

STUDENT HANDBOOK EFFECTIVE FALL TERM 2017

MASTER OF SCIENCE IN COUNSELING
SOUTHERN METHODIST UNIVERSITY
ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION AND HUMAN
DEVELOPMENT

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Welcome to the Program in Counseling at Southern Methodist University. We intend your $\operatorname{grad} \operatorname{RCOUNSE}$

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INTRODUCTION

The Program in Counseling at SMU offers a structured curriculum of course work, practicum, and internship, allowing students to earn a Master of Science in Counseling degree at a full or part-time pace. Successful graduates may pursue state licensure to become a Licensed Professional Counselor (LPC) and/or a Licensed Chemical Dependency Counselor (LCDC), within their 63-hour degree program. Based on successful completion of specific coursework, but also within their 63-hour degree program, graduates may pursue state licensure as a Licensed Marriage and Family Therapists (LMFT), a Certified School Counselor, or a combination.

FACULTY AND STAFF

Chair, Department of Dispute Resolution and Counseling Hal Barkley, Ph.D., Clinical Professor

Director of Program in Counseling Gay McAlister, Ph.D., Clinical Professor

Director of the Center for Family Counseling with locations in Plano, Frisco and Resource Center in Dallas Sarah Feuerbacher, 5 559.18 T1 12 Tf1 0 0 1 75.864 493.27 Tm0 g0 Q[in)-4()-3(D)-4(a)9(llas)]TJETC

http://www.smu.edu/Smmons/AreasOfStudy/DRC/C/Counseling/CounselingFaculty for a current listing of adjunct faculty.

GENERAL INFORMATION

THE DEPARTMENT OF DISPUTE RESOLUTION AND COUNSELING

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

A GPA lower than 3.0 requires

Students with social science degrees or minors who earned a C or lower in either a research methods or statistics class will be advised to take Behavioral Science.

Students with social science degrees or minors who earned a degree more than 10 years ago will be advised to take Behavioral Science.

- * Selected Topics: Foundations of Behavioral Science counts as three credit hours of elective coursework.
- * Students having a statistical sciences background can appeal to have the Foundations of

boards). Faculty members outline textbook requirements, ancillary materials for instruction, grading standards, grading rubrics, and classroom student conduct for each course.

The 10-week daytime

The Clinical Mental Health (CMH) Counseling Specialty includes the core curriculum and has options for concentrated or elective study. Students can select a concentration of study in Addiction Counseling, Child and Adolescent Counseling, Expressive Arts Therapies, or LGBT Affirmative Therapy. Students choosing the elective option can take a combination of courses from the concentrations listed above or from the other specialties (e.g., Marriage, Couple & Family).

The Marriage, Couple and Family (MCF) Counseling Specialty includes the core curriculum and three additional MCF courses. Students who choose this specialty will be qualified to work with individuals, couples, and families from a systemic orientation. This program of study can lead to licensure as a Licensed Marriage and Family Therapist (LMFT) in the state of Texas in addition to the LPC license.

The School Counseling (SC) Specialty includes the core curriculum, two school counseling required courses and one elective. The SC program of study prepares students to pursue certification as elementary or secondary School Counselor. Students considering this specialty must have teaching experience prior to starting the program.

Students may complete coursework for more than one specialty. However, the declared specialty dictates internship requirements. For example, students who choose the Marriage, Couple and Family (MCF) specialty must have an internship consistent in role and function with MCF. Additionally, students who choose the School Counseling specialty must complete an internship in an appropriate school and role.

Bective courses are offered based on instructor availability.

