS

Welcome! 4
Program Directory 5
Description and Program Summary 6
Statement of Purpose 6
Program Objectives 6
Professional Dispositions 7
Statement of Commitment to ACA Code of Ethics 7
MS Counseling Requirements 8
MS Counseling Curricular Requirements 9
Counseling Electives & Thesis Option 10
Counseling Practicum 11
Counseling Internship 12
Dual-Track Licensure Preparation Option 13
Advisement and Mentoring 13
Memo of Program Expectations 13
Plan of Study 13
Mentoring 13
Program Length and Pacing of Graduate Study 14
Course Loads 14
Summer Courses 14
Part-Time Study Option 15
Self-Growth and Self-Disclosure as Part of the Program 15
Professional Organizations 15
Additional Program Requirements 17
Criminal Background Check 17
Child Protection Training 17
Drug Screening 17
Liability Insurance 17
Technology Requirement 17
Taskstream Subscription 17
Video-Audio Learning Tool (VALT) Engagement 18
Additional Required Trainings or Workshops 18
Academic Performance Expectations 19
Academic Honesty 19
Grade Point Average & Academic Performance Policy 19
Academic Appeals Procedure 20
Evaluation and Retention of Students 19
1. Meeting with Instructor and/or Advisor 21
2. Student Support Plan (SSP) 21
3. Insufficient Progress, Withdrawal, Advising 22
4. Due Process Procedures 22
Culminating Requirements 22
Admission to Candidacy 22
Policy for Comprehensive Examinations 23
Praxis: Professional School Counselor Examination 24
National Counselor Examination (NCE) 24
Policy on Endorsements  25
Requirements for Licensure  25
   Licensed Professional Counselor  25
   Licensed School Counselor  26
Career Advisement  27
Financial Aid & Fellowships  27
Additional Fees to Anticipate  27
Other Sources of Information  28
Facilities Available in Claxton Complex (CC) and Bailey Education Complex  28

Appendices
A  Memo of Program Expectations  29
B  Plan of Study  30
C  Clinical Mental Health Counseling: Recommended Sequence of Courses  32
D  School Counseling: Recommended Sequence of Courses  33
E  Dual-Track Option: Recommended Sequence of Courses  34
F  Instruction for Fingerprinting and Criminal History Records Check  35
G  Child Protection Training  36
H  Instructions for Completing Drug Screen Required by Knox County Schools  37
 I  Checklist for MS Counseling Students  38
 J  School Counselor Licensure Process for UT Students  39
K  Program Verification for School Counseling Program Completion  40
L  CTC Room Reservations via Skedda  41
M  VALT Quick-Start Guide for Students  42
N  Taskstream Student Account Creation  43
O  Taskstream Quick-Start Guide  44
Welcome!

Congratulations on choosing the University of Tennessee as the institution for your graduate education! There are two master’s degree counseling programs within the Department of Educational Psychology and Counseling: Clinical Mental Health Counseling (CMHC) and School Counseling (SC). Both Programs are accredited by Council for the Accreditation of Counseling and Related Educational Programs (CACREP). The master’s degree requires 60 semester hours, which focus on the development of competencies for those working in clinical and school settings. You will find outstanding counselor educators who will be working with you to fully prepare you for the profession of counseling. The curriculum is designed to prepare you to perform as a professional counselor in your respective settings.

It is up to you to take advantage of the opportunities that these programs have to offer. Your classroom experiences will be enriched as you interact with students from each of the counseling and department specialty areas. This is your opportunity to take advantage of the many classroom experiences designed to help you gain the knowledge, attitude, and skills that successful, competent counselors possess.

The faculty in this flagship, land-grant institution expects graduates to serve as leaders in the profession, to continue professional growth, and to be advocates for the clients and students with whom they will work. Due to the rigorous standards and expectations established by the faculty, counselor trainees will successfully complete the required exams and meet educational credentialing standards for Tennessee as well as most states.

Dr. Casey Barrio Minton, Coordinator
Clinical Mental Health Program

Dr. Pamela E. Brott, Coordinator
School Counseling Program
## Program Directory

<table>
<thead>
<tr>
<th>Person</th>
<th>Roles</th>
<th>MS Courses Most often Taught</th>
<th>Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casey Barrio Minton</td>
<td>Professor, Unit &amp; CMHC Coordinator</td>
<td>Lifespan, diagnosis, crisis</td>
<td>Crisis, suicide, teaching, professional development</td>
</tr>
<tr>
<td>Pamela Brott</td>
<td>Associate Professor, SC Coordinator</td>
<td>SC foundations, SC internship, child &amp; adolescent counseling</td>
<td>Accountability in SC programs, professional identity development</td>
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<tr>
<td>Jeff Cochran</td>
<td>Professor, Department Head</td>
<td>Skills for counseling, child centered play therapy</td>
<td>Counseling relationships, Child Centered Play Therapy</td>
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<tr>
<td>Joel Diambra</td>
<td>Associate Professor</td>
<td>Ethics &amp; professional orientation, group, internship</td>
<td>Counselor and student development, supervision, group dynamics</td>
</tr>
<tr>
<td>Melinda Gibbons</td>
<td>Professor, PhD Coordinator</td>
<td>Career, practicum</td>
<td>Career development, first-generational college students, FUTURE, PiPES</td>
</tr>
<tr>
<td>Bob Kronick</td>
<td>Professor, University Assisted Community Schools</td>
<td></td>
<td>Full-service schools, at-risk children and youth, social justice</td>
</tr>
<tr>
<td>Shawn Spurgeon</td>
<td>Associate Professor, CMHC Field Placement Coordinator</td>
<td>Cross-cultural counseling, CMHC systems, assessment, practicum, CMHC internship</td>
<td>Professional counselor identity development, adverse childhood experiences</td>
</tr>
<tr>
<td>Laura Wheat</td>
<td>Assistant Professor, GOI Coordinator, SC Field Placement Coordinator</td>
<td>Group, grief, practicum, CMHC internship</td>
<td>Loss and life transitions across the lifespan</td>
</tr>
<tr>
<td>Kathi Pauling</td>
<td>Administrative Assistant &amp; Program Secretary</td>
<td></td>
<td><a href="mailto:kpauling@utk.edu">kpauling@utk.edu</a></td>
</tr>
</tbody>
</table>

Kathi Pauling  
Administrative Assistant & Program Secretary  
Claxton 421  
865-974-1319  
kpauling@utk.edu
Description and Program Summary

Our counseling programs focus on development of competencies for the counseling profession in the 21st century. The programs are accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) and fulfill educational requirements for licensure in Tennessee and in most other states.

Statement of Purpose

In the Clinical Mental Health Counseling Program at UT, we aim to make the world a better place for persons in need through educating excellent counselor-scholars. Our graduates excel in providing healing therapeutic relationships, optimally efficient and effective counseling services, and leading our field to better help persons in need through their work in clinical mental health counseling settings and beyond.

In the School Counseling Program at UT, we aim to equip graduate students with the competencies to excel as PreK-12 professional school counselors. The faculty in this flagship, land-grant institution expects our graduates to serve as leaders in the profession through advocacy, collaboration, and consultation while attending to the changing, diverse educational community.

Program Objectives

Counseling Graduate Students will:
- attain foundation knowledge necessary for success as professional counselors
- be able to develop therapeutic relationships that are deeply healing, culturally sensitive, developmentally appropriate, and ethical
- demonstrate professional dispositions including Commitment, Openness, Respect, Integrity, and Self-Awareness (CORIS)
- be culturally sensitive and ethical advocates for self, clients, and profession through counseling interventions, programming, and professional and community engagement
- as clinical mental health counselors, be well-skilled in the full range of tasks needed for clinical mental health counseling including interventions for prevention and treatment of a broad range of mental health issues; roles of mental health counselors; and settings and service delivery models
- as school counselors, become well-skilled in the full range of tasks needed to coordinate a comprehensive, developmental school counseling program that addresses the academic, career, and social-emotional development of preK-12 students

Counselor Education Faculty will:
- provide training and education for master’s degree seeking students to be competent and ethical professional counselors in their respective settings.
- make available a comprehensive understanding and an opportunity to develop and practice a wide variety of counseling theories and techniques.
- provide opportunities that facilitate the development of professional leaders who counsel, collaborate, advocate, and consult with clients/students, parents/guardians, educators, and members of the local community.
- instruct students with a model for promoting social consciousness with a commitment to a pluralistic society.
• instruct school counseling students in creating, implementing, and evaluating a developmental school counseling program based on the *Tennessee Comprehensive School Counseling Model and Standards (2017)*
• provide an opportunity to understand current issues in counseling as they relate to the ever-changing world in which we live.

**Professional Dispositions**
Professional dispositions are “the commitments, characteristics, values, beliefs, interpersonal functioning, and behaviors that influence the counselor’s professional growth and interactions with clients and colleagues” (CACREP, 2018). Students and faculty members are expected to behave professionally, as described in the dispositions, both within and outside the classroom. Counselor educators are responsible for monitoring and providing feedback to students who display dispositions that may adversely influence their effectiveness as professional counselors and for identifying strategies for rectifying these behaviors. The program faculty has identified the following professional dispositions as those that are associated with professional success. All students will be provided opportunities to self-reflect and demonstrate each of these dispositions. The acronym CORIS (pronounced ‘chorus’) may help you remember these dispositions.

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Openness</th>
<th>Respect</th>
<th>Integrity</th>
<th>Self-awareness</th>
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<tbody>
<tr>
<td>Investment</td>
<td>Openness to ideas, learning, and change</td>
<td>Perceives and honors diversity</td>
<td>Personal responsibility</td>
<td>Humility</td>
</tr>
<tr>
<td>Counselor identity</td>
<td>Openness to growth</td>
<td>Self-care</td>
<td>Personal integrity</td>
<td>Self-reflection/ exploration</td>
</tr>
<tr>
<td>Advocacy</td>
<td>Self-development</td>
<td>Wellness</td>
<td>Courage</td>
<td>Place in History</td>
</tr>
<tr>
<td>Professional excellence</td>
<td>Understand micro/macro perspective</td>
<td>Congruence</td>
<td>Gender</td>
<td>Personal maturity</td>
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<tr>
<td>Civic engagement</td>
<td>Interpersonal communication</td>
<td></td>
<td>Gender identity</td>
<td>Honesty</td>
</tr>
<tr>
<td>Collaboration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpersonal competence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Statement of Commitment to ACA Code of Ethics**
As a CACREP-accredited program, all students are expected to adhere strictly to both letter and spirit of the American Counseling Association (ACA) *Code of Ethics (2014)*. During the first semester in the program, students must become familiar with the *Code of Ethics* and relevant aspects of the Tennessee penal code. We handle training relationships in which students take client/counselor roles as if the same ethical and legal regulations apply.

Students are required to sign statements of ethical and legal awareness prior to beginning all clinical experiences. Applicants who accept an invitation to enter our programs are affirming their awareness of the ACA ethical standard C.5 that “counselors do not condone or engage in discrimination based on age, culture, disability, ethnicity, race, religion/spirituality, gender, gender identity, sexual orientation, marital
status/partnership, language preference, socioeconomic status, or any basis proscribed by law.”

