Clinical Mental Health Counseling

PROGRAM MANUAL

2024-2025

Department of Counseling and Human Services
Leahy College of Health Sciences

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http://www.scranton.edu/academics/pcps/counseling/
(this website may be updated)

Department of Counseling and Human Services
University of Scranton
Graduate Counseling Programs

Student Responsibility Form

I have received the Program Manual for my graduate counseling program at the University of Scranton and, if I have questions concerning these materials, I have asked or will ask for clarification in COUN 509 C, R, S, the Professional Issues course for your specific program or I will ask my mentor or program director.

I understand that I am responsible for the information presented in this program manual. My signature below confirms that:

I have READ the manual

I have SIGNED UP for the list serv (p.22)

I ACKNOWLEDGE that various clearances (such as child abuse and PA criminal records check) will be required prior to any clinical experiences in the counseling program. If I am aware of any issues/concerns that may impact the process or outcome of these clearances, I will talk to my mentor and/or program director, and CTC Director **immediately and PRIOR to practicum**. A criminal record can impact movement in the counseling program and/or certification or licensure, which is part of the discussion that I will have with my mentor and/or program director, and CTC Director.

I AGREE to adhere to the policies and procedures and student responsibilities detailed in this program manual.

Date of Signature: _____

Student Name: **(Please PRINT)** _____

Student Signature: _____

_____

I understand that this form should be signed and returned to my Professional Issues instructor so that it can be included in my comprehensive student file.

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The following is specific to each program:

COUNSELOR ENDORSEMENT, CERTIFICATION & LICENSURE

The Department of Counseling and Human Services endorses certification and licensure of professional counselors and strongly recommends that students pursue the highest levels of ssional preparation.

CLINICAL REHABILITATION COUNSELING CERTIFICATION

The Commission on Rehabilitation Counselor Certification (CRCC) was established in 1974. The primary purpose of certification is to establish professional standards whereby persons with disabilities, related professionals, agency administrators, and the p

the examination if they graduated the semester prior to or will graduate the semester immediately following an administration of the National Counselor Exam NCE.

If students want to pursue this optio

include completion of 60 semester hours of graduate credits that include specific required course work and clinical instruction and 3,000 hours of supervised clinical experience.

PA State Licensing Board- Licensed Professional Counselor. The following are the detailed requirements and procedures needed to acquire status as a Licensed Professional Counselor in the Commonwealth of Pennsylvania:

1.

better while enrolled in the program. Applications for our chapter of Chi Sigma Iota are typically available on line through the Chi Sigma Iota website. Students must be recommended for membership and show promise for a capacity to represent the best about professional counseling including appropriate professional behavior, ethical judgment, emotional maturity, and attitudes conducive to working to advocate for wellness and human dignity for all.

Chi Delta Rho hosts a yearly initiation ceremony during the spring semester to welcome new members and highlight the achievements of current members and officers. Please check the list serv for announcements related to all Chi Delta Rho Honor Society activities.

POLICIES, PROCEDURES, & MISCELLANEOUS INFORMATION

ADMISSIONS

The applicant for admissions to any counseling program
college or university and provide the Office of Admissions with evidence of satisfactory undergraduate preparation. The ordinary standard for admission is an undergraduate GPA of at least

PROBATIONARY AND PROVISIONAL ADMISSION

5. Program specific outcomes

   - Clinical Mental Health Counseling: Demonstrate knowledge pertaining to the provision of evidence-based clinical mental health counseling services that enhance the emotional, cognitive, behavioral, relational, and spiritual well-being of individuals, families, and groups seeking help with either everyday life concerns or more significant challenges.

   - Clinical Rehabilitation Counseling: Demonstrate the specialized knowledge, skills, and attitudes to identify and implement evidenced-based practices in collaboration with individuals who live with disabilities to achieve their personal, social, psychological, and vocational goals.

   - School Counseling: Design, develop, and implement all aspects of the American School Counselor

practicum you are allowed to register for practicum (3cr) plus two courses (6cr) for a total of 9 credits. In the semester prior to practicum, **students will be required to attend a mandatory pre-practicum meeting and complete an application.**

not been treated fairly by a full-time or adjunct faculty member may confidentially discuss their concerns with the Director of their program. If the concern is not resolved, students should contact the CHS Department Chair. Finally, if resolution cannot be found at the department level, students are encouraged to contact the Dean of the Leahy College of Health Sciences. Further guidance can be found in the University Student Handbook.

