

Student Handbook
Department of Counseling
University of Nebraska at Omaha

College of Education
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<http://www.unomaha.edu/college-of-education/counseling/index.php>

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Scope of Student Handbook

The UNO Counseling Department (“the department”) student handbook outlines key departmental programs, policies, and procedure. Students should refer to the **UNO Graduate Catalogue** corresponding to the academic year they were admitted to the Department of Counseling as a degree seeking student for questions regarding curriculum requirements.

Goals of Student Handbook

1. Inform students about relevant departmental program, policies, and procedures.
2. Serve as a resource in conjunction with guidelines contained in the UNO Graduate Catalog and with regular consultation with the student's faculty advisor.
 - a. Note: while the department's student handbook is revised intermittently, students are reminded that their degree/graduation requirements remain the requirements published in the UNO Graduate Catalogue for the academic semester in which they were admitted as a degree seeking student. Students wishing to adapt or revise their degree to address revised curriculums must have the approval of their faculty advisor and department chair.

University of Nebraska at Omaha Philosophy

Since its founding in 1908, UNO has sought to provide the city of Omaha, the State of Nebraska, and other states in which graduates may eventually seek residence and employment with individuals of sound intellectual training and preparation for life. Its goal for students has been: *"to earn a living and live a cultured life not as two processes, but as one"*.

UNO Department of Counseling

Faculty

The UNO Counseling Department (COUN) consists of 7 core faculty members, 1 administrative assistant, 2 graduate assistants, and 2 part-time clinical coordinators for the UNO Community Counseling Clinic (CCC). Additionally, experienced instructors with expertise in clinical mental health counseling, school counseling, and student affairs/higher education are utilized as part-time (“adjunct”) instructors.

Core Faculty

Tina Christine Chasek, Ph.D., LIMHP, LADC, LPC	Department Chair
Abby Bjornsen-Ramig, Ph.D., LP	Associate Professor
Charmayne Adams, Ph.D., LIMHP, CPC	Assistant Professor
Ashley Blount, Ph.D., LPCC, NCC	Assistant Professor
Isak Kim, Ph.D., NCC	Assistant Professor

Faculty & Staff Roles

Department Chair	Dr. Chasek
Graduate Program Committee-Chair	Dr. Chasek
Graduate Program Committee-Members	Dr. Adams; Mr. Tran
NBCC/CPCE Liaison	Dr. Adams
CACREP Liaison	Dr. Chasek
CAEP Liaison	Dr. Chasek; Mr. Tran

Program Coordinator, Clinical Mental Health Counseling	Dr. Adams
Program Coordinator, School Counseling	Mr. Tran
Program Coordinator, Student Affairs in Higher Education	Dr. Blount
Clinical Training Direct-CMHC	Dr. Bjornsen-Ramig
Graduate Review Committee-Chair	Dr. Adams
Graduate Review Committee-Members	Dr. Bjornsen-Ramig
	Dr. Blount
	Dr. Kim
	Mr. Tran
Diversity/Retention Committee-Chair	Dr. Bjornsen-Ramig
Diversity/Retention Committee	Dr. Blount
	Mr. Tran
Office Associate	Ms. Barb Newell
Chi Sigma Iota Faculty Advisors	Dr. Chasek; Dr. Kim
Director, Community Counseling Clinic (CCC)	Dr. Bjornsen-Ramig
Community Counseling Clinic Coordinator	Morgan Pospisil
Graduate Assistants	Jacob Ignagni; Pedro Tostes Ribeiro Radusewski

UNO Community Counseling Clinic (CCC)

The UNO Community Clinic (CCC) is the UNO Counseling Department's in-house training and research clinic. The clinic serves UNO and the citizens of the Omaha metro region by providing low-cost counseling services. Clients are served by advanced clinical mental health counseling students completing their practicum and/or internship under the supervision of fully licensed department faculty. Services include individual, group, couples, and family counseling under the clinical and administrative supervision of counseling faculty and staff licensed as mental health professionals. Additional information can be found on the CCC webpage.

Mission Statement

The mission of the UNO Counseling Department is to provide high quality academic and clinical preparation leading to eligibility for licensure and certification as professional counselors. Through a rigorous, evidence-based curriculum designed to train critical thinkers and reflective practitioners, candidates are prepared to work with diverse clients across multiple professional settings and engage and remain active as advocates and future leaders within and for the counseling profession and those we serve.

Vision Statement

The vision of the UNO Counseling Department is to prepare a diverse student population at the master's degree level for professional service as school counselors, clinical mental health counselors, student affairs professionals, and advanced study. Graduates of the program are eligible for professional licensure and certification in the school and mental health areas and are well prepared to function professionally within their area(s) of concentration. As dedicated practitioners, reflective scholars, and responsible citizens, our graduates are prepared to fill the need for licensed/certified clinical mental health counselors, school counselors, and student affairs professionals across the Omaha metropolitan region, Nebraska, and the nation.

Objectives

- Students in the Clinical Mental Health Counseling (CMHC) concentration will be prepared to work with the behavioral and mental health needs of individuals and families based on the strength-based, preventative, and wellness tenets of the counseling profession.
- Students in the School Counseling (SC) will be prepared to work as school counselors and will demonstrate the professional knowledge, skills, and practices necessary to promote the academic, career, and personal/social development of P-12 students.
- Students in the Student Affairs in Higher Education (SAHE) concentration will be prepared to work within a diverse range of college and university student affairs and administrative units.
- Students will demonstrate ethical and cultural competencies consistent with the documented expectations of the counseling discipline and professional area(s) of specialization.
- Students will demonstrate competence in evaluating and applying evidence-based research in their work with clients and/or students.
- Students will demonstrate mastery of core and specialization counseling curriculums through successful completion of a concentration specific comprehensive exam (CMHC/CPCE; SC/Praxis II; SAHE; Comprehensive Case Study).

Accreditation

The department's Clinical Mental Health Counseling (CMHC) and School Counseling (SC) programs are accredited under the 2009 Council for the Accreditation of Counseling and Other Related Educational Programs (**CACREP**) standards. A hallmark of the UNO Counseling Department for over two decades, CACREP accreditation illustrates the department's dedication to setting and maintaining the highest recognized academic and training standards in the counseling discipline. The UNO Counseling Department is the only counseling department in Nebraska with CACREP-accredited CMHC and SC programs. Where appropriate, the CMHC and SC programs also align with the North Central Association (NCA), the Council for the Accreditation of Educator Preparation (**CAEP**) and the Higher Learning Commission (**HLC**).

Benefits of graduating from a CACREP program include:

- CACREP-accreditation illustrates the program/degree meets the highest standards of the Counseling profession.
- Streamlined application process for provisional licensure (PLMHP) for CMHC in Nebraska and other state licensure boards.
- Option to take the National Counselor Examination (NCE/NCMHCE) prior to graduation.
- Option to become a Nationally Certified Counselor (NCC) upon graduation.
- Increased job prospects given many positions seek graduates from CACREP accredited programs.

Department Listserv

The UNO Counseling Department maintains a listserv for distributing important department information. Listserv information may include-but is not limited to- comprehensive and national licensure exam testing dates (i.e., CPCE, NCE, Praxis II), “group experience” sessions, and employment & professional development opportunities. Students fully admitted to the department will be automatically placed on the listserv. Students who are not receiving listserv messages should immediately contact the department’s graduate assistants.

Webpage

The UNO Counseling Department’s **webpage** provides critical information on department programs, policies, activities, the Community Counseling Clinic (CCC), and professional opportunities for students’ documents. Students are expected to utilize the website for, minimally, reviewing UNO, College of Education, and department policies as well as accessing critical documentation related to advising/degree planning and practicum/internship.

Graduate Programs (Concentration Areas)

The UNO Counseling Department offers the Masters of Science (M.S.) degree in Counseling in three specialization areas: Clinical Mental Health Counseling (**CMHC**), School Counseling (**SC**), and Student Affairs in Higher Education (**SAHE**). Students may choose to complete a M.S. with a thesis, which adds six (6) additional thesis hours to the M.S. degree. The CMHC and SC programs are both accredited by the Council for the Accreditation of Counseling and Related Educational Programs (**CACREP, 2009**). The SAHE program is not CACREP accredited.

M.S. in Counseling, Clinical Mental Health Counseling

1. 60 credit curriculum (non-thesis option; CACREP-accredited)
2. 66 credit curriculum (thesis option; CACREP-accredited)
3. Electives (see: Licensure/Certification): COUN 8686 & COUN 8696
4. Clinical Mental Health Counseling Curriculum & Plan of Study: Appendix B

M.S. in Counseling, School Counseling (SC)

1. 48 credit non-thesis option curriculum (CACREP-accredited)
2. 54 credit thesis curriculum (CACREP-accredited)
3. 60 credit Alternative Path Endorsement curriculum (CACREP-Accredited)
 - a. 48 credit curriculum
 - b. 12 credit curriculum w/required & elective courses
4. School Counseling Curriculum & Plan of Study: Appendix C
5. School Counseling Alternative Endorsement: Appendix D

M.S. in Student Affairs in Higher Education (SAHE)

1. Fully online, 38 credit
2. 42 credit thesis option
3. Fall enrollment only.
4. Student Affairs in Higher Education Curriculum & Plan of Study: Appendix E

Electives

Students interested in meeting the *academic* requirements for provisional licensure as a substance abuse counselor in Nebraska (PLADAC) should take **COUN 8686 & COUN 8696**. These courses, in addition to the CMCH curriculum, fulfill the academic-but not clinical practice-requirements for the PLADAC in NE. For CMHC students, these two online courses are best taken after all pre and co-requisite courses for practicum (COUN 8220) are completed.

Is there a “dual concentration” option?

Students may consider completing more than one concentration area after completing one full semester as a fully admitted student. If a second concentration area is added, the student will formally file their intention to complete a second concentration area through a ***Change in Plan of Study*** form or via a ***Degree Works petition***. Students interested in adding a second concentration area should also carefully review the following:

- If a student graduates with their MS in Counseling, and then later decides to pursue coursework to fulfill an additional concentration/endorsement after the MS degree has been granted, the student cannot apply or be admitted back into the MS in Counseling in order to take classes for the additional concentration.
Coursework to be completed for fulfillment of any additional concentrations after graduation can only be done through graduate non-degree status. Students can apply as graduate-non degree in order to enroll for classes, but will not be eligible for financial aid.
- While it is possible to receive master's degrees in various disciplines, individuals cannot apply or be admitted into a program for which a degree has already been awarded (even if pursuing a different concentration). UNO is unable to confer a degree for the same program multiple times.
- **Federal financial aid regulations prohibit a student from receiving aid if they are in a program that does not lead to a degree.**
 - In other words, if you graduate with a counseling degree and later return to complete a second concentration area, you are not able to apply back into the master's degree in counseling and receive financial aid because you have already received a master's degree in counseling.
 - UNO cannot confer a degree for the same program multiple times, even if a different concentration is being sought.
 - Additionally, students who are admitted under graduate non-degree or unclassified status are not eligible for financial aid.
- Students must complete ALL coursework in the second concentration area-with the exception of completed core curriculum course.
- Student's current standing in one concentration area does not guarantee acceptance into additional concentration.
- The addition of a second concentration area can extend an expected graduation date by a minimum of 1.5 to 2 years. Adding a second concentration area following graduation would have a similar completion timeline.