Specialty	Available Coursework	Supported Credential
Ginical Mental Health Counseling: Open Elective	3 electives	Licensed Professional Counselor (LPC)
Clinical Mental Health Counseling: Addiction Counseling	HDON 6351 Psychopharmacology and Substance Misuse HDON 6353 Treatment Management	Licensed Professional Counselor (LPC) Licensed Chemical Dependency Counselor (LCDC)
Cinical Mental Health Counseling: Child and Adolescent Counseling	HDCN 6343 Child Counseling: Play Therapy * HDCN 6323 Pre-Adol/ Adolescent Counseling: Play Therapy HDCN 6391 Family Play Therapy * HDCN 6325 Therapeutic Parenting * (HDCN 6343 is recommended before HDCN 6325)	Licensed Professional Counselor (LPC) Registered Play Therapist (RPT) * APT approved courses
Ginical Mental Health Counseling: Expressive Arts Therapies	HDCN 6344 Expressive Arts Therapy: Creative And Therapeutic Processes HDCN 6347 Mindfulness-based Expressive Art Therapy HDCN 6348 Embodied Expressive Art Therapies	Licensed Professional Counselor (LPC) Registered Expressive Arts Therapist (REAT)
Cinical Mental Health Counseling: LGBT Affirmative Therapy	HDON 6355 Affirmative Therapy with LGB Clients HDON 6356 Affirmative Therapy with Transgender Clients HDON 6357 Affirmative Therapy with LGBT Couples and Families	Licensed Professional Counselor (LPC)
Marriage, Couple, & Family Counseling	HDON 6316 Family Therapy I: Intergenerational Theories and Treatment HDON 6317 Family Therapy II: Contemporary Theories and Treatment HDON 6311 Couples Therapy: Theories and Treatment HDON 6314 Sexual Counseling/Therapy	Licensed Professional Counselor (LPC) Licensed Marriage and Family Therapist (LMFT)
School Counseling	HDON 6308/6309 Counseling in the Elementary/Secondary School (select one) HDON 6342 Cognitive, Career, and Educational Assessment	Licensed Professional Counselor (LPC) School Counselor Certification

NON-DEGREE SEEKING STUDENTS

Non-degree seeking students can apply to take elective specialty courses and core courses with the exception of clinical courses (Individual Methods/Basic Counseling Skills, Group Counseling, and Advanced/Pre-Practicum, Practicum I & II and Internship I & II). Students who wish to complete clinical courses must formally apply to the Counseling Program.

Non-degree seeking students

health degree must provide transcripts from all colleges and universities attended, have a minimum of 3.0 GPA in their graduate coursework, complete the application for enrollment, sign an informed consent and confidentiality agreement, and pay a \$35 application fee.

Non-

enrolled in a graduate program in counseling or related mental health field at another college or university may also be permitted to apply. However, in addition to the aforementioned requirements, they must also include a letter from their academic department on official letterhead stating they are good academic and professional standing within the program and are authorized to take the course(s).

Non-degree seeking students must apply online and submit all required documents three weeks in advanced of registration for each term. Non-degree seeking students must also provide proof of liability insurance coverage, complete a background check, and complete the Protection of Minors training prior to enrollment.

SM

UNIFIED CURRICULUM, LICENSURE AND AREAS OF SPECIALTY

CLINICAL MENTAL HEALTH COUNSELING SPECIALTY: ELECTIVE OPTION

(63 Credit Hours)

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

Students must com

CLINCIAL MENTAL HEAL

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

must complete all core classes (unless otherwise noted above) and

CLINICAL MENTAL HEALTH SPECIALTY: CHILD & ADOLESCENT COUNSELING ELECTIVE CONCENTRATION

(63 Credit Hours)

For students starting the degree August 2017 or later

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

REQUIRED CORE COURSEWORK

COURSEWORK FOR LGBT AFFIRMATIVE THERAPY ELECTIVE CONCENTRATION (3 COURSES = 9 CREDIT HOURS)

Bectives may be taken prior to the Qinical Sequence (Practicum and Internship), or concurrent with the Qinical Sequence, as long as the student has a minimum of 45 credit hours and all core coursework complete prior to the start of Practicum. Students should be aware that some courses that count as electives may be required to work with certain populations in the Center for Family Counseling (e.g., couples, families, children, adolescents).