STUDENTS WITH DISABILITIES

The Department of Counseling and Human Services, as an academic department of the University of Scranton, complies with all applicable laws and regulations with respect to the accommodation of disabilities as these defined in the law. The University will

DIRECTED STUDY AND READER COURSES

Students may enroll for a directed study course to pursue an area of interest under the guidance of a faculty member. In extraordinary cases, a regular course may be offered to a student as a reader. Use of these courses is highly restricted and reserved for students of demonstrated competence and who have shown the ability to work independently. These courses are not appropriate for student convenience in scheduling. Recommendation by the Program Director and approval by the Dean are required.

FACULTY/STUDENT RESEARCH PROGRAM

The University of Scranton Faculty/Student Research Program [FSRP] is a university-wide program which offers students an opportunity to be involved in faculty research activities. The program is administered by the Office of Research Services and participation is open to all students in good academic standing. The program is offered on a non-credit basis; however, students receive transcript recognition for participation. Interested students may contact their program director or the Office of Research and Sponsored Programs, IMBM Bldg. 202, http://www.academic.scranton.edu/department/ors, (570) 941-6353.

SUPPORT FOR STUDENT RESEARCH/PROFESSIONAL DEVELOPMENT

Students are encouraged to become involved in research and professional development opportunities within the department and within professional organizations.

The Office of Research and Sponsored Programs (ORSP) has funds available to assist students who will be attending professional conferences
research done in conjunction with a faculty mentor. These funds are quite limited. Consult with a faculty member or your program director. The LCHS
presenting at professional conferences. The application form is included in this manual on page 34.

FEES, CHARGES, AND SERVICES

The student should consult the current Graduate Studies Catalog for a discussion of fees, charges, financial aid opportunities, graduate assistantships, and student services. Additional fees related to your program of study such as testing fees and certification/licensure fees are provided in the program specific section of the handbook. These vary based on the graduate program in which you are enrolled.

FINANCIAL AID AND ASSISTANTSHIPS

A certain number of assistantships in the Department of Counseling and Human Services are designated for graduate students in counseling. Counseling students are also encouraged to apply for assistantships elsewhere on campus. Other academic departments and student affairs programs have typically employed counseling students in the past. Students are encouraged to contact the financial aid office to discuss procedures and policies for student loans. Please see your Program Director and/or Mentor with any questions.

CENTER FOR TEACHING AND OFFICE OF STUDENT SUPPORT AND SUCCESS

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WEINBERG MEMORIAL LIBRARY

The Weinberg Memorial Library provides information, services, and programs that meet the current and anticipated educational, research, and public service needs of the University's students and faculty.

Library Tutorials

In these view-only tutorials, you will learn how to use resources found in the library. These instructions include how

plan to take the exam. As of Fall 2019, students matriculating into a graduate counseling program will be required to take the Counselor Preparation Comprehensive Examination (CPCE) near the conclusion of their program. Students must score greater than or equal to one standard deviation below the national mean on the full-scale score for that test administration to pass the exam. Students will have two opportunities to pass the exam successfully. Students who do not pass the exam after the second administration will be required to meet with their program director to develop a time limited plan that allows them to demonstrate competency and proficiency as set forth in the Program Manuals. Ultimately, students who are unable to demonstrate competency and proficiency within the specified timeline will not successfully finish their program

During the transition period between Fall of 2015 and prior to Fall of 2019, students matriculating into a graduate counseling program

If you need assistance contact tech support at 570-941-4357.

CHS LIST SERV (CHSL)

In an effort to enhance overall program communications, the Department of Counseling and Human Services has developed a CHS ListServ. We ask that ALL students to subscribe as soon as possible. The ListServ will be used to send out important departmental and program announcements.

To subscribe to the CHSL list, send an email to sympa@royallists.scranton.edu with the following subject: subscribe chsl

Do not put anything in the message body. Be sure to remove any email signatures as well.

A reply will be sent confirming subscription to the list.

Contact the Technology Support Center (941-4357) if you need assistance formatting your e-mail. The Technology Support Center is familiar with both the SUBSCRIBE and UNSUBSCRIBE procedures.