The formal process for requesting permission for a second concentration is as follows:

1. Fully admitted students seeking to add a concentration will *not* be required to re-apply to UNO Graduate Studies or UNO Counseling Department, but must be in good standing with the UNO Graduate School and Counseling Department.
2. Fully admitted students have a formal (face to face/Zoom) meeting with their faculty advisor to process their reasoning for adding a second concentration and review course/graduation requirements for the second concentration.
3. Student receives approval from their faculty advisor to interview for formal acceptance into the second concentration.
4. Student's faculty advisor emails department chair confirming student has met with advisor and received permission to apply for second concentration area.
5. Department chair will email graduate assistants requesting student be placed next admission interview schedule for admission into the second concentration area.

Advising

Students are assigned an advisor from their stated concentration upon provisional/full admission to the department. This advisor will be noted in their formal acceptance letter from the department. The new student orientation meeting will be the students initial contact with their advisor, where they will address their plan of study and specific courses for their first semester of enrollment. Following this initial advising session, students are encouraged to work closely with their advisor* each semester prior to their registration period to ensure they can complete their plan of study in the most efficient and effective manner.

- *Students are responsible for scheduling advising meetings with their advisors following the initial new student orientation advising session.

Distance Learning

The Student Affairs in Higher Education concentration is a fully online program.

The following online courses are currently offered for students in the CMHC and SC concentrations:

Course/Format	Title	CMMH	School
COUN 8010	Introduction to Counseling	X	
COUN 8040	Pro & Ethical Issues	X	X
COUN 8226	Career Dev. & Lifestyle	X	
COUN 8800	Clinical Mental Health Counseling	X	
COUN 8686	Med & Psycho-social Aspects of Alcohol/ Drug use/addiction	X (Elective)	
COUN 8696	Assmt & CM of Substance Abuse	X (Elective)	

VIA (Assessment Platform)

- VIA is used by the department for the purposes of assessment and, by extension, program/departmental improvement and development.
- All degree-seeking students are required to purchase an individual VIA account upon admission; non-degree students should contact department chair about need for a VIA account.
- VIA requires a one-time fee (\$130) that provides students a 7-year license.
- VIA registration link: <https://www.watermarkinsights.com/>

Canvas (Teaching/Learning Platform)

- Canvas is UNO's learning management system (LMS) and is distinct from VIA. While Canvas may be used in all COUN courses, VIA may be used by faculty largely for assessment. Students should seek clarification from course instructors concerning how they use VIA and Canvas during the first class of each semester. There is no cost for Canvas.

Clinical Experiences: Practicum and Internship

The CACREP-accredited Clinical Mental Health Counseling (CMHC) and School Counseling (SC) concentrations require one (1) semester/100-hour practicum and two (2) consecutive semester/300-hour internships. Distinct CMHC Practicum and Internship Manuals The department's SAHE concentration has requirements distinct from the CMHC and SC concentrations: there is no practicum semester, but there is a requirement for a two consecutive semester/300-hour internship.

Key Elements:

- Mandated Orientations:** **Mandatory** practicum and internship orientation meetings are held each semester for students entering COUN 8220 (CMHC Practicum) and COUN 8250 (CMHC Internship). SC and SAHE students should contact the SC and SAHE coordinators, respectively, for information regarding practicum and internship meetings. **Meeting notifications will be sent via the department listserv. Failure to attend may result in student forfeiting a seat in the course for their expected enrollment semester.**
- Timeline:** Given the numerous graduate-level CMHC and SC programs across the Omaha and Lincoln metro regions, students are strongly encouraged to secure a site well in advance of their practicum or internship semester. **Please check with your advisor if you have any questions.**
- Securing a Site:** While faculty will assist students in locating practicum and internship sites, students shall secure their own practicum and internship sites. This includes, but is not limited to, contacting potential sites, setting up interviews, and completing any/all site and/or departmental mandated background checks/drug screens.
- Site Locations (general):** The department updates their practicum/internship resource guide each summer. Still, programmatic and personnel changes are inevitable, so the contact information may not be current.
- Site Locations (CMHC):** ALL sites must be approved by the CMHC clinical coordinator. If a site is not on the current internship site list, the student shall provide the CMHC clinical coordinator (CC) with the contact information for the potential new site. The CC will contact the site manager/program manager and accept or decline the site. The CMHC internship site list is found on the department website.
- Site Locations (SC/SAHE):** SC should contact the SC concentration coordinator for site information and enrollment procedures.
- Documentation:** All required documentation and documentation timelines are included in the Practicum and Internship manuals for each concentration area. See CMHC Practicum and Internship Manuals on department website.

Affiliation Agreements: An “Affiliation Agreement” (AA) between the department and practicum/internship site is required for a student to be on site. CMHC students must contact the CMCH clinical coordinator to ensure a valid AA is on record. SC and SAHE students must contact the SC and SAHE coordinator, respectively, to ensure a valid AA is on record at all SC/SAHE sites.

Liability Insurance: Valid professional liability insurance is required for the entirety of the practicum/internship courses. Low cost liability insurance is available through HPSO, or free with student membership to the American Counseling Association (ACA) or American School Counseling Association (ASCA).

Background check: A second background check** is required for all CMHC and SC students a minimum of 60 days prior to the first day of practicum.

**Some practicum or internship site may also require a drug screen or additional background check.

COUN 8220: CMHC Practicum Enrollment

- A. While every effort will be made to place all eligible students, CACREP ratios and site availability may limit enrollment. Thus, enrollment in COUN 8220 during any particular semester cannot be guaranteed. If CACREP-mandated enrollment requirements or clinical sites are unavailable, those students will be prioritized for enrollment the following semesters.
- B. A student with more than a 1 year (3 semester) gap between completion of their pre-requisite coursework and their anticipated enrollment in COUN 8250 shall request written permission from the department chair to be considered for enrollment in COUN 8250. The department chair will consider the request in consultation with department faculty-and will a decision based on a) the student’s reasoning for the gap, and b) the timeline involved (i.e., 10-year limit for degree completion). The department chair, in consultation with the department’s Graduate Review Committee, may require students in this situation to retake coursework prior to enrollment in COUN 8250.

Enrollment Procedure: COUN 8220: CMHC Practicum

1. Attend mandatory practicum orientation one semester prior to expected enrollment.
 - a. **Failure to attend** the mandatory COUN 8220 orientation may result in student having to postpone practicum to a later semester.
2. Students must bring completed document verifying completion of all COUN 8220 pre-requisite & co-requisite coursework.
 - a. Document must be signed by students assigned faculty advisor.
 - b. Students who have not completed COUN 8610 (Co-Req) will not be allowed to counsel couples or families during practicum.

- c. Students who have not completed COUN 8360 (Co-Req) will not be able to lead group experiences (shadowing group leader is allowed, although counted as indirect hours).
3. The CMCH Practicum coordinator will review the student's required course completion document and outline the process for site assignments, key practicum policies and procedures, and the final enrollment.
4. Following the mandatory meeting, the department's administrative assistant will verify that each student is eligible for enrollment in COUN 8220 (per cross-checking submitted pre-req/co-req document).
5. Upon verification, the administrative assistant will notify the Practicum coordinator and department chair of the number/name of students eligible for COUN 8220.
6. In coordination with the Practicum coordinator and department chair, the department's administrative assistant will provide a registration permit for the student's assigned COUN 8220 section.
 - a. *While every effort will be made to place students in their preferred site location, site/COUN 8220 section placement cannot be guaranteed.*

COUN 8250/COUN 8260: CMHC Internship/Advanced Internship

- A. Student must bring a statement signed by current COUN 8220 instructor stating student is currently enrolled in COUN 8220 and on track to complete the course with a grade of B or higher. A grade of B or higher in COUN 8220 is required for enrollment in COUN 8250.
- B. While every effort will be made to place all eligible students, CACREP ratios and site availability may limit availability. Thus, placement/ enrollment in COUN 8250* cannot be guaranteed. While most students complete COUN 8250/8260 at the same site, placement/enrollment cannot be guaranteed for COUN 8250 students seeking to switch their site placement for COUN 8260. Students seeking to change their placement site for COUN 8260 should notify the clinical/internship coordinator at the earliest possible time.

Enrollment Procedure: COUN 8250: CMHC Internship

1. Attend mandatory internship orientation one semester prior to expected enrollment.
 - a. **Failure to attend** the mandatory COUN 8250 orientation may result in student having to postpone internship to a later semester.
2. Students must bring a statement signed by current COUN 8220 instructor stating student is currently enrolled in COUN 8220 and is on track to complete the course with a grade of B or higher.
 - a. *A student with more than a 1 year (3 semester) gap between completion of COUN 8220 and their anticipated enrollment in COUN 8250 (or between 8250-8260) shall request written permission from the department chair to enroll in COUN 8250/8260. The*

department chair will consider the request and make a decision based on a) the student's reasoning for the gap, and b) the timeline involved (i.e., 10-year limit for degree completion). The department chair, in consultation with the department's Graduate Review Committee, may require students in this situation to retake coursework prior to enrollment in COUN 8250.

3. The CMCH internship coordinator will review key policy/procedure/expectations for COUN 8250/8260, including process for identifying and securing a site.
4. Following the meeting, the department chair will confirm student eligibility for COUN 8250/8260 and direct the department's administrative assistant to send a registration permit for the student's requested 8250/8260 section.
 - a. *While every effort will be made to place students in their preferred site location and/or 8250/8260 class section, site location and course section placement cannot be guaranteed.*

Enrollment Procedure: COUN 8330/8430/8460: School Counseling Practicum & Internship

1. Meet with advisor and complete the practicum application form at least two semesters prior to the anticipated summer practicum.
2. During the early spring of the summer practicum year noted on your application students verify intent to complete summer practicum that calendar year.
3. Candidates complete and submit the COE supervised internship document from Student Services with preferred K-12 level and district noted.
4. Candidates are issued a permit to register for summer practicum.
5. Student Services working with school districts completes and notifies candidate of summer school placement for practicum.
6. Candidates are issued permits to register for Internship section for the fall following the successful completion of summer practicum at the K-12 level not completed in practicum.
7. Candidates are issued permits to register for advanced internship sections for spring following the successful completion of Fall internship.

Enrollment Procedure: COUN 8450: Student Affairs in Higher Education Internship

1. Students in the SAHE concentration are required to complete a 2-semester minimum internship in an appropriate site within a higher education setting. This 6-credit experience will be completed in no less than two academic semesters, with no less than 600 clock hours (40% of which must entail direct student service).
2. Students complete the SAHE Internship Application one semester prior to their intention of beginning internship and submit the form to SAHE program coordinator.

3. Once an internship site is secured, the student's site supervisor must complete the Internship Agreement form. The student shall collect this form from the site supervisor and submit directly to the SAHE program coordinator.
4. It should be noted that the following requirements must be met for a site to be deemed appropriate for internship:
 - a. One hour per week of face-to-face supervision with a supervisor holding a masters degree in SAHE or a closely related field
 - b. Permission by site to video/audio record meetings with students for use in individual supervision and group supervision (COUN 8450).
 - c. Formal evaluation by site supervisor at mid-semester and end of each semester of internship.