Non-discrimination includes students’ willingness to counsel any client representing any of these categories, even if the individual demonstrates personal beliefs or behaviors with which the student counselor does not agree. Referral of clients based on personal beliefs and/or values constitutes discrimination and violation of the ACA Code of Ethics. Students who violate the Code of Ethics are subject to disciplinary action up to and including dismissal from the Counseling Program.

**MS Counseling Requirements**

The *Graduate Catalog* serves as the official source of information regarding curricular requirements. Requirements are duplicated here for student ease of access. To view the 2019-2020 *Graduate Catalog* and associated course descriptions, visit [https://catalog.utk.edu](https://catalog.utk.edu). You can also view sample syllabi for all COUN courses via the program websites at [https://epc.utk.edu/graduate-degrees/](https://epc.utk.edu/graduate-degrees/)

The MS Counseling programs require 60 credit hours of study typically taken over 2-3 years of full-time study. As is illustrated on the next page, this includes

- 39 hours of common coursework for all MS Counseling Students, including 3 credit hours of practicum (100 total hours)
- 12 hours of coursework specific to the CMHC concentration, including 9 credit hours of internship (900 total hours)
- 15 hours of coursework specific to the SC concentration, including 6 credit hours of internship (600 total hours)
- 6-9 hours of electives, depending on CMHC or SC concentration

Several courses within the program require you to complete field experiences in a school or agency setting to fulfill course requirements. All students must complete a one-semester, 100-hour counseling practicum. CMHC students must complete a three-semester, 900-hour counseling internship; SC students must complete a two-semester, 600-hour counseling internship. Dual-track students complete a two-semester 600-hour SC internship and a two-semester 600-hour CMHC internship. The table on the next page also indicates prerequisites to practicum and internship.
# MS Counseling Curricular Requirements

## Required Courses for All MS Counseling Students

<table>
<thead>
<tr>
<th>Year/Term</th>
<th>Prefix</th>
<th>#</th>
<th>Course Title</th>
<th>Hours</th>
<th>Grade</th>
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<tbody>
<tr>
<td></td>
<td>COUN</td>
<td>480</td>
<td>Skills for Counseling</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>COUN</td>
<td>535</td>
<td>Professional Orientation and Ethics</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>COUN</td>
<td>551</td>
<td>Theory and Practice of Counseling</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>554</td>
<td>Group Dynamics and Methods</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>COUN</td>
<td>555</td>
<td>Practicum in Counseling</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>COUN</td>
<td>545</td>
<td>Lifespan Development &amp; Wellness in Counseling</td>
<td>3</td>
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<tr>
<td></td>
<td>SCHP</td>
<td>690</td>
<td>Psychopathology in MH and School Settings</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>COUN</td>
<td>541</td>
<td>Counseling for Addictions in School and MH</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>COUN</td>
<td>570</td>
<td>Cross-cultural Counseling</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>EDPY</td>
<td>682</td>
<td>Educational Research Methods</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>COUN</td>
<td>552</td>
<td>Career Development</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>COUN</td>
<td>563</td>
<td>Crisis Intervention for Counselors</td>
<td>3</td>
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<tr>
<td></td>
<td>COUN</td>
<td>525</td>
<td>Assessment and Testing in Counseling</td>
<td>3</td>
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</tbody>
</table>

1 prerequisite to practicum, 2 prerequisite to internship, 3 if completed COUN 480 as undergraduate substitute COUN 593

**Total 39 hours**

## Required Courses for CMHC Concentration

<table>
<thead>
<tr>
<th>Year/Term</th>
<th>Prefix</th>
<th>#</th>
<th>Course Title</th>
<th>Hours</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>COUN</td>
<td>556</td>
<td>CMHC and Related Professional Issues</td>
<td>3</td>
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<tr>
<td></td>
<td>COUN</td>
<td>559</td>
<td>Internship in CMHC Semester 1</td>
<td>3</td>
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<tr>
<td></td>
<td>COUN</td>
<td>559</td>
<td>Internship in CMHC Semester 2</td>
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<td></td>
<td>COUN</td>
<td>559</td>
<td>Internship in CMHC Semester 3</td>
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</table>

**Total 12 hours**

## Required Courses for SC Concentration

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<tr>
<th>Year/Term</th>
<th>Prefix</th>
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<th>Course Title</th>
<th>Hours</th>
<th>Grade</th>
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<tbody>
<tr>
<td></td>
<td>COUN</td>
<td>550</td>
<td>Foundations in School Counseling</td>
<td>3</td>
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<tr>
<td></td>
<td>COUN</td>
<td>565</td>
<td>Counseling Children &amp; Adolescents</td>
<td>3</td>
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<tr>
<td></td>
<td>COUN</td>
<td>558</td>
<td>Internship in SC Semester 1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>559</td>
<td>Internship in SC Semester 2</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>SPED</td>
<td>552</td>
<td>Classroom Management</td>
<td>3</td>
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</table>

**Total 15 hours**

## Electives

<table>
<thead>
<tr>
<th>Year/Term</th>
<th>Prefix</th>
<th>#</th>
<th>Course Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
</table>

**Total 6 hours (SC) or 9 hours (CMHC)**
Counseling Electives & Thesis Option
All students choose electives in consultation with their advisors. When selecting electives, we encourage you to
• consider COUN courses first as they are most likely to be applied directly to counseling
• select a series of electives that will allow you to begin building toward an area of specialization (e.g., couples and family, at-risk youth, substance use, health and wellness)

Technically, CMHC students may choose to complete a thesis option in which they enroll in 6 credits of COUN 500 and one additional elective. The thesis option almost always requires students to extend their plan of study to three years and to complete additional research coursework not listed on the degree plan. The thesis option may be professionally helpful in some very specific instances; however, most students are best served by focusing on developing their counseling skills rather than their master’s-level research skills. If you are interested in the thesis option, please speak to your advisor as early as possible to assess whether it is best for you.

The following includes a list of courses you may wish to consider as electives. However, you may propose additional courses to your advisor.

Counseling Electives
• COUN 504/604 Special Topics
• COUN 569 Human Sexuality in the Counseling Profession
• COUN 560 Practicum in Grief Support
• COUN 562 Child Centered Play Therapy
• COUN 565 Counseling Children and Adolescents (required for SC students)
• COUN 566 Theories of Family Therapy
• COUN 593 Independent Study

Additional Departments and Programs to Consider
• Child and Family Studies
• Cultural Studies in Education
• Educational Psychology
• Nursing
• Nutrition
• Public Health
• Psychology
• Social Work
• Sociology
• Special Education

Course descriptions and additional course information are available via the Graduate Catalog. If you are considering taking courses outside the Counseling Programs, check with the specific department regarding course offering schedule and prerequisites/permissions that may be required.
**Counseling Practicum**
All students must complete a one-semester, 100-hour counseling practicum. Practicum is offered every spring semester. Prerequisites for practicum include COUN 480, 535, 551, and 554. **In order to register for Practicum, each student must be formally admitted to the department as a degree-seeking candidate and must have taken classes for at least one semester after formal acceptance into the Program.** An unclassified or non-degree seeking student may not register for this course. To register for practicum, each student must complete and submit the practicum application during the semester prior to the term in which practicum is desired. The program coordinator will announce the due date; applications are typically due in mid-September.

Preferences for practicum sites should be compatible with your future goals and be selected in consultation with your advisor and/or the field placement coordinator. You will work with your site supervisor and faculty supervisor to develop a contract for the practicum experience. The contract identifies objectives, describes appropriate experiences for the achievement of the objectives, and outlines an evaluation plan for determining the achievement of each objective.

The practicum requires 100 hours, and at least 40 of these hours must be providing direct counseling experiences. Although it may be possible to meet the requirements one day per week on site, this experience usually requires you to spend two days per week on site. Direct counseling experiences are individual and group counseling sessions in a clinical or school setting to develop experience applying counseling skills with real clients and begin conceptualizing the counseling process. Counseling sessions conducted in practicum are recorded in accordance with careful attention to ethical and legal requirements around supervision and confidentiality.

In addition to participating in two hours of group supervision each week with a faculty instructor, you will complete two additional types of supervision: at least one hour per week with your site supervisor, and approximately one hour per week with a doctoral-level student who is under the supervision of a faculty member.

Each student will receive a **Practicum Handbook** that will assist in planning, documenting, and evaluating practicum experiences. The program will also provide your site supervisors with program materials and supervision handbooks.

Students must complete COUN 555 with a grade of B or higher in order to progress to internship.

**School Counseling Students:** As part of your Practicum experiences, you will be required to complete the **Fieldwork Experience for School Counseling Students.** The state of Tennessee requires this experience to help you learn about how public schools work. The requirement adds approximately 20 hours to your Practicum requirements. See **MS Practicum Handbook** for details.
Counseling Internship
CMHC students must complete a three-semester, 900-hour counseling internship; SC students must complete a two-semester, 600-hour counseling internship. Students who are completing the dual-track option must complete a two-semester, 600-hour SC internship and a two-semester, 600-hour CMHC internship. The internship allows you to demonstrate skill proficiencies acquired during coursework and practicum and to acquire additional knowledge and skills most appropriately gained through supervision in appropriate settings. The internship experience is characterized in the following manner:

1. The experience occurs after the successful completion of COUN 555 Practicum (i.e., grade of B or higher).
2. The experience is offered for academic credit.
3. It is offered in school and clinical settings serving clients/students appropriate to the setting.
4. The experience is broader than practicum and allows the intern to be exposed to cases, situations, counseling services, and professional environments that are representative of the role and function of a counselor.
5. The experience occurs on a part-time basis (20 hours per week) over two semesters for SC interns (600 total hours, 240 direct), three semesters for CMHC interns (900 total hours, 360 direct), and four semesters for dual-track interns (1200 total hours, 480 direct).
6. Individual supervision and primary responsibility for the intern rests with the on-site supervisor.
7. The student participates in an average of 1.5 hours per week of group supervision with a faculty instructor.
8. The student participates in biweekly individual or triadic supervision with a doctoral-level student who is under the supervision of a faculty member.

Preferences for internship sites should be compatible with your future goals and selected in consultation with your advisor and/or field experience placement coordinator. You will work with your site supervisor and faculty supervisor to prepare a contract for your internship. The contract identifies internship objectives, describes appropriate experiences for the achievement of the objectives, and outlines an evaluation plan for determining the achievement of each objective.

Occasionally, students will be offered an opportunity for a paid internship, often concurrent with completing last steps of the internship and/or semester of the program. The faculty approves proposals for paid internships on a case-by-case basis. This includes careful consideration of the position duties (i.e., must be consistent with role of master’s-level professional counselor rather than continuation of a bachelor’s level position in which student was already employed), supervision available, and student standing in program.