OTHER INFORMATION

The student should refer to the General Information section of the most recent Graduate Studies Catalog (online) for additional relevant policies, procedures, and information.

Students will need to make arrangements for receiving a U of S photo ID and a parking decal. Photo ID is required to use the University library, computer labs, and McGurrin Hall.

OTHER TELEPHONE NUMBERS: Dial (570)-

FITNESS FOR THE PROFESSION OF COUNSELING

Professional/Personal Attributes: Counseling

Professional/Personal Attributes	Description

counseling profession. The ability to critically assess

relate to the standards of excellence and ethics, and the best practices, of the counseling profession.

The ability to exhibit appropriate professional attitudes and conduct; ability to represent the profession ethically and effectively. Willingness to assume roles of service and advocacy.

Ability to demonstrate **theory-into-practice**, that is, to translate learned values and content knowledge into professional/personal attitudes and action.

Developing participation in the varied roles of the professional counselor and participation in professional organizations through membership, service and scholarship.

Ability to see oneself as connected to a wider whole of regional/global needs, helping systems, and resources. A commitment to advocacy on behalf of clients and larger society, as well as to the pursuit of social justice, as

The following procedures are in place for students needing further progress:

Process 1:
Students receive feedback in an advising meeting with their mentor. In consultation with the mentor, the student will

Process 2:
Students may be unwilling and/or unable to follow through with **Process 1**; there is either lack of sufficient progress in, or resistance to, **Process 1.** In this case the Department will recommend to the LCHS Dean that the student be placed on probation and a more formal remediation plan be developed between the mentor and student, and ratified

Department Chair, and (3) one other full-time faculty member appointed by the Chair on an ad hoc basis.

A remediation plan may include but not be limited to the following: (1) Identification of the problem areas, (2) Expected behavioral and/or attitudinal changes, (3) Potential methods for achieving and demonstrating change, and (4) Timeline for completion.

Each student involved in this process has the option of bringing an advocate (neither a family member nor a lawyer) to meetings with the Retention Committee.

A copy of the plan will be given to the student, and one will be retained by the mentor, retention committee, and the LCHS Dean. Satisfactory completion of the plan and consistent demonstration of appropriate conduct should be assessed by the committee on an agreed timeline and will result in a decision to recommend removal from probation to the LCHS Dean.

Process 3:
If processes 1 & 2 fail, the entire faculty may (1) recommend voluntary termination/resignation to the student and/or (2) recommend dismissal to the LCHS Dean. If dismissal from the program is recommended, the Department will forward that recommendation to the LCHS Dean for disposition.

In rare cases the faculty may become aware of issues or behavior that raise doubts about a student's ability to either (a) successfully complete the program, or (b) move forward as a practicing professional counselor. When such information becomes available, the faculty have a duty to review the information fully and carefully, to notify the student of concerns and the outcome of the review, and to select a course of action that is commensurate with accepted ethical and legal procedures as well as the "best practices" of the profession.

In these instances the faculty, in consultation with the LCHS Dean, may find it necessary to forego the step-by-step procedures listed above and move directly to recommend probation and remediation or dismissal from the program.

The retention standards and policies of the University of Scranton and the Department of Counseling and Human Services are free of any limitation, specification, or discrimination on the grounds of race, religion, color, national or ethnic origin, sex, sexual orientation, age, or disability, except as provided by law. Applications for admission from members of groups that are traditionally underrepresented in the counseling profession are encoun e1alicati27itthe esDean.

CLINICAL MENTAL HEALTH COUNSELING PROGRAM

11. Ability to apply knowledge of substance use problems, including their etiology, assessment, and relationship to other client problems
12. Ability to alter counseling processes so that they are multiculturally appropriate, including building therapeutic relationship and rapport, case conceptualization, assessment, diagnosis, treatment planning, intervention, ethical decision making, and outcome evaluation.
13. appropriate
14. Knowledge of management processes relevant to CMHC including program development, service delivery, and program evaluation

PROGRAM LEARNING OUTCOMES (PLOs)

Our three graduate counseling programs

THE PROGRAM

The Clinical Mental Health Counseling Program is a 60-credit curriculum that leads to the Master of Science degree and fulfills all the educational requirements for licensure as a professional counselor in the state of Pennsylvania and many other states. The curriculum is divided into four categories: Foundations of Professional Counseling, Clinical Mental Health Counseling Courses, Clinical