Student Conduct & Activities

Student Conduct

Students are expected to abide by the UNO Student Code of Conduct, found on the UNO website at <https://www.unomaha.edu/student-life/student-conduct-and-community-standards/docs/STUDENT-CODE-OF-CONDUCT-2016.pdf>. Further, students are expected to exhibit the personal and professional character expected of a professional counselor. This includes, but is not limited to, adherence to the current ethical standards of the counseling discipline broadly and the student's specialization area (e.g., ACA; ASCA; NASPA).

To that end, all degree seeking students, as well as non-degree seeking students completing a second concentration area, shall read and sign the department's "Understanding of Expectations" document (Appendix F) at the outset of each enrolled semester. Students will turn this signed document in to the department's administrative assistant who will keep a copy in their student file. In doing so, students attest to having read, understood, and are consenting to the policies, procedures, and expectations of UNO, the UNO Department of Counseling, and/or the Counseling profession while enrolled in the Department of Counseling.

Attendance/Participation

Individual instructors have discretion to implement policies regarding class attendance and/or participation for their courses. All such policies will be communicated to students in writing through the course syllabus. However, the UNO Counseling faculty expects students to attend, be punctual to, be actively engaged in, and behave professionally/ethically in all classes regardless of format (classroom/hybrid/fully-online). With valid documentation from the UNO Accessibility Services Center, Instructors will work with Accessibility Services to ensure attendance/participation issues are appropriately accommodated.

Academic Integrity

Students are expected to be familiar with-and abide by-the UNO Academic Integrity Policy. The UNO Statement on academic integrity:

The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found responsible for violating the policy on academic integrity may be subject to both academic disciplinary actions. Violations of the policy on Academic Integrity include, but are not limited to, the following:

1. *Cheating*
2. *Plagiarism*
3. *Abuse of Academic Materials and/or Equipment*
4. *Complicity in Academic Dishonesty*
5. *Falsifying Grade Reports*
6. *Misrepresentation to Avoid Academic Work*
7. *Originality*
8. *Other*

Detailed explanations of the 8 areas comprising Academic Integrity located at UNO:

<https://www.unomaha.edu/student-life/student-conduct-and-community-standards/policies/academic-integrity.php>.

Quality of Work

Students in the UNO Department of Counseling must be aware of the “Quality of Work Standards of the UNO Office of Graduate Studies, along with additional satisfactory performance outlined in the UNO Department of Counseling, including all syllabi. Questions regarding these standards should be addressed with the student’s faculty advisor. The UNO Quality of Work elements are listed below, with detailed explanations available at:

- **Grade point average:** Students must maintain an overall GPA of "B" (3.0) in all graduate coursework taken as part of their degree. Some departments/schools have higher grade requirements as noted in this catalog and DegreeWorks. Grades of "C-" or below result in dismissal from Graduate Studies and may not be used on a graduate plan of study. If a student re-registers for a course to improve their grade, they must work with the Office of the University Registrar to note this on their transcript.

<https://www.unomaha.edu/graduate-studies/current-students/quality-standards.php>

Quality of Work Standards:

- Automatic Dismissal
- Probation or Dismissal
- Unclassified and Non-Degree Students
- Additional Requirements
- Monitoring
- Student Responsibilities

- Automatic Dismissal for a Grade of “U” (Unsatisfactory) or “Fail”
- The Plan of Study and Grades Which Result in Automatic Dismissal
- Students Dismissed from a Graduate Program Who then Reapply as Non-Degree Students
- Policy on Petitioning for Reinstatement into a Graduate Program
- Appeal of Grades in Graduate-Level Courses

- Appeal of General Academic Matters Related to Student Programs
- Graduate Student Academic Appeal Policy

Personal Counseling

The department strongly encourages students to seek personal counseling as a means for personal and professional growth and development. Ethical standards preclude department faculty from providing personal counseling to degree seeking students (ACA, 2014; F.10.e), but faculty will readily provide students with a safe and confidential environment for processing personal and professional issues. When appropriate, faculty will assist students in connecting with appropriate counseling** or other services.

Free counseling services are available to students through the **UNO Counseling Center located in the Room 102 of the HPER Building (Phone: 402-554-2409).

**Counseling students are not allowed to receive counseling services in the department's Community Counseling Clinic.

Group Experience

The group experience is **not a specific COUN course** and is **not found on Mavlink**. Instead, the 10-hour group experience is required of all CMHC and SC students prior to enrollment in their concentration-specific group course. Specifically, **CMHC** students are expected to complete the group experience prior to enrolling in **COUN 8360**, while **SC** students are expected to complete the group experience prior to enrolling in **COUN 8740**. Students in the SAHE are not required to complete the group experience and are not charged a separate student fee.

Key elements of the group experience are as follows:

- *Completion of the 10 hour "group experience" is required for graduation.*
- Notification of sessions and enrollment instructions for the group experience(s) will be sent via the department's dedicated listserv.
- "Group Experience" consists of five (5) 2-hour group sessions on consecutive weeks during the semester. A minimum of two group experience sessions are offered each semester (including summer).
- Group leaders are community-based, fully licensed mental health practitioners.
- Each session is limited to a max of 10 students.
- A \$200 course fee in either COUN 8360 (CMHC) or COUN 8740 (SC) covers the cost of the group experience.
- Students are required to complete a course evaluation as verification of successful completion* of the group experience.
- **Successful completion** requires:
 - Attendance and participation at all five (5) 2-hour group sessions
 - Completion of the Group Experience Evaluation
 - Submission of the Group Experience Evaluation via email attachment to the department chair immediately following completion of the group.

- **Failure to comply with this requirement will result in the student having to complete another five session group experience.**

Background Checks

Background Check Document: Appendix G

Background checks are required by the department on two distinct occasions. Additional background/drug screens may be mandated by practicum/internship sites. Students bear the financial responsibility for these background checks/drug screens. Instructions for the departmental background checks are found on the department webpage: <https://www.unomaha.edu/college-of-education/counseling/files/docs/coun-background-check-procedures.pdf>

1. Background check required:
 - a. Following provisional/full admission to the department and prior to the beginning of students first semester as a provisional/fully admitted student.
 - b. For CMHC and SC students, at least 1 month prior to expected enrollment in practicum (COUN 8220/CMHC; COUN 8330/SC, COUN 8450/SAHE).
 - c. When required by student’s practicum or internship site.

Student Endorsement Policy

Students interested in obtaining a faculty member’s recommendation or support letter for future employment or studies should consult directly (i.e., face-to-face) with the faculty member. While faculty members regularly seek to support students in securing employment or matriculating into post-graduate academic programs, faculty members are under no obligation to provide a recommendation or support letter to a student.

Administrative Policies/Procedures

Admission Policy & Procedures

The UNO Counseling Department admits degree-seeking (i.e., “full admission”) students in the clinical mental health counseling (CMHC) and school counseling (SC) programs in the Fall and Spring semesters. Students may also be admitted with “provisional” status. Students admitted as “provisional” will be notified of this status in their initial admission letter from the department. This letter will outline the terms of provisional admittance and outline the process and timeline for fulfilling the provisional requirements. The letter also serves as a contract for full admission and the student’s continued candidacy in the department. Failure to satisfy the provisional requirements may result in dismissal from the program.

Common reasons for “provisional” admission to the department include, but are not limited to:

- Student does not have the required number of behavior science prerequisite courses (9);
- Student’s undergraduate GPA has not met minimum UNO Grad Studies/departmental requirement;
- Low GRE/MAT scores;
- Deficient writing as assessed through GRE and/or Counseling Department admissions writing sample;

Registration

Registration is completed online through **MavLink** prior to or during each semester. For access to *MavLink*, students must obtain their NU ID from the **UNO Office of Records and Registration**. If you have a registration hold due to a transcript or immunization, contact the UNO Office of Records and Registration at 402-554-2314.

Course numbers, instructors, and dates/times of classes will be posted in *MavLink* several weeks prior to registration windows each semester. Students are strongly encouraged to enroll at the earliest opportunity their registration window (see *Mavlink* for times) opens in order to secure a preferred schedule rather than waiting for the general registration period. Please refer to the **UNO Academic Calendar** for more detailed registration timelines. If a course fills prior to your enrollment, contact the department chair. However, instructors and/or the department chair are not obligated to provide permits.

Program Enrollment & Degree Completion

1. Time limit: The degree program must be completed within 10 consecutive calendar years. **Coursework that is over ten years old (30 consecutive terms) at the completion of the degree program (as defined by the plan of study and including any exit requirements) cannot be used toward the degree.** Departments/schools may require completion of the degree program in less than 10 years; this will be noted in the catalog and DegreeWorks.
2. Full-time enrollment is 9 credits, while part-time enrollment is 3-6 credits. However, the department *expects fully admitted students to maintain **minimum progress** toward their degree in the form of **6 credits (two courses) per semester**.* Students are allowed to enroll in up to 12 graduate-level credits without special permission from the department.
3. Graduate course requirement: At least one-half of the graduate coursework required for the degree program must be restricted to graduate students only (8--0 or 9--0). No more than two 8--5 courses are allowed on a plan of study. This is applicable to master's and EdS programs.
4. The average timeline for degree completion in the CMHC and SC concentrations is between 3-4 years.

Course Substitutions

The department will consider substituting up to 9 credits of completed graduate level coursework only from outside institutions. Students are expected to complete the remainder of their coursework within the UNO Counseling Department. The parameters and process for having a course considered for substitution is outlined below:

Parameters

1. No substitution(s) for Practicum and/or Internship course(s) in any concentration.
2. Undergraduate courses are not accepted.
3. The UNO Counseling Department reserves the right to grant or deny any substitution request.

Substitution Request Procedure

- a. Syllabus/i of course(s) sent to Department Chair for initial review.
- b. Department Chair will review and, if appropriate, send the syllabus for full review to instructor with primary teaching responsibility for the course.
- c. Primary course instructor will review syllabus based on following metrics:
 1. Requested course must be equivalent of 45 hours/15 weeks of graduate level course instruction.
 2. Requested course must have equivalent credit hours (3).
 3. CMHC/SC course requests must align with UNO's CACREP-accredited course design.
- d. Primary course instructor will notify department chair with email message to "accept/deny (Course XXXX) as substitution for [COUN XXXX]". Department chair will provide final review and forward acceptance/denial to student.
 1. If approved, student should complete the **Change in Program of Study** form and provide to their faculty advisor's signature. Advisor will provide to department chair for final approval and submission to Graduate Studies.
- e. If there is a question by instructor and/or department chair concerning a course's suitability for substitution, the substitution request will be placed on the agenda for the next available department meeting. Full faculty approval is required for course to be accepted for substitution. Upon full faculty decision, department chair will notify student of acceptance or rejection of substitution request.

Student Records

The UNO Department of Counseling maintains student records for a period of 10 years as required by law-and cannot guarantee student records will be held after this period. Therefore, students are strongly encouraged to maintain a copy of all documentation related to future employment/licensure/certification. Failure to maintain personal/duplicate records of completed practicum/internship hours could pose a barrier for future employment/licensure/certification. Additionally, students are required to notify the Counseling Department and UNO Office of Records and Registration of any change of name, address, phone number, or other important information.