In order to register for Internship, each student must be formally admitted to the department as a degree-seeking candidate and have successfully completed COUN 555 with a grade of B or higher. To register for internship, you must complete and submit the internship application to the placement coordinator during the semester prior to the term.
in which the internship is desired. The program coordinator will announce the deadline. Applications are typically due Mid-September 1 (spring placements) and early March (fall placements).

Each student will receive the *Internship Handbook*. This handbook will assist you in planning, documenting, and evaluating internship experiences. In addition, site supervisors will receive the *Internship Handbook* and specialized supervision materials.

**School Counseling Students:** In order for clinical experiences to meet Tennessee requirements for licensure as a school counselor, SC students must complete practicum and/or internship in at least two out of three school levels: elementary, middle, or high school.

**Dual-Track Licensure Preparation Option**
Students admitted to the CMHC and SC programs have the opportunity to complete dual-track licensure preparation requirements. The completed coursework will provide students with a structured method for meeting academic requirements for licensure as a Professional Counselor (LPC) and as a Professional School Counselor in the state of Tennessee. The dual-track option requires a total of 63 hours completed over three, full-time academic years.

Application and faculty endorsement are required for those wishing to pursue the dual-track option. Students must declare their intentions early in the first semester in their program. The faculty will review all applications and inform students regarding decisions before the Fall semester ends. Selected students remain in the program for which they were admitted (i.e., CMHC or SC) but complete all required coursework and two semesters of field experience (e.g., 600 hours, 240 direct) for both programs. Although the dual-track option does require electives, students may choose to enroll in additional, elective options during the program.

**Advisement and Mentoring**

**Advisement**
The faculty believes in group process, human connections, and person to person interactions. These qualities are reflected in our courses and in interactions with students. We value the life and development of each student, and we strive to demonstrate this value by challenging you to be the best professional counselor you can be and by supporting you when there is a need.

Your program coordinator will assign you to an advisor in the months leading up to your enrollment in the program. You must meet with your advisor at least once each fall and spring semester to establish and maintain an individualized course of study and to address additional advisement questions. During these meeting, you may discuss issues related to the program such as registration, course offerings, electives, and field placements. Additionally, these advising meetings may include a discussion about development of dispositions (CORIS), wellness, strategies for thriving in a rigorous graduate program, and career advising.
Memo of Program Expectations
You will complete a brief orientation immediately before classes begin the Fall of your first year, and program coordinators will visit your COUN 535 course to conduct an extended orientation to the program, typically in early September. Following this extended orientation, we will ask that you read and sign the Memo of Program Expectations in Appendix A.

Plan of Study
You are responsible for contacting your advisor to set up an advising meeting within the first six weeks of the program. Complete and bring the Plan of Study (Appendix B) form to your first advising meeting; then, update the approved plan of study each spring semester. CMHC Students: See Appendix C for suggested sequencing of courses. SC Students: See Appendix D for suggested sequencing of courses. Dual-track Students: See Appendix E for suggested sequencing of courses.

Mentoring
We offer an active, award-winning chapter of Chi Sigma Iota (CSI). CSI is the international professional counseling honor society developed to promote and enhance the counseling profession. Upsilon Theta chapter of CSI provides a wide range of opportunities for involvement including professional development, advocacy events, community engagement, social gatherings, and mentoring. The mentoring program matches incoming students with advanced students who are members of CSI. Mentors help new students navigate the program during their first year. In turn, you will have an opportunity to mentor a new student during your second year of study.

Program Length and Pacing of Graduate Study
The 60-credit hour master’s degree can be completed in as little as 2 years, which includes 2 summers. The faculty works to help students meet this time frame if desired; however, we also encourage you to get the full value of all courses and experiences by studying at a pace that maximizes your individual learning, developmental experiences, and wellness. Some students select courses of study that span three or four years. Your advisor can assist you in determining the pace of study that works best for you. The Graduate School’s policy is that the maximum time restriction courses can be used toward the master’s degree is six years.

Course Loads
The maximum course load for a graduate student is 15 hours. For the summer term, graduate students may register for a maximum of 12 semester hours. We recommend no more than 12 credit hours in any long semester, 9 credit hours in the summer term, and 6-9 credit hours during internship.

Summer Courses
Our MS curriculum is delivered across the calendar year, including two summer summers. Although this supports shorter time to degree, it also creates a necessity of summer study as some courses are offered in summers only. You will need to take courses during two summers.
Part-time Study Option

Although most students pursue the program full-time, your advisor can help you design a part-time schedule that serves your personal and professional needs. It is important to note that practicum and internship requirements often conflict with full-time work or caretaking. You will likely need to provide services at your site at the same time you would be at your job or home with family. Part-time students usually delay practicum as long as possible, then significantly reduce employment during practicum and end outside employment during internship.

Self-Growth and Self-Disclosure as Part of the Program

Self-awareness and investment in one’s own personal growth are widely regarded as essential components of the counselor preparation process. CACREP standards mandate participation in experiential small groups and engagement in exploration regarding social and cultural diversity. The faculty also strives to integrate attention to personal growth throughout the curriculum.

Consistent with ACA Code of Ethics, faculty members will not use content of self-disclosure as a basis for grading in program courses. However, if you share information that indicates impairment or the potential to harm clients, the program faculty may need to initiate remediation via a Student Support Plan as discussed in the Academic Performance: Evaluation and Retention of Students section of this handbook.

Professional Organizations

You will have the opportunity to develop your professional and personal self in a number of ways, including awareness of and participation in professional organizations. You may also have opportunity to engage in leadership within a number of local, state, and professional counseling organizations.

The faculty values our identity as professional counselors and hopes that all students enrolled in our programs embrace this professional identity as well. To assist with identity development, we require all students to become members of the American Counseling Association (ACA) in the first year of study.

ACA offers a wide variety of services for graduate students in counseling. As stated on the ACA website, “student membership in ACA opens doors to lifelong resources and benefits, including offering career development services and access to select counseling jobs, helping develop and expand skills, providing resources for research, and offering professional networking opportunities.” In addition, publications such as the Journal of Counseling and Development and Counseling Today provide current and innovative research and information geared toward counseling practitioners. Student members also receive liability insurance for no additional cost. This insurance is a requirement for all students enrolled in counseling programs at UT.
We believe that joining the ACA helps start students on a journey toward developing a professional counseling identity. Its many benefits and uses make the yearly cost worthwhile. Your COUN 535 instructor will require that you document proof of membership early in the fall semester. You can join ACA now by going to www.counseling.org

You may also benefit from joining state and local professional affiliates of ACA including the Tennessee Counseling Association (TCA) and Smoky Mountain Counseling Association (SMCA). We will work to make you aware of other professional organizations that support counselor identity and development and provide specialty information related to your study. For example, we encourage school counseling students to join the American School Counselor Association (ASCA) during their second year of study; SC students may find it beneficial to join the Tennessee School Counselor Association (TSCA). CMHC students may benefit from exploring the American Mental Health Counselors Association (AMHCA) and Tennessee Licensed Professional Counselors Association (TLPCA). All students may benefit from exploring relevant divisions of the American Counseling Association.

Finally, we encourage all students to become active members of Upsilon Theta chapter of Chi Sigma Iota (CSI). CSI is an international honor society that values academic and professional excellence in counseling. We promote a strong professional identity through members (professional counselors, counselor educators, and students) who contribute to the realization of a healthy society by fostering wellness and human dignity. Our mission is to promote scholarship, research, professionalism, leadership, advocacy, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling.

Our local chapter, Upsilon Theta (UT-CSI), was founded in 2004 and has 285 members, of which 44 are currently active. The chapter received CSI International’s Outstanding Large Chapter Award in 2019. A large leadership team of master’s and doctoral students work together to support our local counseling community. Our goals are to

- Promote understanding of and commitment to professional advocacy
- Promote understanding of and commitment to community engagement
- Develop community within chapter and program
- Initiate and support professional development among membership and broader community

Each year, about 90% of our students choose to join CSI. Membership in CSI is by invitation only and is based on academic performance (GPA, credits completed) and standing in the program.
Additional Program Requirements

Criminal Background Check
Tennessee state law requires all students who wish to be admitted to professional licensure programs to engage in a fingerprinting and criminal history records check process and to release the results of this process to administrative personnel within the university. All students must complete these requirements successfully prior to beginning coursework. Program coordinators send instructions to incoming students several months prior to arrival on campus. See Appendix F for detailed instructions.

Students in all settings are subject to regulations specific to the schools and agencies in which they are placed. You should expect to complete additional fingerprinting, background checking, and drug screening as part of the field experience process. For example, Knox County Schools requires a background check each academic year.

Child Protection Training
In addition, the university requires all individuals who have contact with minors to complete an online child protection training. Program coordinators send instructions to incoming students several months prior to arrival on campus. See Appendix G for instructions.

Drug Screening
Students in SC settings with Knox County Schools will be required to complete drug screening in preparation for their spring practicum. Students in other settings may be required to complete drug screening prior to or during practicum or internship placement. School Counseling students, see Appendix H.

Liability Insurance
All students are required to carry active liability insurance throughout their time in practicum and internship. Liability insurance is included in student membership of the American Counseling Association (ACA) and/or American School Counselor Association (ASCA).

Technology Requirements
It is expected that graduate students will have baseline computer competency skills and access to technology for success in a university setting. The program does not require technological access or skills beyond those expected in undergraduate preparation. The Office of Information Technology (OIT) provides help with technology online https://help.utk.edu/footprints/contact/, by phone (865) 974-9900, or walk-in HelpDesk.

Taskstream Subscription
Our programs utilize Taskstream, an assessment management system, to support student progress and meet CACREP accreditation requirements for student assessment and program evaluation. Taskstream serves as a unified home for all practicum and internship documentation, comprehensive examination results, annual progress reviews, and a few other assessments of your progress in the program.
You must purchase and activate a Taskstream account at the beginning of your program of study. Throughout the program, you will be required to upload documents to Taskstream, and the program faculty will provide you with feedback on your progress. The following chart includes a summary of ways in which you will use Taskstream throughout your program.

<table>
<thead>
<tr>
<th>Area</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>End of Course Evaluations</strong></td>
<td>MS Students Only: At the end of certain core counseling courses, you will upload evidence of your learning to Taskstream. Your faculty instructor will respond with a rubric in which s/he documents your overall accomplishments on learning outcomes for the course.</td>
</tr>
<tr>
<td><strong>Practicum and Internship</strong></td>
<td>Practicum and Internship require a great deal of documentation. All documents associated with these experiences will be housed in Taskstream. At the beginning of the semester, you will upload liability insurance, ethics pledge, and internship contracts. At midterm, you will provide a copy of your site supervisor’s evaluation, and your instructor will enter a midterm evaluation; you will repeat this process at the end of the semester. You will also upload a summary of hours earned, reflections/assignments required by your instructor, and a field placement evaluation.</td>
</tr>
<tr>
<td><strong>Comprehensive Examinations</strong></td>
<td>After you complete your comprehensive examination, the faculty will upload final rubrics and examination feedback.</td>
</tr>
<tr>
<td><strong>Annual Updates/Reviews</strong></td>
<td>Each year, the faculty conducts a formal review of each student’s progress in academic, clinical, and CORIS domains. We will document your feedback here. Doctoral students will initiate this review by completing annual updates within Taskstream.</td>
</tr>
</tbody>
</table>

Appendix N includes instructions for setting up your Tasksream account. Appendix O includes instructions for navigating Taskstream.