PRACTICUM

The practicum in Clinical Mental Health Counseling is attempted after the completion of a minimum of 30 credits of coursework to include the prerequisites COUN 501, 502, 503, 504, and 509-C. It provides for the development of individual and group counseling skills under supervision. The practicum consists of 100 clock hours and must (1) include a minimum of 40 hours of direct service work with clientele appropriate to the student's program; (2) include a minimum of one hour per week of individual supervision by a program faculty member; (3) include a minimum of one and one-half hours per week of group supervision by program faculty with other students in practicum; (4) include a variety of professional activities other than direct service work; (5) allow the student to obtain audio- and/or video interactions with clients for use in individual and group supervision; (6) allow the student to gain supervised experience in the use of a variety of professional resources such as appraisal instruments, computer software, print and digital media, and professional literature; and (7) include formal evaluation of the student's performance by a program faculty member.

INTERNSHIP

The internship in the Clinical Mental Health Counseling program is attempted after at least 36 credits of coursework have been completed. A prerequisite for attempting internship is successful completion of COUN 590-Practicum in Clinical Mental Health Counseling. The iona2 11.04 Tf1 0 0 1 72.024 699.94 Tm0 g0 G[(PR)7(

Clinical Mental Health Counseling Program Course Sequencing Grid*

COUN	Course Title	Summer	Fall	Intersession	Spring

* These course offerings are as they are available starting the 2023-2024 Academic Year. The schedule for courses may need to be changed in the future. Please check with your advisor for any changes and for completing a plan of study throughout the program.

Prospectus of Study for Clinical Mental Health Counseling Program

progressing through the CMHC program of study. For example, some students take advantage of Intersession and/or Summer courses, while others choose to take courses in the Fall and Spring semesters only. To determine the most appropriate schedule, students meet with their mentor each semester to enroll in courses. The maximum number of graduate credits that a student may attempt in one semester is 12. Full-time graduate student status requires a minimum of 6 credits per semester; however, students may take fewer or more credits per semester, depending upon their circumstances. Therefore, the prospectuses provided below are recommended course sequences.

The 6 -9 Hour/Semester Plan

First Year

Fall:

- 502: Counseling Theories
- 509 -C: Professional Issues

Intersession:

- 503: Group Process and Practice

Spring:

- 504: Appraisal Techniques
- 505: Research Methods
- 508: Lifespan Development

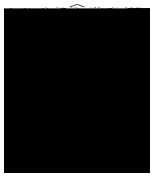
Summer:

- 506: Diversity and Social Justice , 507: Career and Lifestyle Development, or 549: Assessment and Diagnosis

Second Year

Fall:

- 501: Counseling and Interviewing Skills
-



Master of Science Degree

Clinical Mental Health Counseling

Plan of Study (60 credits)

Student Name:
Acceptance Status:
Acceptance Conditions:

Program Start Date:
Graduation Date:

Foundations of Professional Counseling

(These classes cover the content of the CPCE and NCE.)

___ COUN 501 Counseling & Interviewing Skills (Fa, Sp)

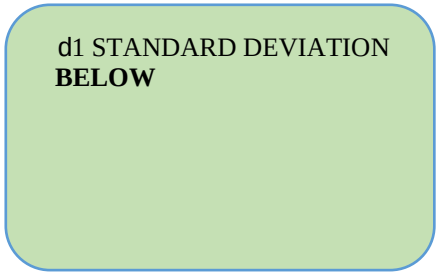
Counseling Core Competency Areas

		Formative	Date		Summative	Date
1)	Prof. Orientation & Ethical Practice	1 2 3 4			1 2 3 4	
	Notes:					
2)	Social and Cultural Diversity	1 2 3 4			1 2 3 4	
	Notes:					
3)	Human Growth and Development	1 2 3 4			1 2 3 4	
	Notes:					
4)	Career Development	1 2 3 4				

Checklist for Comprehensive Professional Counselor Exam (CPCE)

To be eligible to take the Comprehensive Professional Counselor Exam (CPCE) you have successfully completed at least 7 of the 9 classes and be currently taking the remaining 2 classes during

Appendix A
Comprehensive Exam (CPCE) Decision-Making Tree



THE UNIVERSITY OF

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