Department/Accreditation Surveys

The department's CACREP-accreditation mandates that a series of annual reports and surveys. Two surveys, the employer survey and graduate survey, provide valuable/required data about the program that is used for program improvement and development. Students and their future employers will therefore be asked to complete these surveys. As such, the department will ask students to provide a post-graduate contact email.

Graduate Review Committee (GRC)

The Graduate Review Committee (GRC) is an UNO Department of Counseling committee consisting of a minimum of three core Counseling Department faculty members and the committee chair. The GRC may address and render decisions related to departmental policy and procedure as well as student grievances (i.e.,

departmental/course policy, student conduct, grade appeal).

Student Remediation & Dismissal

The department follows the UNO Graduate Studies policy regarding placing a student on probation or dismissal from the department. Students who are attending classes also remain subject to remediation or dismissal if the department's Graduate Review Committee (GRC) recommends such action based on review of the student's documented previous performance and conduct.

Student Remediation Process

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

We use professional dispositions to identify strengths and concerns. The dispositions include behaviors such as your openness to feedback from faculty and peers; your self-awareness of your values and beliefs; your commitment to professional identity, advocacy, and collaboration; your personal wellness; and your professionalism in all aspects of the program. We expect students to strive for excellence in each of these areas as an indicator of their ability to embody these as professional counselors when they graduate from our program.

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. 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 counselor. This identification may take place as part of regularly-scheduled faculty 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 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. The faculty member(s) will ask you to reply to the email within 3 days 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. If a resolution is not met during this meeting, the concern will be escalated to step 2.
- 2. Meeting with the Department Chair:** If a resolution is not reached in this meeting, the faculty member will inform the department chair. The department chair will submit a written request via UNO email to meet with the student to evaluate the situation and provide a recommendation for resolution. The department chair may ask that the student and faculty member/advisor submit any pertinent documentation prior to this meeting. If possible, the student's advisor may be present in this meeting. Following the meeting, the department chair will send you an email summarizing your conversation, salient points made during the meeting, and action steps to which you've agreed. The

department chair will ask you to reply to the email within 3 days with your feedback and confirmation of understanding. Following this process, the department chair will provide a brief report and plan for moving forward during a regularly-scheduled faculty meeting.

3. **Student Remediation Plan (SRP):** If the concern is on-going 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, includes client safety), the department chair and/or advisor may recommend that the issue go to the Graduate Review Committee (GRC).
 - a. If a concern is brought to the GRC the student will be contacted via email by the chair of the GRC and provided a brief overview of the concern. The student will be asked if they have any additional information they would like to be considered.
 - b. Prior to this meeting, the GRC and committee members review the student concern and reach out to the student to provide an opportunity for a student to respond to the concerns. The GRC chair will collaborate with the student to explore the concerns identified and the student's opinion of the steps for resolution.
 - c. The GRC will meet within 14 days of the concern being brought to the GRC chair. During the meeting the faculty will review the concerns, any additional information provided by the student, and all information collected from the GRC chair in their correspondence with the student. The purpose of this committee meeting will be to explore the concern and develop a formal Student Remediation Plan (SRP).
 - d. Following the meeting, the GRC chair will draft a SRP which will serve as a contract clearly stating areas that need to be improved upon, methods and time frame needed for improvement, who the faculty member will be that collaborates with the student to ensure the areas of concern have been addressed, and next steps should the student be unable or unwilling to adhere to the SRP.
 - e. Within seven (7) days after receiving the GRC's written decision, the student will notify the GRC chair via UNO email with their decision to accept or decline the GRC's decision/recommendations for the SRP.

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

Insufficient Progress, Withdrawal, Advising: In most cases, the steps identified in the SRP 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 SRP 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 SRP. 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 Chair. Consistent with ethical standards, program faculty will support the student by providing referrals for academic and career advising.

Student Grievance Policy

1. Students who wish to submit a grievance specific to an issue within the UNO Department of Counseling shall first discuss and document the matter with the specific instructor or individual(s)/clinical site with whom the problem is occurring.
2. If a resolution is not reached between the student and the individual(s), the student shall meet in-person with their assigned departmental faculty advisor to discuss other options for resolution. Prior to this meeting, the student must submit written documentation to the advisor, via UNO email, with the following information:
 - a. Name, address, phone number(s), and student identification number of the student with the grievance;
 - b. Name of individual(s)/site with whom the student is having a problem;
 - c. Concise description of the specific grievance(s);
 - d. Description & timeline of previous attempts to seek a resolution to the problem;
 - e. Statement verifying the student has followed step (a) of this process without a resolution.
3. If a resolution is not reached**, the student shall submit a written request via UNO email to meet with the Department Chair to discuss other options for resolving the grievance. The request must include a statement verifying that steps 1 and 2 have been followed without a resolution.

**Assumes student has attempted to resolve the grievance(s) using a strategy or strategies identified and agree to with their faculty advisor.
4. If a resolution is not reached between the student and the Department Chair, the student may submit a written appeal to have their grade appeal heard by the department's Graduate Review Committee (GRC). To do so, a written request must be submitted to the chair of the GRC via UNO email no later than six (6) weeks after the final grade posting and shall contain the following information
 - a. Name, address, phone number(s), and student identification number of student submitting the appeal;
 - b. Name of course and instructor associated with the grade appeal;
 - c. Concise reasoning for the grade appeal;

- d. The nature of the relief being sought (i.e., grade change)
 - e. A statement indicating that steps 1 & 2 were followed, resulting in no resolution.
 - f. Written documentation of action(s) taken in steps 1 and 2 to resolve the grade disagreement, including but not limited to all written correspondence between student, instructor, and/or department chair.
 - g. Documentation supporting the grade appeal (specific assignments, course syllabus, instructor/student communications, ASC documentation).
5. Upon receipt of the student's written grade appeal request to the chair of the GRC, the GRC chair will notify the department chair and full GRC committee of the student's request. The GRC chair will also provide GRC committee members with the student's written documentation per step 3.
 6. The GRC will meet to discuss the student's appeal within fifteen (15) working days of their formal notification from the GRC chair. The GRC committee will review all documents related to the grade appeal. The committee may also seek additional written documentation or verbal, in-person testimony from the student, instructor, or department chair.
 7. Following review of all documentation and/or verbal testimony, the GRC chair will render a written decision on the grade appeal to the Department Chair. The Department Chair will meet with the GRC committee within 5 working days after receiving the committee's decision.
 8. Within seven (7) days after the meeting between the GRC and Department Chair, the GRC chair will provide the committee's final decision and possible additional steps in the grievance process to the following individuals:
 - a. Student
 - b. Instructor
 - c. Department Chair
 - d. Dean of Graduate Studies and Research
 9. Within seven (7) days after receiving the GRC's written decision, the student will notify the GRC chair via UNO email with their decision to accept or decline the GRC's decision/recommendations.

Grade Appeal Policy

1. Students who wish to appeal a grade they believe was capriciously or arbitrarily given shall first discuss the matter with the instructor within 30 days of the final course grade posting.
2. If a resolution is not reached between the student and instructor, the student may submit a written request to meet with the Counseling Department Chair in order to identify other options for resolving the appeal. The appeal must be submitted via UNO email to the Department Chair no later than 7 days following the instructor meeting and shall include the following information:
 - a. Name, address, phone number(s), and student identification number of student submitting the appeal;
 - b. Name of course and instructor associated with the grade appeal;
 - c. Concise reasoning for the grade appeal;
 - d. The nature of the relief being sought (i.e., grade change)

- e. A statement indicating that steps a & b were followed, resulting in no resolution.
 - f. Documentation supporting the grade appeal (specific assignments, course syllabus, instructor/student communications, ASC documentation).
3. If a resolution is not reached between the student and the Department Chair, the student may submit a written appeal to have their grade appeal heard by the department's Graduate Review Committee (GRC). To do so, a written request must be submitted to the chair of the GRC via UNO email no later than six (6) weeks after the final grade posting and shall contain the following information
 - a. Name, address, phone number(s), and student identification number of student submitting the appeal;
 - b. Name of course and instructor associated with the grade appeal;
 - c. Concise reasoning for the grade appeal;
 - d. The nature of the relief being sought (i.e., grade change)
 - e. A statement indicating that steps 1 & 2 were followed, resulting in no resolution.
 - f. Written documentation of action(s) taken in steps 1 and 2 to resolve the grade disagreement, including but not limited to all written correspondence between student, instructor, and/or department chair.
 - g. Documentation supporting the grade appeal (specific assignments, course syllabus, instructor/student communications, ASC documentation).
4. Upon receipt of the student's written grade appeal request to the chair of the GRC, the GRC chair will notify the department chair and full GRC committee of the student's request. The GRC chair will also provide GRC committee members with the student's written documentation per step 3.
5. The GRC will meet to discuss the student's appeal within fifteen (15) working days of their formal notification from the GRC chair. The GRC committee will review all documents related to the grade appeal. The committee may also seek additional written documentation or verbal, in-person testimony from the student, instructor, or department chair.
6. Following review of all documentation and/or verbal testimony, the GRC chair will render a written decision on the grade appeal to the Department Chair. The Department Chair will meet with the GRC committee within 5 working days after receiving the committee's decision.
7. Within seven (7) days after the meeting between the GRC and Department Chair, the GRC chair will provide the committee's final decision and possible additional steps in the grievance process to the following individuals:
 - a. Student
 - b. Instructor
 - c. Department Chair
 - d. Dean of Graduate Studies and Research
8. Within seven (7) days after receiving the GRC's written decision, the student will notify the GRC chair via UNO email with their decision to accept or decline the GRC's decision/recommendations.

Discrimination and Sexual Harassment

“UNO and the Department of Counseling do not discriminate based on race, color, ethnicity, nation of origin, sex, pregnancy, sexual orientation, gender identity, religion, disability age, genetic information, veteran status, marital status, and/or political affiliation in its program, activities, or employment”.

Inquiries surrounding accessibility, discrimination/harassment, and or Title IX should be directed to:

Accessibility Services Center

Jen Papproth, M.S.

Director, Accessibility Services Center (ASC)

H & K 104 (same building as Counseling & Psychological Services)

unoaccessibility@unomaha.edu

402.554.2872 (Phone)

402.554.6015 (Fax)

Discrimination issues/Title IX

Sarah Weil (Interim)

Assistant to the Chancellor for Equity, Access & Diversity and Title IX Coordinator

207 Eppley Administration Building

402.554.2120

sweil@unomaha.edu

Comprehensive/Exit Exams

Clinical Mental Health Counseling (CMHC)

Note: The department allows CMCH students to take the NCE or NCMHCE during their 8260 semester. For clarity, while a passing score on the CPCE is required for graduation, taking the NCE or NCMHCE during the COUN 8260 semester is optional as students may take either exam post-graduation. See “Licensure/Certification” below.

The Comprehensive Professional Competency Examination (**CPCE**) serves as the CMHC concentration’s required comprehensive/exit exam and is taken during the student’s COUN 8260 semester (summer graduates take the CPCE in the spring semester during 8250). Instructions for registering for the CPCE will be provided by the department’s NBCC Liaison via an email on the department’s dedicated listserv. Additionally, CPCE information will be posted in the department.