HDCN 6355. Affirmative Therapy with Lesbian, Gay and Bisexual Clients	3
HDCN 6356. Affirmative Therapy with Transgender Clients	3
HDCN 6357. Affirmative Therapy with LGBT Couples and Families	3
TOTAL CREDIT HOURS	63

^{*} Students must complete a minimum of 300 clinical hours in practicum/internship. Details regarding clinical hour requirements are avail (30034-4(le)5(s/in)-3(tx9t(th)-6(e)4(C(o)-2(u)-4(n)-4(s56(e)4(ling)-4P))TJETQq72.384 557.74 503.38

CLINICAL MENTAL HEALTH SPECIALTY: EXPRESSIVE ARTS THERAPIES ELECTIVE CONCENTRATION

(63 Credit Hours)

For students starting the degree August 2017 or later

The Expressive Arts Therapies Elective Concentration trains students to use expressive, experiential methods in counseling, such as visual arts, music, dance/movement, and mindfulness techniques. This program of study prepares all students to seek licensure as a Licensed Professional Counselor (LPC) in the State of Texas. Courses in this specialty may be applied toward the academic requirements for the Registered Expressive Arts Therapist designation.

REQUIRED CORE COURSEWORK

requirements prior to the start of Practicum. Please refer to the Counseling Program Student Handboo additional details.	ok for
HDCN 6395: Supervised Clinical Practicum (extends over 2 terms enroll only	3
once)	
HDCN 6398: Internship I	3
HDCN 6399: Internship II	3
TOTAL CORE + CLINICAL CREDIT HOURS	54
EXPRESSIVE ARTS THERAPIES ELECTIVE CONCENTRATION COURSEWORK	
(3 COURSES = 9 CREDIT HOURS)	

Bectives may be taken prior to the Qinical Sequence (Practicum and Internship), or concurrent with the Qinical Sequence, as long as the student has a minimum of 45 credit hours and all core coursework complete prior to the start of Practicum (except as noted above). Students should be aware that some courses that count as electives may be required to work with certain populations in the Center for Family Counseling (e.g., couples, families, children, adolescents).

HDCN 6344 Expressive Arts Therapy: Creative And Therapeut62.664 (CREDC)3(OPY

MARRIAGE, COUPLE, & FAMILY COUNSELING SPECIALITY

(63 Credit Hours)

For students starting the degree August 2017 or later

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

REQUIRED CORE COURSEWORK

CLINICAL SEQUENCE: PRACTICUM, INTERNSHIP I & INTERNSHIP II (3 COURSES = 9 CREDIT HOURS) Students must complete all core classes (unless otherwise noted above) and have a minimum of 45 credit hours before starting the Clinical Sequence. In addition, students must pass the MOCCe Exam and complete other requirements prior to the start of Practicum. Please refer to the Counseling Program Student Handbook for additional details.	
HDCN 6395: Supervised Clinical Practicum (extends over 2 terms enroll only once)	3
HDCN 6398: Internship I	3
HDCN 6399: Internship II	3
TOTAL CORE + CLINICAL CREDIT HOURS	54
REQUIRED FOR MCF SPECIALTY COURSEWORK AND LMFT LICENSURE	
(3 COURSES = 9 CREDIT HOURS) Choose 3 of the following:	
Bectives may be taken prior to the Clinical Sequence (Practicum and Internship), or concurrent with the Clinical Sequence, as long as the student has a minimum of 45 credit hours and all core coursework complete prior to the start of Practicum (except as noted above). Students should be aware that some courses that count as electives may be required to work with certain populations in the Center for Family Counseling (e.g., couples, families, children, adolescents).	
HDCN 6316: Family Therapy I: Intergenerational Theories and Treatment	3
HDCN 6317: Family Therapy II: Contemporary Theories and Treatment	3
HDCN 6311: Couples Therapy: Theories and Treatment	3
HDCN 6314: Sexual Counseling/Therapy	3
TOTAL CREDIT HOURS	63