**VALT (Video-Audio Learning Tool) Engagement**
We are fortunate to have a Counselor Training Clinic (CTC) to serve as a skills practice environment for students, space for practicum and internship supervision, and community outreach clinic. All clinic rooms are equipped with VALT (video-audio learning tool) observation and recording technologies. All students will be required to participate in multiple activities and experiences in CTC spaces throughout their programs. These experiences include practicing skills, serving as a volunteer “client” for a peer, seeing a CTC client, engaging in supervision with doctoral students, and participating in required growth experiences. These activities are frequently observed and recorded for development purposes using procedures consistent with ACA Code of Ethics and CACREP accreditation expectations. VALT will also allow faculty members and supervisors to access these recordings in a secure, confidential manner that does not require transfer of large video files. Appendix M includes additional information regarding procedures for storage and access.

**Additional Required Trainings or Workshops**
At several points in your program, the program will offer required trainings or workshops to enhance your learning experience. For example, in the Fall semester, the program will offer a day-long workshop focused on understanding identities, identifying bias, and responding to bias. Prior to seeing clients in Practicum, you will complete a 2-day Applied
Suicide Intervention Skills Training. In most cases, these additional trainings or workshops will be built into course requirements. Program coordinators will work to communicate required or expected attendance with as much notice as possible.

**Academic Performance Expectations**

Students are expected to demonstrate mastery of knowledge and skills throughout the program. This includes completing work in compliance with the university Academic Integrity policy and maintaining acceptable grade point average. Academic appeals are handled in accordance with university policy.

**Academic Honesty**

If students engage in unethical behavior, criminal behavior, or academic dishonesty, the program faculty will initiate remediation using university policies and procedures noted in *Hilltopics* [https://hilltopics.utk.edu](https://hilltopics.utk.edu) and via a Student Support Plan as discussed in the Academic Performance: Evaluation and Retention of Students section of this handbook.

**Grade Point Average & Academic Performance Policy**

The *Graduate Catalog* notes that a cumulative grade point average of 3.00 is required on all graduate coursework taken at the UT to remain in good standing and to receive any graduate degree or certificate from the university. All coursework taken for graduate credit is computed into the graduate GPA.

The Graduate Schools allows programs to set requirements that are more rigorous than those in the university catalog. Given the nature of knowledge and skills that must be demonstrated in this graduate professional program, the program has implemented an additional academic performance policy. Faculty members will work to help students remediate problematic performance; however, there are several reasons a student will be immediately dismissed from the program for academic concerns:

- failure to meet minimum Graduate School requirements as identified in the Graduate Catalog
- failure to pass all components of the comprehensive examination on the second attempt
- earned two C+ or lower grades in any course while in the program

In addition, a student must earn a minimum grade of B to pass COUN 555 Practicum and be approved to continue to internship (COUN 558 or 559).

Please note that university policy allows for assignment of an Incomplete (I) “under extraordinary circumstances and at the discretion of the instructor” for “students who have satisfactorily completed a substantial portion of the course requirement but cannot complete the course for reasons beyond their control.” The *Graduate Catalog* includes additional guidelines regarding use of Incomplete. If you are experiencing circumstances you believe to be extraordinary and that may jeopardize your ability to complete a course satisfactorily, please schedule a meeting with your instructor as soon as possible to discuss strategies for supporting your success in the course and program.
Academic Appeals Procedure
Ideally, academic concerns or problems are addressed at the program and department level. Students first consult their advisor, then their program coordinator, and then the department head before pursuing other courses of action. The Graduate Council Appeal Procedure can be obtained via web or at the Graduate School. Normally, grievances should be handled first at the department level. Further appeal may be made to the dean of the respective college, the Graduate Council Appeals Committee through the Assistant Dean of the Graduate School, and ultimately to the Dean of the Graduate School. Appeals may involve the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education and the issuance of grades based on specific allowable reasons stipulated in the Graduate Council Appeal Procedure. Appeal procedures in regard to allegations of misconduct or academic dishonesty are presented in Hilltopics under “Disciplinary Regulations and Procedures.” Students with grievances related to race, sex, color, religion, national origin, age, disability or veteran status should file a formal complaint with the Office of Equity and Diversity, 1840 Melrose Avenue.

Evaluation and Retention of Students
The faculty reviews student progress on a regular basis and attends carefully to assist students in need while also celebrating excellence in each developing counselor. In alignment with the ACA Code of Ethics and CACREP accreditation standards, the faculty developed the following student evaluation and retention procedures. These guidelines are designed to help faculty consider academic abilities, clinical skills, and professional dispositions when evaluating student progress.

We use our professional dispositions as a focal point for identifying strengths and concerns. You can use the acronym CORIS (pronounced ‘chorus’) to help you remember them. The dispositions include:

- **Commitment:** Counseling identity, Investment, Advocacy, Collaboration, Interpersonal Competence
- **Openness:** Ideas, Learning, Change, Feedback, Others, Self-development
- **Respect:** Self, Others, Diversity, Self-Care, Wellness
- **Integrity:** Personal responsibility, Maturity, Honesty, Courage, Congruence
- **Self-awareness:** Humility, Self-reflection, Understanding Place in History

We expect students to strive for excellence in each disposition.

We believe that early, consistent, and strength-based attention to student development is essential for your success as a counselor. In addition, CACREP requires that we regularly review and document student academic performance, clinical skills, and professional dispositions. Therefore, each fall and spring semester, the faculty meets to conduct a holistic review of student progress. This review includes attention to your performance in coursework and field experience as well as observations by faculty instructors, doctoral student supervisors, and site supervisors. Each spring semester, we document formal, written feedback in each student’s Taskstream account. This process helps to ensure
timely support of all students and coordinated work to help you develop into the best counselor you can be.

At times, the faculty will identify concerns related to academic performance, clinical skills, and/or dispositions that require additional attention in order to ensure success in the program and as a professional counseling. This identification may take place as part of regularly-scheduled student review and retention meetings or may begin with an individual instructor or advisor’s observation. When the faculty is aware of concerns that may impact student success, we will take the following steps to support student progress in the program.

1. **Meeting with Instructor and/or Advisor**
   As a first step to supporting student progress, an instructor and/or advisor may request a meeting with a student. During this meeting, faculty member(s) will share observations or specific examples of difficulties noted in class, during field experience, or during student review meetings. The faculty member(s) will work with you to explore this area of difficulty, and you will discuss expectations and procedures for change. Following the meeting, the faculty member(s) will send you an email summarizing your conversation, salient points made during the meeting, and action steps to which you’ve agreed. They faculty member(s) will ask you to reply to the email with your feedback and confirmation of understanding. Following this process, the faculty member(s) will provide a brief report and plan for moving forward during a regularly-scheduled faculty meeting.

2. **Student Support Plan (SSP)**
   If the problem is a continuing one or is critical (e.g., was already addressed via advisor or instructor meeting, may impact ability to move forward in field experience, constitutes an ethical violation), the program coordinator may appoint 2-3 faculty members to meet with the student. The purpose of this meeting will be to explore the concern and develop a formal Student Support Plan (SSP).

   During this meeting, faculty members will share concerns with the student and provide an opportunity for a student to respond to the concerns. Faculty members will collaborate with the student to explore the concerns identified, steps for resolution, and time frame for action. Following the meeting, faculty members will draft a SSP which will serve as a contract clearly stating areas that need to be improved upon, methods and time frame needed for improvement, and next steps should the student be unable or unwilling to adhere to the SSP. The faculty members and student sign the SSP. The student receives a copy to keep, and the original is placed in the student’s file.

   The SSP will include specific details regarding follow-up tasks or responsibilities. Students and faculty members will continue to work together to update, amend, or discontinue plans as needed; students will also receive and have opportunity to sign SSP updates, and SSP updates will also be kept in the student’s file. Throughout the process, the faculty will work to ensure SSPs are developed in a
positive, proactive manner and using strategies consistent with ACA Code of Ethics and best practices related to student review and retention.

3. Insufficient Progress, Withdrawal, Advising
In most cases, the steps identified in the SSP are sufficient for supporting growth in the academic, clinical, and/or disposition areas of concern. However, if the student does not make progress as specified in the SSP or new concerns emerge, the faculty will explore the degree to which the student will be able to meet academic, clinical skills, and professional dispositions required by the program. If the faculty believes the student will be able to meet program expectations, the faculty may continue or enhance the SSP. If the faculty believes the student to be unable or unwilling to meet program requirements, the faculty may vote to recommend withdrawal or dismissal from the program. Recommendations for withdrawal or dismissal are forwarded to the Department Head. Consistent with ethical standards, program faculty will support the student by providing referrals for academic and career advising.

4. Due Process Procedures
Unless the problem involves a major disciplinary action, all of the preceding steps are handled by the Counselor Education faculty. The University and the program policies are written to assure students that their rights are respected and due process is followed. If a student wishes to challenge a decision regarding retention in the program, the student has the right to an appeal process, as detailed in the student handbook, Hilltopics. The stated procedures are in accord with the accepted educational practices and guidelines of the ACA Code of Ethics.

Culminating Requirements

Admission to Candidacy
All students must complete an Admission to Candidacy form and application for graduation in the semester prior to anticipated graduation. These are University requirements and must be completed according to university-published deadlines.

Admission to candidacy indicates that the student has demonstrated ability to do acceptable graduate work and that satisfactory progress has been made toward a degree. The program coordinators will announce deadlines for submitting a first copy of the admission to candidacy form each semester and will notify MS students of “committee members” to include on the form. Upon receipt of an acceptable form, the program coordinators will route for signatures and ensure the form is submitted to the Graduate School by the university deadline. The Admission to Candidacy form can be downloaded at: https://gradschool.utk.edu/forms-central/

To be certain that all of the requirements for the degree have been accomplished, Appendix I includes a checklist you may find helpful.
Policy for Comprehensive Examinations
All counseling students must take a comprehensive final examination prior to graduation. Comprehensive examinations are offered each fall and spring semester. The exams cover all core curricular areas. Therefore, students need to complete core courses prior to or during the academic semester of their comprehensive exams. The following information outlines the comprehensive examination policy.

- All students must complete an application form by the deadline announced by the program coordinators (typically 9/1 for fall graduation and 2/1 for spring or summer graduation)
- Each semester, the comprehensive examination coordinator meets with students to discuss the examination and to provide guidelines on how to study for the examination.
- Students must be in their last fall or spring semester of classes in order to take the comprehensive examination.
- All counseling students take the same examination.
- Comprehensive examination scores are Pass or Fail.
- According to the Graduate Catalog, “In case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.” (http://catalog.utk.edu). To be eligible to retake the comprehensive examination, students must register for course credit (as advised by program coordinator) during the semester in which the examination is retaken.
- The master’s comprehensive exam will be administered in two parts.