The CPCE is a valid and reliable exam that is widely used among graduate counseling programs as a comprehensive/exit exam. The CPCE covers the eight common core curriculum areas as defined by CACREP (see below). The “pass” score for the CPCE is a score of 1 SD below the “cut-off” score of students from CACREP-accredited CMHC programs who use the CPCE as exit exam. Students who do not pass the CPCE will be instructed to contact the department’s NBCC Liaison immediately to discuss options. **Questions concerning the CPCE should be directed to the Dr. Carter (department’s NBCC liaison).**

1. **Human Growth & Development** (COUN 8110)-studies that provide an understanding of the nature and needs of individuals at all levels.
2. **Social & Cultural Foundations** (COUN 8520)-studies that provide an understanding of issues and trends in a multicultural and diverse society.
3. **Helping Relationships** (COUN 8010; COUN 8030;)-studies that provide an understanding of counseling and consulting processes.
4. **Group Work** (COUN 8360)-studies that provide an understanding of group development, dynamics, counseling theories, group counseling methods and skills, and other group work approaches.
5. **Career and Lifestyle Development** (COUN 8226)-studies that provide an understanding of career development and related life factors.
6. **Assessment** (COUN 8230)-studies that provide an understanding of individual and group approaches to assessment and evaluation.
7. **Research and Program Evaluation** (TED 8010/HPER 8030)-studies that provide an understanding of types of research methods, basic statistics, and ethical and legal considerations in research.
8. **Professional Orientation & Ethics** (COUN 8010/8040)-studies that provide an understanding of all aspects of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing.

School Counseling (SC)

School Counseling students will complete a written comprehensive exam during the COUN 8330 Fall semester. The exam will require two essay questions covering the ASCA Model components and strategies for implementing a school counseling program, along with personal and professional philosophy of SC. The essay exam requires candidates to demonstrate mastery of CACREP standards throughout the ASCA National Model components. Questions will be scored by a team of core faculty and part-time instructors with specialties in school counseling. When graded, the department chair will notify the student via electronic mail stating the student's pass/failure/rewrite status.

- Students who fail one question on their written comps will be required to re-write this question during the same semester.
- Students who fail more than one question on their written comps will be required to do a complete re-write in order to graduate.
- Students who fail a portion of the exam are required to rewrite failed question(s) during the same semester.

School Counseling students will also complete an electronic portfolio capstone project during the COUN 8460: Advanced Internship Spring semester. This is an ongoing project with final submission for approval by March 15 during the semester you are enrolled in COUN 8460.

NOTE: The **Praxis II Professional School Counselor Content Area** is a state of Nebraska requirement for adding the school counseling endorsement to teaching certificate. The Praxis II is not a requirement for completion of the UNO Counseling Degree. You should check with the Department of Education in states outside of Nebraska if you are

considering relocating out-of-state for employment.

Student Affairs in Higher Education (SAHE)

The comprehensive exam for students affairs in undergoing revisions. For updated information, contact Dr. Ashley Blount, SAHE program coordinator.

Licensure/Certification & Endorsement

Clinical Mental Health Counseling (CMHC)

- The CMHC concentration's CACREP-status allows CMHC students to sit for the National Counselor Exam (NCE) and/or the National Mental Health Counselor Exam (NCMHCE) prior to graduation. **This is not a graduation requirement.**
- Graduates of the CMHC concentration are eligible to apply for licensure as a Provisional Mental Health Professional (PLMHP) in Nebraska upon certification of their degree (shortly after graduation-check with UNO registrar for specific date) without passing the NCE** or NCMHCE**.
 - **A passing score on the NCE or NCMHCE must be attained within two years of graduation
- Students who also complete COUN 8686 and COUN 8696 are eligible for provisional licensure as a drug and alcohol counselor (PLADC) in Nebraska.
- Students in CMHC should consistently review the State of Nebraska's Department of Health and Human Services website for information on the licensing parameters in NE and across each state.
- The Nationally Certified Counselor (NCC) is another common credential for licensed mental health professionals. Given the CMHC concentration's CACREP-accreditation, the NCC is available to program graduates soon after graduation. Detailed information on the NCC, state licensure requirements, as well as contemporary professional issues can also be found on the NBCC website.

National Counselor Exam (NCE)/National Clinical Mental Health Counselor Exam (NCMHCE)

The policy of the UNO Counseling Department is to grant permission for students to sit for the NCE or NCMHCE under the following conditions:

1. The NCE or NCMHCE is permitted to be taken during the same semester as the CPCE and COUN 8260 with department permission.
2. Summer graduates should plan to take the NCE or NCMHCE in the Spring semester prior to their graduation. **Note: Registration for the spring exam will be in the Fall semester!**
3. Student has been granted permission by the department's NBCC Liaison to register for the NCE or NCMHCE through NBCC**.

***Once granted permission from the department's NBCC Liaison, NBCC takes over the process from the department and will notify student of all test dates and timelines via the student's UNO email.*

4. The department's NBCC liaison will notify students about registration procedures and timelines via the department listserv. Registration for the NCE or NCMHCE is done 1 semester prior to the semester you sit for the exam**.

Note: The state of Nebraska will grant provisional licenses (PLMHP) with a two-year grace period for successful completion of the NCE or NCMHCE. Students should continually monitor the NE licensure procedures through the Nebraska Department of Health and Human Services for potential licensure policy/procedural changes.

School Counseling

School Counseling (SC) concentration graduates with undergrad teaching degrees who complete the 48 credit degree plan--and SC students without teaching degrees who complete the 60 credit "alternative endorsement" degree plan-- are eligible to become Licensed School Counselors in Nebraska. Information regarding licensure in NE is available at the **NE Department of Education** generally and at the links below:

- <http://www.education.ne.gov/cared/>
- <http://www.education.ne.gov/tcert/Gtchcert.html>
- http://www.education.ne.gov/legal/webrulespdf/Rule24_Guidelines_2014.pdf

Professional & Academic Organizations

Students are encouraged to join counseling-related organizations as a means of enhancing their professional growth. The following organizations are suggestions:

Chi Sigma Iota (CSI: <https://www.csi-net.org/>)

CSI is an international honor society that values academic and professional excellence in counseling, including promotion of a strong professional identity as professional counselors, counselor educators, and counseling students who contribute to the realization of a healthy society by fostering wellness and human dignity. UNO's chapter is Upsilon Nu Omicron and Dr. Elizabeth Tolliver and Dr. Charmayne Adams serves as faculty advisors.

CSI's 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. Students are eligible to apply for membership in CSI/UNO upon the satisfactory completion (3.5 or higher GPA) of nine or more credit hours in their coursework in the Department of Counseling.

American Counseling Association (ACA: <https://www.counseling.org/>)

The mission of the American Counseling Association (ACA) is to enhance the quality of life in society by promoting the development of professional counselors, advancing the counseling profession, and using the profession and practice of counseling to promote respect for human dignity and diversity.

ACA is the world's largest association exclusively representing the community of counselors in various practice settings. ACA provides you with professional development, continuing education opportunities, advocacy services, credibility, and networking opportunities. ACA helps counseling professionals like you develop your skills and expand your knowledge base.

As the world's largest association representing professional counselors in various practice settings, the American Counseling Association stands ready to serve nearly 55,000 members with the resources they need to make a difference. From webinars, publications, and journals to Conference education sessions and legislative action alerts, ACA is where counseling professionals turn for powerful, credible content and support. Whether you are a seasoned professional or starting your career, the resources and services provided through your membership will:

- 1) Expand your knowledge and enhance your skills
- 2) Grow your network
- 3) Demonstrate your commitment to the counseling profession and those you serve
- 4) Help you save on products and services with exclusive discounts
- 5) Students, retirees, and recent graduates can receive discounted memberships

Nebraska Counseling Association (NCA: <https://www.necounseling.org/>)

The Nebraska Counseling Association is an organization of counseling and human development professionals who work in educational, health care, residential, private practice, community agency, government, and business and industry settings. The mission of the Nebraska Counseling Association is to enhance human development throughout the life span and to promote the counseling and human development profession.

American Mental Health Counselors Association (AMHCA: <http://www.amhca.org/home>)

The American Mental Health Counselors Association (AMHCA) is a growing community of more than 7,000 clinical mental health counselors. Together, we make a critical impact on the lives of Americans. AMHCA succeeds in giving a voice to our profession nationwide and in helping to serve you and your colleagues in your state.

American School Counselor Association (ASCA: <https://www.schoolcounselor.org/>)

The American School Counselor Association (ASCA) supports school counselors' efforts to help students focus on academic, personal/social/career development so that they may achieve success in school, and so that they are prepared to lead fulfilling lives as responsible members of society. ASCA provides professional development, publications, and other resources, research, and advocacy efforts to more than 33,000 professional school counselors around the globe.

Nebraska School Counselor Association (NSCA: <https://www.schoolcounselor.org/>)

The Nebraska School Counselors Association is affiliated with the American School Counselors Association (ASCA), the national division. ASCA is a division of the ACA. The mission of the NSCA shall be to provide professional development and educational opportunities for professional school counselors. The organization shall be to represent professional school counselors, and to promote

professional and ethical practices. The NSCA is the foundation to foster and influence a professional relationship and image among school counselors. The NSCA empowers professional school counselors to maximize the knowledge, skills, and resources to promote and advocate for student success in the school, home, community, and world.

National Association of Student Personnel Administrators (NASPA: <https://www.naspa.org/>)

NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. NASPA serves a full range of professionals who provide programs, experiences, and services that cultivate student learning and success in concert with the mission of colleges and universities. Established in 1918 and founded in 1919, NASPA is comprised of 13,000 members in all 50 states, 25 countries, and 8 U.S. Territories. Through high-quality professional development, strong policy advocacy, and substantive research to inform practice, NASPA meets the diverse needs and invests in realizing the potential of all its members under the guiding principles of integrity, innovation, inclusion, and inquiry. NASPA members serve a variety of functions and roles, including the vice president and dean for student life, as well as professionals working within housing and residence life, student unions, student activities, counseling, career development, orientation, enrollment management, racial and ethnic minority support services, and retention and assessment.