Optional Electives. If desired, LMFT students may exceed the 63 credit-hour program requirements by adding any of the following electives: HDCN 6343 Child Counseling: Play Therapy;

CLINICAL SEQUENCE: PRACTICUM, INTERNSHIP I & INTERNSHIP II (3 COURSES = 9 CREDIT HOURS) Students must complete all core classes (unless otherwise noted above) and have a minimum of 45 credit hours before starting the Clinical Sequence. In addition, students must pass the MOCCe Exam and complete other requirements prior to the start of Practicum. Please refer to the Counseling Program Student Handbook for additional details. HDCN 6395: Supervised Clinical Practicum (extends over 2 terms enroll only once) 3 HDCN 6398: Internship I 3 HDCN 6399: Internship II 3 54 TOTAL CORE + CLINICAL CREDIT HOURS REQUIRED SC SPECIALTY COURSEWORK for SCHOOL COUNSELORS (2 COURSES = 6 CREDIT HOURS) HDCN 6308/6309 Counseling in the Elementary/Secondary School (select one) 3 HDCN 6342 Cognitive, Career, and Educational Assessment 3 OPEN ELECTIVE (1 COURSE = 3 CREDIT HOURS) 3

Electives may be taken prior to the Clinical Sequence (Practicum and Internship), or concurrent with the Clinical Sequence, as long as the student has a minimum of 45 credit hours and all core

DEGREE PLANNING AND COURSE SEQUENCE

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

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

Required first term courses:

HDON 6320 Life Span Human Development HDON 6320 Basic Clinical Methods for Individuals, Couples, a Additionally, all Program in Counseling students are required to attend a Group Advising session. Group Advising is scheduled during the first week of each admitting term. If for any reason a student cannot attend the designated session,

COUNSELING EXPERIENCE

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

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

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

TCA: online at http://www.txca.org/tca/Ethics1.asp?SnID=1, (follows the Ethical Code forwarded by the ACA)

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

Texas State Board of Examiners of Marriage & Family Therapists: http://www.dshs.state.tx.us/mft/mft_ethics.shtmBT/F1 12 Tf1 0 0 1 462.94 522.31 Tm0 g0 G()]TJETQqsic **Procedure Definitions**

Pre-Practicum: the term directly before Practicum enrollment

<u>Qinical Sequence:</u> the terms ranging from the beginning of Practicum to the completion of Internship

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

WEEK 1:

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

WEEK 2:

Optional: Attend the informational pre-practicum meeting.

The Program Coordinator will email all eligible students the Pre-Practicum application

but no later than the end of the 5^{th} week of the term, and the completion certificate

The Internship Director will email students the options to take the on-campus proctored MOCCe. Students must register for one of the available timeslots no later than the 4th Monday of the term, in order to be eligible to take the exam this term.

The remaining time prior to the 6th week of the term for the MOCCe open period should be used for studying core curriculum.

WEEK 6:

During the set on-campus proctored exam times, students will be required to bring their personal technology device, to individually complete the MOCCe during the 6th week of the term. Students who fail to take the exam in their registered proctor exam timeframe will not be permitted to enter practicum the following term.

The Clinic Coordinator, Clinic Director, and Internship Director, as well as the student, will receive their MOCCe score upon completion.

The students who achieve the highest scores and complete the above steps appropriately will be registered in the Practicum co7m2i5rs6W* nB30ror Preaot btPd5(t)4(irect)5(or)-3(,)26JETQq0.0

WEEK 7:

The top eligible students are permitted

no limits to the number of times the PPe may be taken, but it must be passed with a grade of 90% or above prior to 5pm the 7th Friday of the term, to be eligible to retain Practicum enrollment. Completion of a passing grade of 90% or above on the PPe will be time stamped in Canvas and, in addition to the above specified requirements, reviewed by the Assistant Program Director and Program Coordinator.