Part 1: Counselor Preparation Comprehensive Examination (CPCE) is a standardized examination administered by the Center for Credentialing & Education. This is a computerized examination used by over 400 counseling programs across the country. It will provide the program – and you – immediate feedback regarding your performance in the eight CACREP core areas:

- Professional counseling orientation and ethical practice
- Social and cultural diversity
- Human growth and development
- Career development
- Counseling and helping relationships
- Group counseling and group work
- Assessment and testing
- Research and program evaluation

Coincidentally, this examination is written by the same company that offers the NCE; both the CPCE and the NCE cover the same eight core areas. The current cost of the CPCE is $75.

Scoring: The CPCE is an objective examination. To pass the CPCE

- students must score no lower than one standard deviation below the mean of the CACREP-accredited norm group
- students must pass at least 6 of 8 core area plus the total score
Part 2: The afternoon following the CPCE, you will have up to two hours to write one locally-developed essay question. The question will be designed to help you demonstrate integration of knowledge with attention to counseling setting, demonstrate professional and clinical writing skills, and demonstrate understanding of counselors' roles within systemic context of schools and community agencies. The question will be based on a current issue and case/scenario.

Scoring: The essay will be blind-reviewed by three faculty members who use a standardized program rubric. Students pass this section with majority (at least 2 of 3) ratings of pass on the rubric.

Admission to Candidacy
1. Students must pass both Part I and Part II to pass the examination and be eligible to be admitted to candidacy
2. Students who do not meet passing cut-point on Part I must work with advisor and examination chair to develop a paper or project in which they demonstrate proficiency in CACREP standards related to the area(s) of concern. Students who do not receive at least 2 (of 3) holistic passes on Part II must work with advisor and examination chair to (1) rewrite response/s to satisfactory level and (2) develop a paper or project in which they demonstrate proficiency in CACREP standards related to the area(s) of concern as indicated on rubric ratings.
3. Students will present remediation paper and/or project to an examination committee and, if committee indicates approval to proceed, meet with committee for an oral defense of Part I and/or II.
4. Students who do not receive committee approval to move forward with written papers/projects OR who do not pass oral defense must register for credit to allow time for mentored study in preparation for a second attempt at the entire examination.
5. Students have two opportunities to pass the examination. Students who are unable to pass both Parts I and II by the second attempt will be dismissed from the program.

Praxis: Professional School Counselor Examination
In order to earn licensure as a school counselor in the state of Tennessee, students must take and satisfactorily complete the Praxis subject area examination for school counselor PreK-12. Apply on-line at http://www.ets.org/praxis

National Counselor Examination (NCE)
Students may choose to take the NCE, a national examination used by the National Board of Certified Counselors. The purpose of the examination is to assess knowledge, skills, and abilities for providing counseling services. The NCE is required for licensure in a number of states and is also a prerequisite to the National Certified Counselor credential. Historically, the program has offered two opportunities each year for advanced students to complete the NCE on campus; however, changes at the credentialing company may result in discontinued offerings on campus. Program coordinators will announce if the program will host NCE.
Policy on Endorsements

Students who graduate from the counseling programs are prepared to work with clients in clinical mental health and school settings. Faculty members within the program work directly with students as they develop their self-awareness, clinical skills, and theoretical orientation. Additionally, faculty members make students aware of potential employment opportunities throughout the program; notifications are made by email, during individual advising meetings, and during group advising meetings. Student employment is an ongoing part of student development, and faculty members work to be aware of community opportunities for students.

Student endorsement is an essential component of this process. Endorsement includes a faculty member's willingness to provide a reference for employment, to note program completion, and to provide a letter of support for licensure. Typically, the program coordinator serves as the contact person for certification and licensure endorsement. However, any faculty member can serve as a reference for employment. It is important to note that faculty members are not required to endorse students. Student endorsement is based on performance during their program of study, including a commitment to professional dispositions and academic performance in the classroom.

The faculty adheres to a policy of formal endorsement of students completing programs for professional credentials who have met the following conditions:
1. Admitted to the Graduate School and the department.
2. Evidence of proficiency in the credentialing area for which the endorsement is sought.
3. Completion of appropriate coursework for the desired credential.
4. Completion and appropriate performance in supervised practicum and internships.
5. School Counseling Students: Completion of the form from the UTK licensure office located at BEC 332 (see Appendix K).

Requirements for Licensure

Licensed Professional Counselor

All U.S. states regulate the practice of counseling through licensure. Although the content and specifics of licensure laws vary by state, they all contain the 3-Es: Education, Examination, and Experience.

- **Education** – master’s degree with a specific number of credit hours and specific coursework (e.g., 60 graduate credit hours)
- **Examination** – credentialing examination, often offered by a national testing company (e.g., PRAXIS, NCE, NCMHCE)
- **Experience** – certain number of supervised counseling hours in the years following graduation (e.g., 3000 hours)

To practice counseling outside the public school or religious setting in Tennessee, one must be Licensed as a Professional Counselor. Definitions of counseling, educational requirements for licensure, examination requirements for licensure, and experience requirements for licensure vary widely from state to state.
UT's CMHC program is aligned to educational requirements for the LPC-MHSP in
Tennessee. As a CACREP-accredited program, our curriculum meets educational
requirements for most other states as well. In addition, our program prepares students
to take the most common licensure examination, the National Counselor Examination
(NCE) prior to graduation. Our graduates also take the National Clinical Mental Health
Counseling Examination (NCMHCE) prior to licensure as an LPC-MHSP. Finally, UT's
program exceeds the minimal number of field hours needed in a graduate program. Once
our students graduate, they are prepared to begin working under an approved supervisor
to accrue the 3000 post-graduate hours required for licensure.

If you expect to practice outside the state of Tennessee, we urge you to investigate
educational, experience, and examination requirements in states of interest so your
advisor can help you customize your time in the program by choosing electives that fill
any state-specific curricular requirements.

To access a directory of state licensure boards, visit
https://www.counseling.org/knowledge-center/licensure-requirements

The CMHC program prepares you to begin work as an entry-level counselor in a variety
of settings. The faculty assumes that you will pursue continuing education to develop
beyond the level of minimum competence. Continuing education includes further
coursework, attendance at workshops and conferences, participation in supervised
practice, and reading current professional literature.

Licensed School Counselor
Each state sets the requirements for certification or licensure as a school counselor. In
general, the 3-Es (education, experience, and examination) hold true for school counselor
certification or licensure and will vary state to state. Contact the state department of
education where you want to be employed as a school counselor for specific application
information.

To access a directory of state licensure boards, visit
https://www.schoolcounselor.org/school-counselors-members/careers-roles/state-certification-requirements

UT's School Counseling Program is aligned to educational requirements for the
practitioner school counselor license endorsed for counseling PreK-12 in Tennessee. As
a CACREP-accredited program, our curriculum meets educational requirements for most
other states as well. In addition, our program prepares students to take the Praxis subject
area examination for school counselor PreK-12. Students may consider taking the
National Counselor Examination (NCE) prior to graduation as well. Once our students
graduate, they are prepared to begin working as school counselors.
Career Advisement

The completion of a master’s degree does not guarantee employment. However, faculty members will provide career advisement to graduates of the program that includes up-to-date information about employment. In most recent years, our graduates have had a 100% placement rate; all students who desired employment reported securing positions within 6-months of graduation.

Financial Aid & Fellowships

We understand graduate education requires a substantial investment. The university and department offer some resources that may be helpful for your consideration.

To access the Graduate School information about costs and funding, visit https://gradschool.utk.edu/graduate-student-life/costs-funding/

To access department information about costs and funding, including assistantship options, visit https://epc.utk.edu/financial-aid/

Each year two or three fellowships are available for counseling students. The faculty nominates current students who have shown outstanding achievement, or students who are entering the program who have previously demonstrated potential through achievements. The scholarships are:

- Charles Lowell Thompson Fellowship (alternating CMHC/SC) $1000.00
- Helen Carter Murray Fellowship (SC) $500.00 (amount varies)
- Eugene & Mary Sue Akins Fellowship (SC) $500.00 (amount varies)

Additional Fees to Anticipate

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee (yearly unless specified)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costs at beginning of (and some throughout) program</td>
<td></td>
</tr>
<tr>
<td>ACA*</td>
<td>$105 (includes liability insurance for MS students)</td>
</tr>
<tr>
<td>Taskstream*</td>
<td>$50 for one year</td>
</tr>
<tr>
<td></td>
<td>$139 for seven years</td>
</tr>
<tr>
<td>Fingerprinting (Knox County Schools)**</td>
<td>$35.15 – one-time fee</td>
</tr>
<tr>
<td>Drug Screening (Knox County Schools)**</td>
<td>$58</td>
</tr>
<tr>
<td>ASCA (SC and dual-track)</td>
<td>$69</td>
</tr>
<tr>
<td>CSI International (strongly recommended)</td>
<td>$50 ($40 after first year)</td>
</tr>
<tr>
<td>Costs near end of program</td>
<td></td>
</tr>
<tr>
<td>CPCE*</td>
<td>$75 – one-time fee</td>
</tr>
<tr>
<td>NCE</td>
<td>$185 ($275 for graduates) – one-time fee</td>
</tr>
<tr>
<td>PRAXIS Professional School Counselor**</td>
<td>$120 – one-time fee</td>
</tr>
</tbody>
</table>

*required for all students  **required for school counseling students
Note: additional fees may be required based on site assignments. Current as of 8/2019.
Other Sources of Information

All graduate students are expected to utilize VolMail for official email communications, inform the department of current address and phone number, and update the department about any changes.

The bulletin boards within the hallway outside the department and faculty offices are valuable sources of information regarding workshops, publications, meetings, course offerings, and employment opportunities.

Facilities Available in Bailey (BEC) and Claxton (CC)

A number of facilities are available on campus to support your development and study. You may be interested in the following resources in BEC and CC:

- The newly-renovated Counselor Training Clinic (CTC) includes a conference room, three group rooms, and four individual counseling/supervision rooms. After you create a free account (see Appendix L), you may reserve space to use for counseling, supervision, role-play, or research activities via https://utkcounseling.skedda.com/
- The Instructional Services Center (Claxton 424) maintains an inventory of equipment and resources of student and faculty checkout. This equipment may be helpful for off-site recording and conference presentations. See https://isc.utk.edu/ for details.
- The CEHHS offers a student study space in BEC 401.
- The university includes multiple computer labs for student use. The most convenient lab is located in BEC 401.
Appendix A
Memo of Program Expectations

The counseling faculty is committed to providing quality training and opportunities to facilitate your growth in becoming an excellent professional. The courses in the curriculum are to be taken with thoughtful, purposeful reflection and application while you are a student in the program. We recommend that you limit the number of courses you take each semester, particularly during practicum and internship. We realize that life events are difficult to anticipate, and we recognize that you may need to alter course selections to meet your needs.