Appendix A

UNO Department of Counseling
Plan of Study (General)

1. Clinical Mental Health Counseling (CMHC)____School Counseling____Student Affairs in Higher Ed. ____							
2. Semester Admitted as Degree Seeking Student: ____							
3. Degree: M.S.____M.S. w/Thesis ____							
4. Faculty Advisor:							
YEA R 1	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	Total
	Total Credits		Total Credits		Total Credits		
YEA R 2	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	
	Total Credits		Total Credits		Total Credits		
YEA R 3	Fall: _____	C R	Spring: _____	C R	Summer: _____	CR	
	Total Credits		Total Credits		Total Credits		
	Fall: _____	CR	Spring: _____	C R	Summer:	C R	
YEA R 4							
	Total Credits		Total Credits		Total Credits		
Total Credits							

Appendix B

UNO Department of Counseling Clinical Mental Health Counseling Curriculum

COURSE No.	Course Title	Credit	Departmental Registration Hold	Practicum Pre-Requisite
TED 8010 Or EDL 8010	Introduction to Research Introductory Research Methods	3		No
COUN 8010	Introduction to Counseling	3		Yes
COUN 8030	Counseling Practices	3		Yes
COUN 8040	Professional & Ethical Practices	3		Yes
COUN 8110	Human Dev & Psychosocial Intervention	3		No
COUN 8200	Counseling Theories	3		Yes
COUN 8226	Career Development & Lifestyle	3		No
COUN 8230	Appraisal Techniques	3		No
COUN 8280	Crisis Counseling	3	8030; 8200; 8040	Yes
COUN 8360	Group Theory & Techniques	3	8030, 8040 & documented completion of “Group Experience”	Yes/Co-req w/COUN 8220
COUN 8400	Advanced Counseling Theory & Techniques	3	8030, 8200	Yes
COUN 8516	Treatment Issues in Sub. Abuse	3		Yes
COUN 8520	Counseling w/Multicultural Populations	3		Yes
COUN 8610	Marriage & Family Counseling	3	8030, 8200, 8040	Yes/Co-Req w/8220
COUN 8700	Child & Adolescent Counseling	3	8030	No
COUN 8800	Clinical Mental Health Coun	3		Yes/Co-Req w/8220
COUN 8920	DSM & Treatment Planning	3	Yes Department Consent; Priority registration. for students entering COUN 8220 (Practicum) semester after practicum have priority registration	Yes
COUN 8220	Counseling Practicum	3	YES —must attend mandatory Practicum Orientation	NA
COUN 8250	Counseling Internship	3	Yes –must complete COUN 8220 w/ B or Higher; Department Consent)	NA
COUN 8260	Advanced Internship	3		NA
Total Credits	M.S. (No Thesis) M.S. (Thesis Option)	60 66 (Requires Faculty Approval)		

Provisionally Licensed Alcohol & Drug Abuse Counselor (PLADAC) Electives

In addition to the 60 credit CMHC curriculum, the following electives will satisfy the PLADAC *academic* requirements in Nebraska:

- a. COUN 8686: Medical & Psychosocial Aspects (of Substance Abuse)(online)
- b. COUN 8696: Assessment & Case Management in Substance Abuse (online)
- c. Students are encouraged to complete these courses *after* Practicum (COUN 8220) pre-reqs.

**Clinical Mental Health Counseling
COUN 8220 (Practicum) Pre-Requisites & Co-Requisites***

Pre-Requisites for Practicum (COUN 8220)

Semester Completed

1.	COUN 8010:	Introduction to Counseling	_____
2.	COUN 8030	Counseling Practices	_____
3.	COUN 8040	Professional & Ethical Issues	_____
4.	COUN 8200	Counseling Theories	_____
5.	COUN 8400	Advanced Theory and Techniques	_____
6.	COUN 8520	Multicultural Counseling	_____
7.	COUN 8920	DSM-5 & Treatment Planning	_____
8.	COUN 8280	Crisis Intervention	_____
9.	COUN 8516	Treatment Issues in Substance Abuse	_____

Co-Requisites for Practicum

Semester Completed

1.	COUN 8360	Group Techniques & Practice	_____
2.	COUN 8610	Marriage & Family Counseling	_____
3.	COUN 8800	Clinical Mental Health Counseling	_____

UNO Department of Counseling

Full-Time (9 hrs) Plan of Study Clinical Mental Health Counseling

1. Semester Admitted as Degree Seeking Student: 2. Degree: M.S. _____ M.S. w/Thesis _____ 3. Faculty Advisor:							
YEAR	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	Total
1	COUN 8010: Intro to Counseling		COUN 8200: Theories		COUN 8516: Tx Issues in Substance Abuse		
	COUN 8040: Ethics/Legal Issues		COUN 8110: Human Development		COUN 8700: Child & Adolescent Counseling		
	COUN 8030: Practices		COUN 8520: Multicultural				
	Total Credits		Total Credits		Total Credits		
YEAR	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	
2	COUN 8360: Group Theory/Techniques		COUN 8280: Crisis		TED 8010: Intro to Research Or EDL 8010: Introductory Research Methods		
	COUN 8610: Marriage & Family Counseling		COUN 8400: Adv. Theory/Technique		COUN 8220: Practicum		
	COUN 8800: Clinical Mental Health		COUN 8920: DSM				
	Total Credits		Total Credits		Total Credits		
YEAR	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	
3	COUN 8250: Internship		COUN 8230: Appraisal				
	COUN 8226: Career & Lifestyle		COUN 8260: Adv. Internship				
			CPCE ("comps") & NCE/NCMHCE				
	Total Credits		Total Credits		Total Credits		
YEAR	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	
4							
	Total Credits		Total Credits		Total Credits		

**UNO Department of Counseling
Part-Time Student: Plan of Study
Clinical Mental Health Counseling**

1. Semester Admitted as Degree Seeking Student: _____							
1. Degree: M.S. _____ M.S. w/Thesis _____							
2. Faculty Advisor: _____							
YEAR	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	Total
1	COUN 8010: Intro to Counseling		COUN 8200: Theories		COUN 8516: Tx Issues in Substance Abuse		
	COUN 8040: Ethics/Legal Issues		COUN 8030: Practices		COUN 8110: Human Development		
	Total Credits		Total Credits		Total Credits		
YEAR	Fall: _____	C R	Spring: _____	CR	Summer: _____	C R	
2	COUN 8360: Group Theory/Techniques		COUN 8800: Clinical Mental Health		COUN 8226: Career & Lifestyle		
	COUN 8520: Multicultural		COUN 8610: Marriage & Family Counseling		COUN 8700: Child & Adolescent Counseling		
	Total Credits		Total Credits		Total Credits		
YEAR	Fall: _____	C R	Spring: _____	C R	Summer: _____	CR	
3	COUN 8230: Appraisal		COUN 8920: DSM		COUN 8220: Practicum		
	COUN 8280: Crisis		COUN 8400: Adv. Theory/Technique		TED 8010: Research Methods or EDL 8010: Introductory Research Methods		
	Total Credits		Total Credits		Total Credits		
	Fall: _____	CR	Spring: _____	C R	Summer: _____	C R	
YEAR	COUN 8250: Internship		COUN 8260: Adv. Internship				
4			CPCE ("comps")				
			NCE				
	Total Credits		Total Credits		Total Credits		
Total Credits							

Appendix C
UNO Department of Counseling
School Counseling Curriculum

COURSE No.	Course Title	Course Credit	Departmental Registration Hold	Practicum Pre-requisite
TED 8010 <i>or</i> EDL 8010	Introduction to Research Introductory Research Methods	3		NO
COUN 8030	Counseling Practices	3		YES
COUN 8040	Professional & Ethical Practices	3		YES
COUN 8110	Human Dev & Psychosocial Intervention	3		NO
COUN 8200	Counseling Theories	3		YES
COUN 8210	Organization & Admin of SC Programs	3		YES
COUN 8280	Crisis Counseling	3	8030; 8200; 8040	YES
COUN 8520	Counseling w/Multicultural Populations	3		YES
COUN 8630	Foundations & Issues in Secondary SC	3		YES
COUN 8650	Issues in Elem/Middle School Counseling	3		YES
COUN 8670	Careers & College Planning	3		YES
COUN 8700	Child & Adolescent Counseling	3	8030	YES
COUN 8740	School Counseling Groups	3	YES, with Instructor consent & documentation of "Group Experience"	YES
COUN 8330	Practicum for SC	3	YES, with department (advisor) consent	
COUN 8430	Internship for SC	3		
COUN 8460	Adv. Internship for SC	3		
Total Credits	M.S. (with teaching certificate & no thesis): M.S. (with teaching certificate & Thesis): M.S (via Alternative Endorsement & no thesis): M.S. (via Alternative Endorsement & thesis):			48 credits (CACREP-accredited) 54 Credits (CACREP-accredited) 60 Credits (CACREP-accredited) 66 Credits (CACPREP-accredited)
<u>Alternative Endorsement Option</u>				
The Alternative Endorsement is required by the Nebraska Department of Education and requires those without a bachelor's degree and/or teaching certificate in education to complete 12 credits hours in addition to the 48-credit curriculum. These courses include:				
1. Required Courses <ol style="list-style-type: none"> a. TED 8390: Classroom Management in Practice (Summer) b. TED 8540: Intro to Technology Tools for Learning (Summer) 				

2. Electives (Select two of the following)

- a. TED 8180: Culturally Responsive Teaching (Fall & Spring)
- b. TED 8060: Current Issues and Trends in Education (Spring & Summer)
- c. TED 8130: Language, Culture, & Power (Summer)
- d. TED 9200: Critical Pedagogy: Teaching for Social Justice (Summer)

COUN 8330 (Practicum) Pre-Requisites & Co-Requisites**COUN Course****Semester Completed**

1. COUN 8030:	Counseling Practices	_____
2. COUN 8040:	Professional & Legal Issues	_____
3. COUN 8200:	Counseling Theories	_____
4. COUN 8210:	Org & Admin of SC Programs	_____
5. COUN 8280:	Crisis Counseling	_____
6. COUN 8520:	Multicultural Counseling	_____
7. COUN 8630:	Found & Issues/Sec SC	_____
8. COUN 8650:	Issues in Elem/Middle SC	_____
9. COUN 8670:	Career Readiness/College Planning	_____
10. COUN 8700:	Child & Adolescent Counseling	_____
11. COUN 8740:	School Counseling Groups	_____

**Department of Counseling
Full-Time Program of Study
School Counseling**

Degree: M.S.: x___ Specialization: School Counseling: ___x___ Advisor: _____							
year	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	Total
1	TED 8010: Intro to Research Or EDL Introductory Research Methods	3	COUN 8030: Coun Practices	3	COUN 8700: Child and Adol Coun	3	
	COUN 8110: Human Dev	3	COUN 8040: Prof & Ethical Issues	3	**TED 8390: Classroom Man	3	
	COUN 8200: Coun Theories	3	COUN 8210: Adm. & Org SC	3	**TED #2	3	
	Total Credits	9	Total Credits	9	Total Credits	9	
year	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	
2	COUN 8670: Car & Coll	3	COUN 8630: Secondary Issues	3	COUN 8330: Practicum	3	
	COUN 8740: SC Groups	3	COUN 8650: Issues in Elem & Mid	3	**TED #3	3	
	COUN 8520: Multicultural	3	COUN 8280: Crisis Int Strat	3			
	Total Credits	9	Total Credits	9	Total Credits	6	
year	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	
3	COUN 8430: SC Internship	3	COUN 8460: SC Adv Int	3			
	**TED #4	3					
	Total Credits	6	Total Credits	3	Total Credits		
	Fall: _____	C R	Spring:	C R	Summer:	C R	
year							
4							
	Total Credits		Total Credits		Total Credits		
Program Total Credits							