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

WEEK 8:

Τ

, via email, to the Clinic

Coordinator no later than 5pm the 8th Friday of the term. Changes to student schedules for the following term of Practicum may not be made after this time.

WEEK 9:

The Clinic Coordinator will email all registered students their specific group and triadic supervision schedule for 1st term of Practicum.

WEEK 1 OF PRACTICUM:

All students registered in 1st term of Practicum will be required to attend a one-

the supervisor. Students are required to complete any term in full for which they begin hours of dient contact (including carry over hours) and assist with the transition of dients to new student counselors if necessary.

Students may begin Practicum with advisor approval upon completion of the 45 course credit hours. Students may choose to start Practicum later in their program; many students opt to complete all course work before beginning Practicum and Internships. Doing so ensures a alification to service a wider array of dient populations. Certain courses have been designated as prerequisites to servicing specific populations during practicum (See Degree Planning and Course Sequencing).

A <u>minimum of four terms</u> of active hour accumulation is required to complete all practica and internship requirements. There is a one-time tuition charge for each of the three clinical courses: Practicum, Internship I and Internship II. However, an additional fees may be assessed for the second term of Practicum. Students who have not completed all required counseling contact hours within one-year (5 terms) of beginning Practicum may be required to pay tuition for each additional term beginning with the sixth term. Students petitioning for an extension due to unavoidable circumstances may make a written request to the Counseling Program Director.

During all three courses, the assigned supervisor and/or the Family Center Director determines student progress on a case-by-case basis in conjunction with faculty feedback. A supervisor may require a student to complete more direct hours of contact (above the designated direct 40 hour minimum required of practicum and the 240 hour minimum required of internship), or reduce a lient load, if the student is deemed skill deficient, requires additional mentoring, exhibits behavior of questionable professional integrity, or if the wellness of the student-intraining is of concern.

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

Upon beginning practica and continuing through internships, SMU Program in Counseling students will no longer follow the SMU academic schedule, but will assume the professional daily/weekly/holiday model of the professional world. While in practicum, students will follow the SMU Center for Family Counseling schedule and then the schedule of their chosen field site during internships for holidays and vacation. In Addition, STUDENTS ARE EXPECTED TO PROGRESS THROUGH COURSES 6395, 6398, AND 6399 SEQUENTIALLY, CONTINUOUSLY, AND WITHOUT INTERRUPTION, INCLUDING SUMMER.

THROUGH COURSES 6395, 6398, AND 6399 SEQUENTIA	ALLY, CONTINUOUSLY, AND WITHOUT INTERRUPTION
INCLUDING SUMMER.	
Note:	
Note:	

INTERNATIONAL STUDENT GUIDANCE

CHILDCARE

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

Human Development Graduate Student Graduate Programs Bulletin online at http://smu.edu/catalogs.

PAYMENT

Students are responsible for adhering to the payment schedules set by the University and published online at www.smu.edu/EnrollmentServices/Bursar/DueDates. Accordingly, students bear the responsibility for understanding and following Program in Counseling refund schedules

in a professional manner at all times by:

Never sending inappropriate content via e-mail. Never surfing the Internet or engaging in instant messaging, or similar

ETHICAL/LEGAL AWARENESS

STATEMENT OF LIABILITY AWARENESS

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

Refer to <u>page 35</u> for a list of websites where the ethical standards for each organization can be reviewed.

INSURANCE REQUIREMENT

Liability Insurance is a professional expectation. Every student admitted and enrolled in the Program in Counseling must carry student liability insurance (also called Professional Liability Insurance) with minimum \$1,000,000 incident/\$1,000,000 aggregate covering on- and off-campus training. Students bear responsibility for securing, paying for, and maintaining liability coverage throughout the degree program. Southern Methodist University, the SMU Program in Counseling, and the State of Texas do NOT provide legal protection to students-in-training.