As you make course selections, consider the personal obligations that may impact your educational and professional development. Your advisor is available to assist you in creating and customizing your course of study. You must make an appointment with your faculty advisor during the first six weeks of the program in order to plan your program of study. If you decide to make changes in your program, please do so carefully and only after discussing options with your faculty advisor.

As part of your 60-credit hour master’s degree, you are required to successfully complete one semester of practicum (spring) and two to four semesters of internship. For clinical mental health counseling, three semesters of internship are required (fall/spring/summer). For school counseling, two semesters of internship are required (fall, spring); these experiences must occur in two of the three settings (i.e., elementary school, middle school, high school). For dual-track students, two fall/spring semesters are required in each school and CMHC settings.

Furthermore, counselor trainees are expected to behave professionally both within and outside the classroom. It is the responsibility of the faculty to monitor and provide feedback to students who display characteristics that may adversely influence their effectiveness as a counselor, and to identify strategies for rectifying these behaviors. The faculty has identified the following professional dispositions (CORIS) as those necessary for counselor success; students will have opportunities to cultivate these traits.

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Respect</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Investment</td>
<td>• Perceives and honors diversity</td>
</tr>
<tr>
<td>• Counselor identity</td>
<td>• Self-care</td>
</tr>
<tr>
<td>• Advocacy</td>
<td>• Wellness</td>
</tr>
<tr>
<td>• Professional excellence</td>
<td></td>
</tr>
<tr>
<td>• Civic engagement</td>
<td></td>
</tr>
<tr>
<td>• Scholar/practitioner</td>
<td></td>
</tr>
<tr>
<td>• Collaboration</td>
<td></td>
</tr>
<tr>
<td>• Interpersonal competence</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Openness</th>
<th>Integrity</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Openness to ideas, learning, and change</td>
<td>• Personal responsibility</td>
</tr>
<tr>
<td>• Openness to give and receive feedback</td>
<td>• Personal integrity</td>
</tr>
<tr>
<td>• Openness to growth</td>
<td>• Courage</td>
</tr>
<tr>
<td>• Self-development</td>
<td>• Congruence</td>
</tr>
<tr>
<td>• Openness to others</td>
<td></td>
</tr>
<tr>
<td>• Understand micro/macro perspective</td>
<td></td>
</tr>
<tr>
<td>• Interpersonal communication</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Self-awareness</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Integrity</td>
<td>• Honesty</td>
</tr>
<tr>
<td>• Humility</td>
<td></td>
</tr>
<tr>
<td>• Self-reflection/exploration</td>
<td></td>
</tr>
<tr>
<td>• Place in History</td>
<td></td>
</tr>
<tr>
<td>• Personal maturity</td>
<td></td>
</tr>
</tbody>
</table>

By signing below, I attest to having read the MS Program Handbook and attended the extended orientation. If needed, my questions have been addressed. I agree to abide by the expectations in this document. I am aware that I am responsible for making an appointment with my advisor within the first six weeks of the fall semester to plan my program of study. I understand the importance of making course selections that will provide the opportunity to apply and integrate academic content and clinical skills. I am aware of the importance of displaying CORIS and understand that part of my educational experience will be to display the dispositions that have been identified in the program. I understand academic performance requirements, self-disclosure and personal growth considerations, recording requirements, and steps the program may take to help me maximize my effectiveness as a counselor.

Signature
Printed name
Date
Appendix B

PLAN OF STUDY
MS Counseling Advisement Update

Student
Advisor
Year Started
Year of Update

Program
☐ CMHC
☐ SC
Check if dual-track □

This is an advising form we will use to support you as you navigate your program. Initially complete the plan of study your first fall semester. Each spring we will ask you to submit an updated plan to Taskstream. This should include courses taken and grades earned as well as updates regarding your enrollment plans for the remainder of your program. This form does not take the place of your Program Handbook, the Graduate Catalog, or official Graduate School documents such as the Admission to Candidacy or Graduation Application.

Required Courses for All MS Counseling Students

<table>
<thead>
<tr>
<th>Year/Term</th>
<th>Prefix</th>
<th>#</th>
<th>Course Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COUN</td>
<td>480₁</td>
<td>Skills for Counseling</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>535₁</td>
<td>Professional Orientation and Ethics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>551₁</td>
<td>Theory and Practice of Counseling</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>554₁</td>
<td>Group Dynamics and Methods</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>555₁</td>
<td>Practicum in Counseling</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>545</td>
<td>Lifespan Development &amp; Wellness in Clg</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SCHP</td>
<td>690₂</td>
<td>Psychopathology for MH and School</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>541</td>
<td>Counseling for Addictions in School and MH</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>570</td>
<td>Cross-cultural Counseling</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDPY</td>
<td>682</td>
<td>Educational Research Methods</td>
<td>3</td>
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<tr>
<td></td>
<td>COUN</td>
<td>552</td>
<td>Career Development</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>563</td>
<td>Crisis Intervention for Counselors</td>
<td>3</td>
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</tr>
<tr>
<td></td>
<td>COUN</td>
<td>525</td>
<td>Assessment and Testing in Counseling</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

₁ prerequisite to practicum, ₂ prerequisite to internship, ₃ if completed COUN 480 as undergraduate substitute COUN 593

Total 39 hours

Required Courses for CMHC Concentration

<table>
<thead>
<tr>
<th>Year/Term</th>
<th>Prefix</th>
<th>#</th>
<th>Course Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COUN</td>
<td>556</td>
<td>CMHC and Related Professional Issues</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>COUN</td>
<td>559</td>
<td>Internship in CMHC Semester 1</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>COUN</td>
<td>559</td>
<td>Internship in CMHC Semester 2</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>COUN</td>
<td>559</td>
<td>Internship in CMHC Semester 3</td>
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Total 12 hours

Required Courses for SC Concentration

<table>
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<tr>
<th>Year/Term</th>
<th>Prefix</th>
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<th>Course Title</th>
<th>Hours</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>COUN</td>
<td>550</td>
<td>Foundations in School Counseling</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>COUN</td>
<td>565</td>
<td>Counseling Children &amp; Adolescents</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>558</td>
<td>Internship in SC Semester 1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>559</td>
<td>Internship in SC Semester 2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPED</td>
<td>552</td>
<td>Classroom Management</td>
<td>3</td>
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</table>

Total 15 hours
### Required Courses for Dual-Track

<table>
<thead>
<tr>
<th>Year/Term</th>
<th>Prefix</th>
<th>#</th>
<th>Course Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COUN</td>
<td>550</td>
<td>Foundations in School Counseling</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>565</td>
<td>Counseling Children &amp; Adolescents</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>558</td>
<td>Internship in SC Semester 1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>559</td>
<td>Internship in SC Semester 2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPED</td>
<td>552</td>
<td>Classroom Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>556</td>
<td>CMHC and Related Professional Issues</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>559</td>
<td>Internship in CMHC Semester 1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUN</td>
<td>559</td>
<td>Internship in CMHC Semester 2</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total 24 hours**

### Electives

<table>
<thead>
<tr>
<th>Year/Term</th>
<th>Prefix</th>
<th>#</th>
<th>Course Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total 0 hours (dual), 6 hours (SC), 9 hours (CMHC)**

### Internship Planned

Semesters/Years

### Comprehensive Examination Planned

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Year</th>
</tr>
</thead>
</table>

### Graduation Application One Semester Early

Semester/Year

### Graduation Planned

Semester/Year

### Milestones Check

- Practicum prerequisites completed before practicum
- Internship prerequisites completed before internship (SCHP 690 may be with Intern I)
- All core courses completed prior to or concurrent with comprehensive examination
- All electives at the graduate level
- All special topics courses 3 credit hours (or sum to 3 credit hours)
- Graduation application planned for semester *prior to* graduation

### What, if any, additional coursework have you taken or do you plan to take?

### What support or feedback do you need from your advisor?
# APPENDIX C

## CLINICAL MENTAL HEALTH COUNSELING

### Recommended Sequence of Courses for Full-Time Students

<table>
<thead>
<tr>
<th>Semester</th>
<th>Summer 2019 Start</th>
<th>Fall 2019 Start (Option 1)</th>
<th>Fall 2019 Start (Option 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer 2019</strong></td>
<td>COUN 480 Skills Elective (if desired)</td>
<td>COUN 480 Skills Elective (if desired)</td>
<td>COUN 480 Skills Elective (if desired)</td>
</tr>
<tr>
<td></td>
<td>EDPY 682 (if desired)</td>
<td>COUN 535 Ethics/Ori COUN 554 Group</td>
<td>COUN 535 Ethics/Ori COUN 551 Theories</td>
</tr>
<tr>
<td><strong>Fall 2019</strong></td>
<td>COUN 535 Ethics/Ori COUN 551 Theories</td>
<td>COUN 535 Ethics/Ori COUN 551 Theories</td>
<td>COUN 535 Ethics/Ori COUN 551 Theories</td>
</tr>
<tr>
<td></td>
<td>COUN 554 Group Elective</td>
<td>COUN 554 Group Elective</td>
<td>COUN 554 Group Elective</td>
</tr>
<tr>
<td><strong>Spring 2020</strong></td>
<td>COUN 555 Practicum COUN 545 Lifespan</td>
<td>COUN 555 Practicum COUN 545 Lifespan</td>
<td>COUN 555 Practicum COUN 556 CMHC</td>
</tr>
<tr>
<td></td>
<td>COUN 556 CMHC SCHP 690 Diagnosis</td>
<td>COUN 556 CMHC SCHP 690 Diagnosis</td>
<td>COUN 556 CMHC SCHP 690 Diagnosis</td>
</tr>
<tr>
<td><strong>Summer 2020</strong></td>
<td>COUN 541 Addictions COUN 570 Cross-Cultural</td>
<td>COUN 541 Addictions COUN 570 Cross-Cultural</td>
<td>COUN 541 Addictions COUN 570 Cross-Cultural</td>
</tr>
<tr>
<td></td>
<td>EDPY 682 Research</td>
<td>EDPY 682 Research</td>
<td>EDPY 682 Research</td>
</tr>
<tr>
<td><strong>Fall 2020</strong></td>
<td>COUN 559 Internship 1 COUN 552 Career</td>
<td>COUN 559 Internship 1 COUN 552 Career</td>
<td>COUN 559 Internship 1 COUN 552 Career</td>
</tr>
<tr>
<td></td>
<td>COUN 563 Crisis</td>
<td>COUN 563 Crisis</td>
<td>COUN 563 Crisis</td>
</tr>
<tr>
<td><strong>Spring 2021</strong></td>
<td>COUN 559 Internship 2 COUN 525 Assessment</td>
<td>COUN 559 Internship 2 COUN 525 Assessment</td>
<td>COUN 559 Internship 2 COUN 525 Assessment</td>
</tr>
<tr>
<td></td>
<td>Elective Comprehensive Exam</td>
<td>Elective Comprehensive Exam</td>
<td>Elective Comprehensive Exam</td>
</tr>
<tr>
<td><strong>Summer 2021</strong></td>
<td>COUN 559 Internship 3 Elective (if needed)</td>
<td>COUN 559 Internship 3 Elective (if needed)</td>
<td>COUN 559 Internship 3 Elective</td>
</tr>
<tr>
<td><strong>Fall 2021</strong></td>
<td>Elective</td>
<td>Comprehensive Exam</td>
<td>Comprehensive Exam</td>
</tr>
</tbody>
</table>