**Needed 12 credits for Alternative Teaching Endorsement added to plan of study.

Department of Counseling
Part-Time Program of Study
School Counseling

Degree: M.S.: x___ Specialization: School Counseling: ___x___ Advisor: _____							
year	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	Total
1	COUN 8200: Coun Theories	3	COUN 8030: Coun Practices	3	TED 8010: Intro to Research Or EDL 8010: Introductory Research Methods	3	
	COUN 8110: Human Dev	3	COUN 8040: Prof & Ethical Issues	3	**TED 8390: Classroom Man	3	
	Total Credits	6	Total Credits	6	Total Credits	6	36
year	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	
2	COUN 8670: Car & Coll	3	COUN 8210: Org and Ad SC	3	COUN 8520: Multicultural and Div	3	
	COUN 8740: SC Groups	3	COUN 8650: Issues in Elem & Mid	3	**TED #2	3	
				3			
	Total Credits	6	Total Credits	6	Total Credits	6	54
year	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	
3	COUN 8280: Crisis Counseling	3	COUN 8630: Secondary Issues	3	COUN 8330: SC Prac		
	COUN 8700: Child & Adol Coun	3	**TED #3		**TED #4		
	Total Credits	6	Total Credits	6	Total Credits	6	60
year	Fall: _____	C R	Spring: _____	C R	Summer: _____	C R	
4	COUN 8430: SC Internship	3	COUN 8460: Adv SC Int	3			
	Total Credits	3	Total Credits	3	Total Credits		
Program Total Credits							

**Needed 12 credits for Alternative Teaching Endorsement added to plan of study.

Appendix D

School Counseling Requirements for Nebraska Department of Education Endorsement / Certification

Candidates with Teaching Degree Endorsement	Candidates with Alternate Degree Endorsement
<ul style="list-style-type: none"> • Complete the 48 hour UNO School Counseling / Core Courses Curriculum • Complete / pass program exit requirements / exams during internships. • Complete the Praxis II for Professional School Counselors (information on the NDE website) and meet / exceed the state cut score. • Provisional Certification – enables candidates to apply for school counseling positions prior to program completion <p>24 of 48 hour UNO program completed including multiple school counseling courses. The Provisional Certification is good for 3 years and is nonrenewable.</p>	<ul style="list-style-type: none"> • Complete the 48 hour UNO School Counseling /Core Courses Curriculum • Complete / pass program exit requirements / exams during internships. • Complete the Praxis II for Professional School Counselors (information on the NDE website) and meet / exceed the state cut score. • Complete the Praxis Basic Skills required for a teaching certificate. • Complete 12 graduate hours from UNO TED courses listed on the back of document. (Education courses from another institution need to be approved by the UNO Graduate Faculty on a case by case basis) • Alternative Teaching Permit –enables candidate to apply for school counseling positions prior to program completion <p>36 of 48 hour UNO program completed including multiple school counseling courses. 6 of 12 professional education hours completed from list below. The Alternative Teaching Permit is good for 2 years and is nonrenewable.</p>

Counseling Courses to meet 005.02L Special Education Requirements

NDE School Counseling Alternative Certificate**

Document ensuring SC students comply with SPED class requirement.

005.02L Requirements	UNO Counseling Course	CACREP Standards to Address 005.02L Standards
<p>005.02L.1 Knowledge of the exceptional educational needs of each disability define by Section 79-1118.01 R.R.S.</p>	<p>COUN 8650 Issues in Elementary and Middle School Counseling</p> <p>COUN 8330 Practicum in School Counseling</p> <p>COUN 8430 Internship in School Counseling</p>	<p>C.3 Knows strategies for helping students identify strengths and cope with environmental and developmental problems.</p> <p>A.6 Understands the effects of (a) atypical growth and development, (b) health and wellness, (c) language, (d) ability level, (e) multicultural issues, and (f) factors of resiliency on student learning and development.</p> <p>3.b Theories of learning and personality development, including current understandings about neurobiological behavior.</p> <p>G.1 Understands the influence of multiple factors (e.g. abuse, violence, eating, disorders, attention deficit hyperactivity disorder, childhood depression) that may affect the personal, social, and academic functioning of students.</p> <p>H.1 Assesses and interprets students' strengths and needs, recognizing uniqueness in cultures, languages, values, backgrounds, and abilities.</p> <p>L.3 Implements differential instructional strategies that draw on subject matter and pedagogical content knowledge and skills to promote student achievement.</p> <p>N.1 Works with parents, guardians and families to act on behalf of their children to address problems that affect student success in school.</p>

<p>005.02L2 Knowledge of the major characteristics of each disability defined in Section 79-1118.01 R.R.S.</p>	<p>COUN 8330 Practicum in School Counseling</p> <p>COUN 8430 Internship in School Counseling</p>	<p>A.6 Understands the effects of (a) atypical growth and development, (b) health and wellness, (c) language, (d) ability level, (e) multicultural issues, and (f) factors of resiliency on student learning and development.</p> <p>D.1 Demonstrates self-awareness, sensitivity to others, and the skills needed to relate to diverse individuals, groups, and classrooms.</p> <p>D.3 Designs and implements prevention and intervention plans related to the effects of atypical growth and development, (b) health and wellness, (c) language, (d) ability level, (e) multicultural issues, and (f) factors of resiliency on student learning and development.</p>
<p>005.02L3 Knowledge of various alternatives for providing the least restrictive environment for children with disabilities.</p>	<p>COUN 8430 Internship in School Counseling.</p> <p>COUN 8630 Foundations and Issues in Secondary School Counseling.</p> <p>COUN 8650 Issues in Elementary and Middle School Counseling</p>	<p>D.1 Demonstrates self-awareness, sensitivity to others, and the skills needed to relate to diverse individuals, groups, and classrooms.</p> <p>D.3 Designs and implements prevention and intervention plans related to the effects of atypical growth and development, (b) health and wellness, (c) language, (d) ability level, (e) multicultural issues, and (f) factors of resiliency on student learning and development.</p> <p>H.1 Assesses and interprets students' strengths and needs, recognizing uniqueness in cultures, languages, values, backgrounds, and abilities.</p> <p>L.3 Implements differential instructional strategies that draw on subject matter and pedagogical content knowledge</p>

		and skills to promote student achievement.
005.02L4 Knowledge of methods of teaching children with disabilities in the regular classroom.	COUN 8630 Foundations and Issues in Secondary School Counseling.	<p>G.1 Understands the influence of multiple factors (e.g. abuse, violence, eating, disorders, attention deficit hyperactivity disorder, childhood depression) that may affect the personal, social, and academic functioning of students.</p> <p>L.3 Implements differential instructional strategies that draw on subject matter and pedagogical content knowledge and skills to promote student achievement.</p> <p>D.3 Designs and implements prevention and intervention plans related to the effects of atypical growth and development, (b) health and wellness, (c) language, (d) ability level, (e) multicultural issues, and (f) factors of resiliency on student learning and development.</p> <p>H.1 Assesses and interprets students’ strengths and needs, recognizing uniqueness in cultures, languages, values, backgrounds, and abilities.</p>
005.02L5 Knowledge of prereferral alternatives, referral systems, multidisciplinary team responsibilities, the individualized education plan process, and the placement process.	<p>COUN 8210 Organization and Administration of School Counseling Programs</p> <p>COUN 8650 Issues in Elementary and Middle School Counseling</p>	<p>M.3 Knows how to build effective working teams of school staff, parents and community members to promote the academic, career, and personal/social development of students.</p> <p>O.5 Understands the school counselor’s role in student assistance programs, school leadership, curriculum, and advisory meetings.</p> <p>H.1 Assesses and interprets students’ strengths and needs, recognizing uniqueness in cultures, languages, values, backgrounds, and abilities.</p>

	COUN 8630 Foundations and Issues in Secondary School Counseling.	L.3 Implements differential instructional strategies that draw on subject matter and pedagogical content knowledge and skills to promote student achievement.
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Appendix E

Student Affairs in Higher Education Masters of Science (38 credits)		
Department of Counseling University of Nebraska at Omaha		
YEAR ONE	Semester	Credit
COUN 8006: Student Development Theories	Fall Y1	3
COUN 8030: Counseling Practices	Fall Y1	3
COUN 8850: The College Student Experience	Spring Y1	3
COUN 8930: History of Higher Education and Student Affairs	Spring Y1	3
COUN 8150: The Student, Personnel Work in Higher Education	Summer Y1	3
COUN 8940: Diversity and Wellness Issues in Higher Education	Summer Y1	3
	Year One	18
YEAR TWO		
COUN 8950: Organization, Administration, & Leadership in Higher Education	Fall Y2	3
TED 8010: Introduction to Research Or EDL 8010: Introductory Research Methods	Fall Y2	3
COUN 8450: Internship in Student Affairs in Higher Education**	Fall Y2	(1-2)
COUN 8980: Digital Learning: Policy, Programming, & Systems	Spring Y2	3
COUN 8810: Law and Ethics in Higher Education and Student Affairs	Spring Y2	3
COUN 8450: Internship in Student Affairs in Higher Education**	Spring Y2	(1-2)
COUN 8820: Crisis and Emergency Management in Higher Education	Summer Y2	3
COUN 8830: Current Issues in Higher Education & Student Affairs	Summer Y2	1
COUN 8450: Internship in Student Affairs in Higher Education**	Summer Y2	(1-2)
	Year Two	20
INTERNSHIP/FIELD EXPERIENCE		
COUN 8450: Internship in Student Affairs in Higher Education **Parameters: <ul style="list-style-type: none"> • COUN 8450 <u>may</u> be taken for 1-2 credits beginning Fall Y2 with SAHE coordinator permission. • COUN 8450 must be taken for minimum of 1 credit hour during Spring & Summer Y2. • Completion M.S. in SAHE requires 4 credit hours of COUN 8450 totaling 400 hours. 		
Comprehensive Exam in Student Affairs & Higher Education		
Given 3 rd week of Summer Y2 Comprehensive Exam passing score required for graduation		

Plan of Study
Student Affairs in Higher Education (SAHE)
FALL ADMISSION (only)

Admission Date: Fall: _____ Degree: M.S. _____ M.S. w/Thesis _____ ADVISOR: _____							
Y E A R 1	Fall, Year 1	C R	Spring, Year 1	C R	Summer, Year 1	C R	Total
	COUN 8030 Counseling Practices	3	COUN 8850 The College Student Experience	3	COUN 8150 Intro to Student Personnel Admin.	3	
	COUN 8006 Student Development Theories	3	COUN 8930 History of Higher Ed & Student Affairs	3	COUN 8940 Diversity & Wellness in Higher Education	3	
	Total Credits	6	Total Credits	6	Total Credits	6	
Y E A R 2	Fall, Year 2	C R	Spring, Year 2	C R	Summer, Year 2	C R	Total
	COUN 8950 Organization, Administration, & Leadership in Higher Education	3	COUN 8980 Digital Learning: Policy, Programming, & Systems	3	COUN 8820 Crisis & Emergency Management in HE	3	
	EDL 8010: Introductory Research Methods <i>Or</i> TED 8010: Intro to Research	3	COUN 8810 Law & Ethics in HE & Student Affairs	3	COUN 8830 Current Issues in Higher Education	1	
	**COUN 8450 Internship in Student Affairs & Higher Education	1-2	**COUN 8450 Internship In Student Affairs & Higher Education	1-2	**COUN 8450 Internship In Student Affairs & Higher Education	1-2	
	Total Credits	6-8	Total Credits	6-8	Total Credits	5-6	38

Appendix F

UNO Department of Counseling

Understanding of Expectations

The UNO Department of Counseling is charged with the task of preparing individuals to become professional counselors and student affairs professionals who work in a variety of settings and assume leadership and advocates in their profession. In order to fulfill these responsibilities, counseling department faculty continuously evaluate students based on their academic abilities, clinical skills, interpersonal behavior, and professional conduct. Successful completion of one of the department's graduate programs, as well as faculty endorsement for licensure and other professional pursuits, depend on these factors.