Students are to provide the Counseling office with documentation indicating proof of coverage, including dates of coverage, within the first term to be retained in their academic file. Enrollment in future terms is blocked for students who have not provided proof that they have current Professional Liability Insurance. Additionally, students must present proof of coverage to every instructor/course in which counseling practice occurs and keep this coverage current. It is the

that the coverage has been renewed each year.

Students who let their professional liability insurance expire may attend class, but may not participate in any activity where they role play, provide direct services to dients, engage in discussion with pairs or threesomes, etc. in classroom activities, mini practicums, group process in class, leading groups, etc. At the discretion of the instructor, restricted participation status my

NON-DISCRIMINATORY STATEMENT

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation.

The above represents the officially drafted statement of nondiscrimination for Southern Methodist University. For more information, students may contact the Office of Institutional Access and Equity at 214-768-3601 or online at http://smu.edu/aao/.

Right to know and other legal disclosures found online at http://www.smu.edu/ola.

DISABILITY ACCOT

ACADEMIC POLICIES

ENROLLMENT

The Program in Counseling offers five terms of academic instruction from Fall through Summer. The terms; Fall, Winter, Spring, and May run ten weeks, while the Summer term lasts five weeks. Approximately twelve to fifteen full-length courses and two to four weekend seminars comprise each term (Summer term course offerings are usually fewer). Students may enroll in a maximum of two courses per term (three courses if, and only if, enrolled in an inter-term course) through the online registration system at my.SMU.

Course offerings are posted online at least a term before each enrollment period at http://www.smu.edu/Smmons/AreasOfStudy/DRC/C/Counseling/CourseSeminarSchedule. Students enrolled in a course that is cancelled due to low enrollment or instructor conflict will be notified by the Program in Counseling staff before the enrollment period closes.

DROPPING/WITHDRAWING

Counseling students must observe drop and withdraw deadlines regarding grades and refunds. Students may view the drop/withdrawal/refund schedule for each term online at the Counseling website. Visit Add/Drop/Withdrawal Policy to see policy concerning refunds for Add/Drops and Withdrawals. Students cannot drop themselves below one credit hour in my.SMU. To drop all courses for the term students must email their request to the Assistant director. Students must notify the Counseling office and process withdrawal paperwork for all courses in the term. Medical withdrawals are allowed.

STUDENT EVALUATIONS

Instructors complete an end-of-course student evaluation form for any student exhibiting deficient academic and/or behavioral performance. The student evaluation form assesses displayed academic and interpersonal skills during a given course and term. Student evaluations become a part of the academic record used to monitor student progress, including the ten-course formal Progress Assessment, and documented concerns may lead to student competency remediation.

STUDENT COMPETENCE

Counseling potential extends beyond academic performance; it includes a collection and demonstration of interpersonal skills. For this reason, student behaviors (i.e. open-mindedness, kindness, patience, communicative style, integrity, honesty, respect, classroom demeanor, etc.) are evaluated by faculty during each academic term. Faculty concerns regarding student competence are addressed so that a remediation process may begin. Failure to progress, adhere to sanctions, or refusal to comply with competency expectations may result in student expulsion from the Program in Counseling and SMU.

Procedures for Identifying Student Competency Concerns:

- 1. Instructor completes a <u>Student Progress Form</u> that details the specific concern(s) including the degree of concern (minor, some, or major) as well as steps/procedures for remediation, if applicable. A sample copy of the Student Progress Form is provided at the end of this section.
- 2. If the degree of concern indicated by the

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Term 2015 Summer Term

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PROBATION, SUSPENSION, AND DISMISSAL

Reporting Oriminal Offenses: an admitted student (regardless of enrolled status) must notify the Program Director in writing within 48 hours if any of the following events occur:

Any arrest of the student, not including a Class Cmisdemeanor traffic offense Any criminal case filed against the student

Any criminal conviction, not including a Class Cmisdemeanor traffic offense

Any disciplinary action from another licensing board in which the student is currently licensed or from a professional organization in which the student is a member (including another state)

Failure to notify the Program Director of any situation described above within the 48-hour time period may result in disciplinary action by the Program in Counseling, which may include removal from the Program.