### Part-Time Course of Study

*Part-time options are available by advisement. Typically, this involves taking core courses over the first two or three years, entering practicum in the second or third spring, and completing internship during the third or fourth year. Internship requires two consecutive semesters (fall, spring) of placement at 20-25 hours per week; as such, internship is rarely compatible with full-time work or caregiving.*
### APPENDIX D

**SCHOOL COUNSELING**

**Recommended Sequence of Courses for Full-Time Students**

<table>
<thead>
<tr>
<th>Summer 2019</th>
<th>Fall 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COUN 480 Skills</strong></td>
<td><strong>COUN 480 Skills</strong></td>
</tr>
<tr>
<td><strong>EDPY 682 Research</strong></td>
<td><strong>COUN 535 Ethics/Orientation</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Summer 2020</th>
<th>Fall 2020</th>
<th>Spring 2021</th>
<th>Summer 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COUN 535 Ethics/Orientation</strong></td>
<td><strong>COUN 555 Practicum</strong></td>
<td><strong>COUN 541 Addictions</strong></td>
<td><strong>COUN 558 Internship 1</strong></td>
<td><strong>COUN 558 Internship 2</strong></td>
<td><strong>COUN 541 Addictions</strong></td>
</tr>
<tr>
<td><strong>COUN 551 Theories</strong></td>
<td><strong>COUN 545 Lifespan</strong></td>
<td><strong>COUN 556 Counseling Child &amp; Adol</strong></td>
<td><strong>COUN 552 Career</strong></td>
<td><strong>COUN 525 Assessment</strong></td>
<td><strong>COUN 541 Addictions</strong></td>
</tr>
<tr>
<td><strong>COUN 554 Group</strong></td>
<td><strong>COUN 550 Foundations of SC</strong></td>
<td><strong>COUN 570 Cross-Cultural Counseling</strong></td>
<td><strong>COUN 563 Crisis</strong></td>
<td><strong>SCHP 690 Diagnosis</strong></td>
<td><strong>Elective</strong></td>
</tr>
<tr>
<td><strong>Elective</strong></td>
<td><strong>SPED 552 Classroom Management</strong></td>
<td><strong>EDPY 682 Research</strong></td>
<td><strong>Elective</strong></td>
<td><strong>Comprehensive Exam Praxis</strong></td>
<td><strong>Elective</strong></td>
</tr>
</tbody>
</table>

### Part-Time Course of Study

*Part-time options are available by advisement. Typically, this involves taking core courses over the first two or three years, entering practicum in the second or third spring, and completing internship during the third or fourth year. Internship requires two consecutive semesters (fall, spring) of placement at 20-25 hours per week; as such, internship is rarely compatible with full-time work or caregiving.*
# APPENDIX E

## DUAL-TRACK OPTION

### Recommended Sequence of Courses for Full-Time Students

<table>
<thead>
<tr>
<th>Fall 2019 Start</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2019</strong></td>
</tr>
<tr>
<td>COUN 480 Skills</td>
</tr>
<tr>
<td>COUN 535 Ethics/Orientation</td>
</tr>
<tr>
<td>COUN 551 Theories</td>
</tr>
<tr>
<td>COUN 554 Group</td>
</tr>
<tr>
<td><strong>Spring 2020</strong></td>
</tr>
<tr>
<td>COUN 555 Practicum</td>
</tr>
<tr>
<td>COUN 545 Lifespan</td>
</tr>
<tr>
<td>COUN 540 Foundations of SC</td>
</tr>
<tr>
<td>SPED 552 Classroom Management</td>
</tr>
<tr>
<td><strong>Summer 2020</strong></td>
</tr>
<tr>
<td>COUN 565 Counseling Child &amp; Adolescents</td>
</tr>
<tr>
<td>COUN 570 Cross-Cultural Counseling</td>
</tr>
<tr>
<td><strong>Fall 2020</strong></td>
</tr>
<tr>
<td>COUN 558 SC Internship 1</td>
</tr>
<tr>
<td>COUN 552 Career</td>
</tr>
<tr>
<td>COUN 563 Crisis</td>
</tr>
<tr>
<td><strong>Spring 2021</strong></td>
</tr>
<tr>
<td>COUN 558 SC Internship 2</td>
</tr>
<tr>
<td>COUN 556 CMHC Systems</td>
</tr>
<tr>
<td>SCHP 690 Diagnosis</td>
</tr>
<tr>
<td><strong>Summer 2021</strong></td>
</tr>
<tr>
<td>COUN 541 Addictions</td>
</tr>
<tr>
<td>EDPY 682 Research</td>
</tr>
<tr>
<td><strong>Fall 2021</strong></td>
</tr>
<tr>
<td>COUN 559 CMHC Internship 1</td>
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<tr>
<td><strong>Spring 2022</strong></td>
</tr>
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<td>COUN 559 CMHC Internship 2</td>
</tr>
<tr>
<td>COUN 525 Assessment</td>
</tr>
<tr>
<td><em>Comprehensive Exam Praxis</em></td>
</tr>
</tbody>
</table>

Students are encouraged to consider additional electives if desired for developing specialty expertise or maintaining full-time status. For example, COUN 560 Practicum in Grief Outreach fits well in Fall 2021. COUN 562 Child Centered Play Therapy and COUN 569 Human Sexuality are available during summers.
Appendix F

Instructions for Fingerprinting and Criminal History Records Check

Tennessee Code Annotated (TCA) 49-5-5610 requires all students who wish to be admitted to teacher preparation/professional licensure programs to:

- Sign an authorization and release form authorizing a qualified Tennessee licensed private investigation company by and on behalf of the board to complete a criminal history records check, and;
- Agree to the release of all investigative records to the administrator of the selected teacher training program, and;
- Supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation.

To begin this process, YOU MUST DO THE FOLLOWING IN THIS ORDER:

- Download and complete the Authorization to Release Investigative and Criminal Background Records.
- When the authorization form has been completed and submitted, you will receive an email with instructions to complete the VECHS form.
- Following the instructions included in the email, print, sign, and send the VECHS form to Diane Booker.
- Email confirmation will be sent to confirm receipt of the VECHS form.
- AFTER you receive confirmation that your VECHS form has been received by our office, you are allowed to schedule your fingerprinting appointment.

Tennessee Applicant Processing Services

Follow the simple steps outlined below to complete the fingerprinting process:

1. Go to www.identogo.com, and choose “Get Fingerprinted.” Choose Tennessee or call (855) 226-2937 to schedule an appointment.
2. At bottom of page, click “Digital Fingerprinting” and then choose “Schedule a New Appointment”.
3. Choose as “Don’t know your Service Code.” Choose Agency Name (Non-DCS Child Care/Adoption Providers), Applicant Type (Child Related Worker Private), and enter the ORI number (TNCC47076) and click “go” after each entry.
4. You will be asked to enter a zip code to determine the closest fingerprinting location.
5. Click on the word “Schedule” across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click “Next Week>” link to display more dates. Once you select the location/date combination, select the time for your appointment and click “go”.
6. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click “Send Information”.
7. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click “Send Information”.
8. The cost of the fingerprinting process is $35.15. Credit card payments must be made onsite at the time of the fingerprinting session. Payments online are not accepted.
9. Print your confirmation page.
10. Take approved identification documents with you to the appointment. These approved document options are identified on your confirmation of your appointment.
Appendix G

Child Protection Training

Because you will work with children during your graduate program of study, you are required to complete Child Protection Training for Covered Adults. This is a requirement for all UT employees, faculty, and students enrolled in programs that work directly with children. You can access the free online training at https://hr.tennessee.edu/training/training-services/child-protection-training/.

Please save confirmation of completion and submit to Kathi Pauling at kPauling@utk.edu
Appendix H

Instructions for Completing Drug Screening & Background Check
Required by Knox County Schools
(updated August 2019)

The following instructions were accurate at time of publication; however, they may change. Always refer to instructions from School Counseling Placement Coordinator.

Knox County Schools (KCS) requires students to complete drug screening and a background check prior to school counseling field experiences, which includes practicum and internships. The UT School Counseling Placement Coordinator will provide students with any form that needs to be completed. KCS drug screening is completed once provided you remain continuously enrolled in the master’s program. KCS background check is completed each academic year.

KCS paperwork needs to be completed and taken to the district offices located at the Andrew Johnson Building at 912 South Gay Street. The Human Resources Department is located on the 15th Floor. The drug screening paperwork will be timestamped, and you will have 48 hours to complete the drug screening. Once the drug screening results have been received, a background check will be conducted.

The following website provides instructions for the KCS process: https://osbe.utk.edu/knox-county-schools-student-teaching-internship-registration/

KCS District Offices:

- District offices are located at the Andrew Johnson Building at 912 South Gay Street. The Human Resources Department is located on the 15th Floor.
- Someone at the KCS district offices is available Monday- Wednesday 8am to 4pm to assist you.
- You will need to sign in at the security desk on the lobby level before being buzzed up to our floor.
- Parking is available in a variety of lots downtown and metered parking is available on the streets surrounding the building. Parking validation is NOT provided.