In order to ensure proper training and client care, a counselor-in-training must be able to demonstrate professional character, the ability to communicate well and convey warmth, genuineness, and respect, and empathy in interactions with others, including clients, classmates, staff, and faculty. Counseling students are expected to be able to demonstrate the ability to accept and integrate feedback, be aware of their impact on others, accept personal responsibility for their actions, express emotions appropriately, resolve conflicts, and demonstrate professional judgement in decision-making.

It is the aim of the UNO Department of Counseling to foster ethical and professional behavior in our students in preparation for a career as clinical mental health counselors, professional school counselors, and student affairs/higher education professionals through an environment conducive to positive learning and teaching. Students are expected to be familiar and comply environment conducive to positive learning and teaching. Students are expected to be familiar and comply with the **UNO Student Code of Conduct, expectations surrounding Academic Integrity, and the policies and standards published in the most recent edition of the UNO Graduate Catalogue, the American Counseling Association, American School Counseling Association, and NASPA(?), and the UNO Department of Counseling's Student Handbook**. Student progress in the program may be interrupted for failure to comply with professional ethical standards, or when intrapersonal, interpersonal or professional behavior interferes with education and training requirements for self or others. Therefore, it is critical to become familiar with the policies and procedures of UNO, UNO Graduate Studies, the UNO Department of Counseling, the counseling profession, and your chosen concentration area in order to create and maintain an environment that facilitates student learning and growth.

Failure to perform in a reliable, competent, and ethical manner, or exhibiting conduct that results in being terminated by a field site for practicums or internship will necessitate a review by the faculty and possible remediation, suspension or dismissal of the student from the UNO Department of Counseling.

Code of Community Standards

UNO is an educational environment dedicated to fostering intellectual achievement, personal development, and social responsibility. For students to learn to live and work successfully with others, they must respect for and be responsible to others members of the community, including other students, members of the faculty and staff, and residents of the Omaha community. By establishing a code of standards, the counseling department seeks to ensure a fair and just community by promoting student responsibility, accountability, and ethical decision making to facilitate individual awareness and assist students in actively engaging as responsible members of their various communities.

Academic Integrity

Academic integrity is central to our mission to educate students for responsible citizenship and ethical leadership. UNO and the UNO Department of Counseling expect all students to adhere to the UNO Academic Integrity code as an essential component for building an academic community committed to excellence and scholarship. To that end, students, faculty, staff, and administration share the responsibility for building and sustaining this community. Thus, each student must become familiar with UNO's rules for academic integrity-and the Counseling Department requires that students be able and willing to accept and follow UNO's parameters on academic integrity, both as a matter of personal integrity and as a commitment to the values to which the UNO and professional counseling and higher education communities commit. It is the responsibility of instructors to set clear guidelines for authorized and unauthorized aid in their courses. It is the responsibility of students to honor those guidelines and to obtain additional clarification if and when questions arise about possible violations of UNO's academic integrity standards. ***Any student found to be engaging in any type of academically dishonest behavior will be sanctioned by the UNO Counseling Department and by any other appropriate academic and/or administrative units as defined in the UNO and NE Regents bylaws regarding academic dishonesty, to include dismissal from the UNO Counseling Department and UNO.***

The Honor Pledge

I understand and accept that membership in the student body UNO and the UNO Department of Counseling requires a commitment to act with honor and civility in all classroom, learning, community, and professional settings. This philosophy is consistent with the *Code of Ethics of the American Counseling Association* as well as other widely accepted expectations of the profession. Thus, I will uphold the values of honor-honesty, trust, respect, fairness, and responsibility throughout their tenure in the UNO Counseling Department and as a member of the UNO community. My signature on this pledge is a binding commitment that I will abide by this pledge for the entirety of my tenure at UNO and within the Department of Counseling. In doing so, I will abstain from any lying, cheating, or plagiarism in my academic endeavors and behave responsibly, respectfully and honorably in my social life and in relationships with others. As evidence, I will add the following statement to all assignments or exams I complete in my program of study.

“On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work”.

Additionally, I will engage in a manner that facilitates a positive learning environment for other students as well as myself and instructor. I recognize that disruptive behavior such as arriving late, learning early, arriving under the influences of substances, side-discussions in class, talking over or interrupting other students, and actions that inhibit or disparage the contributions of others are not acceptable. I further accept that the inappropriate use of technology in the classroom will not be tolerated, nor will aggressive/volatile behaviors that lead to a negative learning or working environment. If such behaviors occur, I accept that faculty are permitted to and will be supported in asking students to leave the class and/or withdraw from the course. As a result, I accept that my *final course grade may be negatively impacted by if I am deemed by my professor or department to have negatively influenced the learning environment of others*. I understand and accept that the faculty has the right to address inappropriate, unprofessional, and uncivil behaviors directly with me or other students in a timely manner.

Civility in the Classroom and All Learning Settings

Civility is expected in all interactions and learning settings connected to the Graduate Studies in Counseling program. Civility in the classroom, during off-campus assignments, small group work, and in field sites settings reflects a student's ability to maintain the professional behavior expected of practicing counseling professional. Student incivility interferes with student learning and the teaching environment.

Acknowledgement of Graduate Studies in Counseling and Course Policies and Procedures

Students are asked to affirm the following statement with their signature:

- **I have received a copy of and/or received a link where I can access the following documents:**
 - UNO Department of Counseling Student Handbook
 - UNO Graduate Studies Catalog
 - American Counseling Association Code of Ethics and/or American School Counseling Association Code of Ethics
 - UNO Student Code of Conduct
- **I verify that I have read each of the documents named above, including the referenced documents, and understand and agree to abide by the expectations, policies, and procedures of UNO Graduate Studies, the UNO Department of Counseling, St, and the ethical standards of the counseling and/or Student Affairs professions, including those in my concentration area.**
- **I agree to participate in the ongoing self-evaluation process as described therein.**
- **I understand that I am responsible for following my planned program of study and if I do not, there may be a delay in completing the program.**
- **I confirm that I have taken responsibility for asking the faculty and questions I may have in order to fully clarify my understanding of these expectations.**

I further understand that my failure to fulfill the expectations of any course or other obligation (i.e., comprehensive exam) of the UNO Graduate Studies, the UNO Department of Counseling Department, and/or my concentration area may necessitate a review by the Counseling Department and may result in the implementation of a remediation plan, suspension, or dismissal from the UNO Department of Counseling.

Student Name (Print)

Student Signature

Date

Please print this document, sign/date this statement, and submit to the department's administrative associate (Barb Newell) at the department's new student orientation meeting. Students in fully online courses should submit their completed document to the department's administrative secretary at bjnewell@unomaha.edu.

Appendix G

Background Check Procedures*

***To be completed prior to first semester as degree seeking student and 30-60 days prior to start of practicum semesters (COUN 8220/8330)**

Background checks are now required for all students prior to entering the department and/or prior to enrollment in either the school or clinical mental health specialization practicum. Background checks are completed through OneSource. Please follow the appropriate procedures below. **Note: Payment to OneSource is required when prompted during the application process.**

1. **To be completed by all students regardless of intended specialization upon acceptance into the UNO Counseling Department:**
 - i. Go to the OneSource link at <http://www.onesourcebackground.com> and following this procedure:
 - ii. Go to *Tools>>> student>>>University of Nebraska at Omaha*
 - iii. Go to the *Counseling Department-Clinical Mental Health Counseling* link>>>complete *Release Form* (in red box). When completed, print/sign/date and turn in to Barb Newell in the Counseling Department. The document will then be signed by the UNO Counseling Department Chair (i.e., “Agency Check”) and submitted to Onesource. Onesource will then submit the document to the NE DHHS along with the background check document (“IV”).

Be sure to note the items below when completing the document.

 1. Be sure to have the document completed in its entirety as the State of NE will not process it unless it is complete per their requirements.
 2. Check both the *Adult Protective Services Central Registry* and *Child Protective Services Central Register* boxes.
 3. Click “no” on the adoption question.
 4. On the section that asks you for “names and birth dates of your children and children who have lived with you,” you need to list **all children**. **This includes siblings, foster children, etc.**
 5. Notary is not required.
 - iv. Click on *Counseling Department-Clinical Mental Health Counseling*>>>complete and submit *Background Check-Clinical Mental Health Counseling* (in red box)

2. To be completed by students prior to enrolling in the clinical mental health counseling practicum course (COUN 8220).

- I. Go to the OneSource link at <http://www.onesourcebackground.com> and following this procedure:
- II. Go to **Tools>>> student>>>University of Nebraska at Omaha**
- III. Go to the **Counseling Department-Clinical Mental Health Counseling** link>>>complete **Release Form** (in red box). When completed, print/sign/date and turn in to Barb Newell in the Counseling Department. The document will then be signed by the UNO Counseling Department Chair (i.e., “Agency Check”) and submitted to Onesource. Onesource will then submit the document to the NE DHHS along with the background check document (“IV”).
 - Be sure to note the items below when completing the document.
 - Be sure to have the document completed in its entirety as the State of NE will not process it unless it is complete per their requirements.
 - Check both the *Adult Protective Services Central Registry* and *Child Protective Services Central Register* boxes.
 - Click “no” on the adoption question.
 - On the section that asks you for “names and birth dates of your children and children who have lived with you,” you need to list **all children**. **This includes siblings, foster children, etc.**
 - Notary is not required.
- IV. Click on **Counseling Department-Clinical Mental Health Counseling**>>>complete and submit **Background Check-Clinical Mental Health Counseling** (in red box)

3. To be completed by all students prior to entering the School Counseling Practicum course (COUN 8330).

- **Note:** a background check may not be required for school counseling students who remain in their current school district. Students are responsible for verifying this information.
 - i. Go to the OneSource link at <http://www.onesourcebackground.com> and following this procedure:
 - ii. Go to **Tools >>> student>>>University of Nebraska at Omaha**
 - iii. Go to the “Counseling Department-School Counseling” link>>>complete **Release Form** (in red box). When completed, print/sign/date, and turn in to Lorraine Street in Roskens Hall 204. The document will then be signed by Lorraine (i.e., “Agency Check”) and submitted to Onesource. Onesource will then submit the document to the NE DHHS along with their background check document (“IV”).

Note: NE DHHs background check information must be completed no sooner than 60 days prior to the beginning of the semester. School concentration students should be mindful of this timeframe.

- Be sure to note the items below when completing the document.
 - Be sure to have the document completed in its entirety as the State of NE will not process it unless it is complete per their requirements. Enter NA in a field that is not applicable to you.
 - Check both the *Adult Protective Services Central Registry* and *Child Protective Services Central Register* boxes.
 - Click “no” on the adoption question.
 - On the section that asks you for “names and birth dates of your children and children who have lived with you,” you need to list **all children**. **This includes siblings, foster children, etc.**
 - Notary is not required.
- iv. Click on *Counseling Department-School Counseling*>>>complete and submit *Background Check-School Counseling* (in red box)