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin. http://www.smu.edu/catalogs

Failure to meet established minimum acceptable standards of academic or disciplinary performance can result in probation, suspension or dismissal. Information regarding disciplinary action can be found under Code of Conduct in the Student Affairs section of this catalog.

Graduate students must maintain a cumulative GPA of 3.00. If in any term the student falls below this GPA, the student will be placed on probation for one term. If at the end of the term of probation the cumulative GPA is not up to 3.00, the student may be removed from the program at the discretion of the Program Director and/or Dean. Additionally, students who earn two Cs or lower may be dismissed from the program.

Academic probation is a serious warning that the student is not making satisfactory academic progress. A student on academic probation is still eligible to enroll and is considered in good standing for enrolling in classes and for certification purposes. Academic probation is not noted on the permanent academic record; however, a student on academic probation may be subject to certain conditions during the period of probation and will be subject to academic suspension if he or she does not clear academic probation.

Refer to the Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin for details regarding Suspension and Dismissal.

COURSE EVALUATIONS

COURSE ATTENDANCE

Instructors utilize their own grading criteria concerning absences and tardiness but <u>all</u> courses are subject to the following attendance policies:

Failure to attend the first class may negatively impact your final grade for the course. Grade reductions are at the discretion of the instructor, and are explained in the course syllabus.

Students should give instructors

If a student must miss one class, it is the and assignments covered during their absence.

A stud impacted if two absences occur.

receive a grade of Incomplete if the requirements to do so have been met (see the policy on Grades of Incomplete contained in this syllabus)

receive a failing grade for the course

drop or withdraw from the course (This option may have a <u>financial</u> and/or <u>financial aid</u> impact. Student should refer to the Add/Drop Policy and the Withdrawal Policy for the Counseling program which can be found at

all material

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

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

The te

taking quizzes, tests or examinations; (2) dependence upon the aid of sources specifically prohibited by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; (4) dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); (5) any other act designed to give a student an unfair advantage.

If cheating or plagiarism is discovered, a faculty member will assign penalties. Penalties can include reducing or changing a grade or issuing a failing grade for an assignment/test or for the entire course. In addition, a student who has cheated or plagiarized may be dismissed from the academic program and the university.

INCOMPLETES

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

A student may temporarily receive a grade of Incomplete (/

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

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

DIPLOMAS

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

It is the responsibility of each student interested in potential licensure or certification outside of Texas to understand Texas rules of reciprocity as well as the guidelines for their state(s) of interest.

STUDENT RESOURCES

SMU IDENTIFICATION CARD

Every admitted Counseling student receives an SMU ID number. This SMU ID number allows students to access information online for enrollment and research, and to utilize other campus resources like the Canvas online education system. Students are encouraged to secure an SMU photo ID by going to the or logging into SMU ID Card Services and/or smu.edu/parknpony/. Students can receive discounts throughout the DFW area using their SMU ID.

TEXTBOOKS

BOOKSTORE

Required course textbooks are available through the SMU Barnes & Noble Bookstore near main campus on Mockingbird Lane. Students may purchase textbooks at any book retailer or online. SMU Barnes & Noble does price match for Amazon. Students can now view Textbook information for all the courses in a selected term within my.SMU. This feature is presented to you by my.SMU

APA STYLE

Program in Counseling graduate students are expected to understand and adhere to the American Psychological Association Style in all formal writing assignments during their academic tenure at SMU. It is recommended every student purchase an APA Publication Manual at the