Contact Information:
Office of School-Based Experiences – osbe@utk.edu - BEC 329
Administrative Assistant: Julia Campbell – jcampb89@utk.edu - 974-5203
Director: Dr. Geri Landry – glandry@utk.edu - 974-5283.
Appendix I

Checklist for MS Counseling Students

Confirm acceptance to UT MS in Counseling.
Reach out to assigned faculty advisor.
Complete child protection training prior to arrival on campus.
Complete background check and authorize CEHHS to view results prior to arrival on campus.
Attend Department of Educational Psychology and Counseling and Counseling Program Orientations.
Read and sign Memo of Program Expectations following extended orientation.
Complete application for Practicum (COUN 555) semester prior to practicum (typically Sept)
If desired, complete application for dual-track option (typically Sept)
Complete program of study with advisor within first six weeks of the first semester
Attend Orientation for Practicum the semester prior to semester you are planning to take class.
Apply for membership into Upsilon Theta Chapter of Chi Sigma Iota at the beginning of the second semester.
Apply for Internship (COUN 558 or 559) the spring semester prior to semester you are planning to begin placement. NOTE: School counseling students needs to complete this each semester.
Attend Orientation for Internship the spring semester prior to semester you are planning to complete the internship.
If you choose: Apply to take the National Counseling Examination (NCE) the semester you plan to graduate or post-graduation. See [http://www.nbcc.org/Exams/NCE](http://www.nbcc.org/Exams/NCE)
Complete Admission to Candidacy form one semester prior to graduation. See [http://gradschool.utk.edu/gradforms.shtml](http://gradschool.utk.edu/gradforms.shtml)
Apply for graduation one semester prior to graduation. See [http://gradschool.utk.edu/gradforms.shtml](http://gradschool.utk.edu/gradforms.shtml)
Apply to take the comprehensive examination by date announced by program coordinator. Attend the orientation for the comprehensive exam the semester you plan to take the examination.
Take the comprehensive exam the fall (December graduates) or spring (May and August graduates) you plan to graduate.
School counseling students: Take the PRAXIS the semester you plan to graduate. You will be taking the Professional School Counselor portion of the test that contains a listening section. The web address to register for this exam is [https://www.ets.org/praxis](https://www.ets.org/praxis)
School counseling students: Follow the School Counselor Licensure Process for UT Students (see next page).
Appendix J

School Counselor Licensure Process for UT Students

UT Contact Person:
Lisa Emery, Associate Director
Office of Teacher Licensure
University of Tennessee
College of Education, Health & Human Sciences
1122 Volunteer Blvd., 313 BEC
Knoxville, TN 37996-3433
lemery@utk.edu

Forms cannot be submitted prior to the student's last semester in the program

Step 1:
- Take official copies of all post-high school academic transcripts to Lisa Emery
  - Lisa will have your UT transcripts
  - Bring to her official copies of any community college, baccalaureate, or
    graduate work completed at institutions OTHER than University of
    Tennessee, Knoxville.
  - Official, paper transcripts can be forwarded to Lisa from each institution,
    if desired. She cannot, however, accept electronic transcripts.

Step 2:
- Take and pass the Praxis exam, either test #0421 (no longer available) or #5421
  - Test #5421 is computer-delivered versus paper-delivered.
  - List UT, Knoxville as a score recipient, code # 1843.
  - If #0421 was completed prior to 9/1/14, the test will be accepted.

Step 3:
- Print Program Verification Form (see following page, Appendix M)
- Fill out the top portion
- Take the form to Dr. Brott for signature; she will hand-deliver to Lisa Emery
Appendix K
The University of Tennessee, Knoxville
College of Education, Health, and Human Sciences

Request to be Recommended for TN licensure and
Verification of School Counseling / School Psychology Program Completion

Directions: Candidate will complete Part 1 and submit to Drs. Pamela Brott (School Counseling) or Merilee McCurdy (School Psychology) for completion of Part 2. Also, see bulleted notes at bottom of form. Drs. Brott or McCurdy will submit completed form to Lisa Emery. The form cannot be emailed, due to UT ID and SSN being provided, which are both required.

Mailing address: Lisa Emery
UT – College of EHHS
Office of Advising and Student Services
1122 Volunteer Blvd., 312 BEC
Knoxville, TN 37996-3433

Part I. To Be Completed by Candidate:

Name: ___________________________ Date of Birth: _____________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
</table>

UT ID: __________ SSN: __________ Semester of Program Completion: ________

Mailing Address: __________________________

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

Primary Email Address: __________________________ Secondary Email: __________________________

Primary Telephone # (day, include area code): __________________________

The following information is collected for the purpose of federal reporting requirements.

Ethnicity: [ ] Hispanic or Latino [ ] Not Hispanic or Latino
[ ] Male [ ] Female

Race: (mark all that apply) [ ] American Indian or Alaska Native [ ] Asian
[ ] Black or African American [ ] Native Hawaiian/ Other Pacific Islander
[ ] White

Part II. To Be Completed by Program Coordinator:

The above student has completed all requirements for a license in the requested area(s), including all general education, content field, and professional education requirements.

Name (Print or Type) __________________________ Signature __________________________ Date __________

Applicant is responsible for:

- submitting this program verification form to Dr. Brott or Dr. McCurdy, after Part I is completed,
- ensuring there are no “holds” on their UT account, financial or otherwise,
- submitting all paper-based, official, non-UTK transcripts to Lisa Emery (address above), and
- ensuring all required Praxis exam results have been submitted to UTK and the TN Department of Education, directly from ETS.
Appendix L
CTC Room Reservations
https://utkcounseling.skedda.com

Counselor education students have access to seven private rooms for supervision, counseling, role play, and other program activities that require confidential space. This guide will help you understand use of rooms and how to reserve them.

<table>
<thead>
<tr>
<th>Appropriate Room Use</th>
<th>Inappropriate Room Use (use assigned office or cubicles instead)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling (e.g., CTC, FUTURE, ASPIRE)</td>
<td>Office hours (unless otherwise approved)</td>
</tr>
<tr>
<td>Supervision</td>
<td>Homework</td>
</tr>
<tr>
<td>Course role plays and practice</td>
<td>GTA/GRA functions that can be conducted in cubicles (e.g., grading, planning, coding)</td>
</tr>
<tr>
<td>TA or internship meetings that require confidential space</td>
<td>Social</td>
</tr>
<tr>
<td>Official research activities which require confidential space (e.g., participant interviews)</td>
<td>Rest</td>
</tr>
</tbody>
</table>

**Hours**
- 8:00am – 5:00pm (for those who do not have keys)
- 5:00pm – 8:00pm (for those who have keys for after-hours purposes)

**Keys**
- First, see Clinic Staff (Wes or Kristen, BEC A529)
- Then, try Kathi (Claxton 421) during regular business hours
- As a last resort, see EPC staff in main office (BEC 535)
- If you have a key, you may use CTC in evenings. Do not reserve after hours if you do not have a key.

**Room Etiquette**
- *Remember, cameras are live at all times; even if you are not recording, individuals with admin status can access a camera in any room at any time*
- Leave space in same condition (or better) than you found it. Before you leave,
  - Return all furniture to original location
  - Turn off lights, fans, and noise machines (if applicable)
  - Close doors

**To Book Reservations**
- First time only: create an account at https://UTKCounseling.skedda.com/register?key=872dce1
- Login to your account at https://utkcounseling.skedda.com
- Code your event or recurring event as follows
  - [Course/program] – [Activity]
  - Course/program codes – enter course number, FUTURE, GOI, etc.
  - Activity codes – SUP = supervision, COUN = Counseling, ROLE = Practice/Assignment, GTA = Teaching, GRA = Research
  - Example – For example, if you are supervising a practicum student, enter “COUN 555 – SUP.” If you are practicing for COUN 480, enter “COUN 480 – ROLE.” If you are seeing a FUTURE student as a client, enter “FUTURE – COUN”
- The conference room is not on Skedda. If you need to reserve the BEC 502D, contact Kathi in Claxton 421 or kpauling@utk.edu
Appendix M
VALT Quick-Start Guide for Students

Video Audio Learning Tool (VALT), is installed and active in all 7 Counselor Training Clinic (CTC) rooms. This software will allow us to observe and record all activities in the clinic, including practice sessions, actual counseling sessions, and supervision. This quick guide will help you navigate VALT and your associated account.

REMEMBER: VALT does not replace Skedda. First make your reservation on Skedda. Then, set up your VALT recording.

**TECHNICAL PREREQUISITE:** To do anything within the VALT system, you must first log into UT’s VPN via your NetID and password. UT provides press Pulse Secure software for PCs, Macs, IOS, and Android. To secure this software and configure your devices for easy login, see [https://help.utk.edu/kb/index.php?func=show&e=2712](https://help.utk.edu/kb/index.php?func=show&e=2712)

**LOG IN**
1. Ensure you are logged into UT’s VPN via Pulse Secure
3. Enter your NetID (username) and password (password)

**RECORD**
VALT offers two options for you to record your sessions.

1. **Schedule a recording in advance (Preferred)** - the “Schedule” button will ask you to complete a form allowing it to categorize your and to schedule when to start and end a recording. You can also use the “sharing” feature to select certain individuals (e.g., instructors, supervisors, or a peer) to access your video. “Retention” will let you tell VALT how long to keep your recording. VALT will automatically start and stop the recording at the times you specify. If you start early or run late, your video may be incomplete; if someone else is using the room, you may accidentally record some of their session. Please be careful when selecting times.

2. **In-room buttons (Not preferred)** – You can start and stop videos by pressing the buttons in the clinic rooms (red light indicates VALT is recording). However, this option does not automatically associate the recording with your username. This will require that a faculty member or clinic staff member sort through recordings and manually reassign to you before you can access it. We will use this option sparingly.

**UPLOAD**
You can use the Upload feature to import an external audio or video recording into the VALT system. After you have uploaded, you can share and markup as with other VALT videos.

**REVIEW**
To review your recordings, go to the “review” tab. You will be able to view your recording, edit information about the recording, edit your video (e.g., clip, redact), and use the marker sets to make notes on your video for your supervisor or instructor to view. You can also change sharing permissions to another student, doctoral student, or faculty member can view your video.

**NEED MORE HELP?**
See [https://ipivs.com/wiki/Home](https://ipivs.com/wiki/Home)
Appendix N
Taskstream Student Account Creation

The program uses Taskstream to support student progress and meet CACREP accreditation requirements at program and individual student levels. Taskstream serves as a unified home for all practicum and internship documentation, comprehensive examination results, annual progress reviews, and a few other assessments of your progress in the program.

Master’s and doctoral students will need to maintain active Taskstream accounts throughout the program.

If you do not yet have a Taskstream account, there are 2 steps to setting up your account.
1. Purchase an account
2. Associate the account with a specific program

Step 1: Purchase Taskstream
Go to www.taskstream.com
Click “create/renew account” (top menu bar)
Click “create a new Taskstream subscription”
Select “Option 1: Credit card purchase”
Select “college/university program that requires Taskstream”
Select “Tennessee” “College/University” “University of Tennessee – Knoxville” “College of Education” “Counselor Education”

Choose the subscription rate that best applies to you. You will have substantial savings if you conceptualize the cost as you would a textbook and purchase to last throughout your program. If you purchase a shorter duration than you need, you will have the opportunity to renew your subscription at a later time.

Enter requested details and proceed to payment

Step 2: Self-Enroll in Your Program(s)
Login to your Taskstream account (www.taskstream.com)
Find the Self-Enrollment Area
Click “Enter Code”
Enter the code for your primary program:
    MS-CMHC Clinical Mental Health Counseling
    MS-SC School Counseling
    PHD-CE Counselor Education Doctoral Program
Click the enroll button

Note, if you are enrolled in the dual-track option (or add at another time), repeat this process using MS-DUAL as your code. In the end, you should be enrolled in TWO Taskstream programs. You do not need to purchase two accounts to do this.
Appendix O
Taskstream Quick-Start Guide

You should be aware of three primary terms when using Taskstream

- **Author** – this is Taskstream for Student. This is YOU
- **Evaluator** – this is Taskstream for faculty member or rater
- **DRF** – this stands for Directed Response Folio. This is the area template you will use to submit your work. It has placeholders for nearly all program requirements.

You can use the Taskstream **Quick-Start Guide for Authors** and **Author FAQs** to learn how to upload your work and view feedback within Taskstream. Follow this link for specific instructions: **Quick Start Guide - Authors (2018).pdf**