

Student Handbook  
Department of Counseling  
University of Nebraska at Omaha



College of Education  
101 Roskens Hall  
(402) 554-2727

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

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### **Scope of Student Handbook**

The UNO Counseling 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 as a degree seeking student to the UNO Counseling Department 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. If a substantive change to departmental or specialization policy is made during a student's tenure, the student can choose to adopt the new guidelines as outlined in the handbook or remain with the policy stated in the UNO Graduate Catalogue for the semester in which they were admitted as a degree seeking student.

### **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**

The UNO Counseling Department (COUN) consists of 6 core faculty members, 1 department secretary, 2 graduate assistants, and 2 part-time clinical coordinators for the UNO Community Counseling Clinic. The department also utilizes select part-time ("adjunct") instructors from the Omaha community with expertise in clinical mental health counseling, school counseling, and students affairs. One full time department secretary, Ms. Barb Newell, and two graduate assistants provide administrative support for the department and faculty.

The UNO Counseling Department houses a distinct training clinic, the UNO Community Counseling Clinic. The clinic provides a unique learning and training environment for students in the clinical mental health counseling specialization while simultaneously providing competent, low cost mental health services to Omaha residents. The department chair serves as the Clinic Director, while a licensed mental health professional serves as the clinic supervisor who assists the clinic director, practicum/internship course instructors, and students with marketing, client services, and other clinical related administrative tasks.

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.

### **UNO Community Counseling Clinic**

The **UNO Community Clinic** is the UNO Counseling Department's in-house training 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. 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 clinic's dedicate webpage on the Counseling Department's webpage.

### **UNO Department of Counseling Faculty**

David Carter, Ph.D., LIMHP, LPC	Professor
Daniel B. Kissinger, Ph.D., LIMHP, LPC	Associate Professor
Abby Bjornsen-Ramig, Ph.D., Licensed Psychologist	Associate Professor
Ann Luther, Ed.D.	Assistant Professor
Elizabeth Tolliver, Ph.D., LIMHP, LPC	Assistant Professor
Ashley Blount, Ph.D., LPCC, NCC	Instructor

### **Faculty & Staff Roles**

Department Chair	Dr. Kissinger
NBCC Liaison	Dr. Carter
CACREP Liaison(s)	Dr. Kissinger/Dr. Tolliver
Program Coordinator, School Counseling	Dr. Luther
Program Coordinator, Clinical Mental Health	Dr. Kissinger
Program Coordinator, Student Affairs	Dr. Bjornsen-Ramig
Department Secretary	Ms. Barb Newell
Chi Sigma Iota Faculty Advisor	Dr. Tolliver/Dr. Kissinger (2 <sup>nd</sup> )
Director, UNO Community Counseling Clinic	Dr. Kissinger
UNO Community Counseling Clinic Coordinators	Laurelin Sterns, M.S., PLMHP Renée Pigsley, M.S., PLMHP

### **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 specialization. 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) specialization will be prepared to work with the 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) specialization will be prepared to work with a diverse population of college and university students in a wide array of student-service oriented offices and departments.
- Students will demonstrate ethical and cultural competencies consistent with the documented expectations of a professional counselor
- Students will demonstrate competence in evaluating and applying evidence-based research in their work with students and/or clients.
- Students will demonstrate mastery of appropriate counseling curriculum through successful completion of specialization specific comprehensive exam (CMHC/CPCE; SC/Praxis II; SAHE; Comprehensive Case Study).

### Accreditation

The UNO Counseling 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 programs that meet 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 required, the CMHC and SC programs 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.

### Personal Counseling

While not required of students, the Counseling Department strongly encourages students to seek personal counseling (individual/couples/family) in an effort to increase self-awareness and understanding-and as a means for gaining insight into the relational and process elements of counseling process. Although ethical standards preclude UNO Counseling faculty from providing personal counseling to degree seeking students (ACA, 2014; F.10.e), faculty will readily provide students with a safe and confidential environment for disclosing issues that could influence their wellbeing-and help connect students with appropriate services. To that end, students should be aware that *free counseling services* are available through the **UNO Counseling Center** located in the Room 102 of the HPER Building and can be reached by phone at 402-554-2409. In addition, UNO counseling students must consider the following:

1. UNO Counseling students are not allowed to receive counseling services through the UNO Counseling Department's Community Clinic. However, students are allowed to utilize the UNO Counseling and Psychological Services for personal counseling.

### Group Experience

The “group experience is a requirement for students in all specializations. Each group experience consists of a 5 week/2 hour group counseling experience consisting of no more than 10 current students and led by a licensed mental health professional. The group experience is designed to expose students to the stages and dynamics and stages of group counseling dynamics-and the therapeutic process more broadly-in a setting that promotes self-reflection and personal/professional growth and development. The cost of the group experience is covered through a course fee for COUN 8360/8740. There is no additional cost to students for the group experience.

**The group experience is not a specific course and will not be found on Mavlink.** However, the group experience is *required of all students prior to enrollment in the group counseling specific courses [COUN 8360 (CMHC/SAHE) and COUN 8740 (SC)]*. Students will be sent notification of each impending group experience via the department listserv. Registration requires that the student notify the department secretary by email of their intention to join the group experience session. Registration is on a first come, first serve basis with priority given to students taking COUN 8360 or COUN 8740 the following semester.

Successful completion of the group experience requires full attendance at the 5 consecutive sessions of the “group experience” for which they enrolled. At the completion of the group experience, students must turn in the anonymous Group Experience Evaluation to the department secretary. This evaluation is part of the department’s overall program assessment plan.

### Program Completion Timeline

Students must complete their program within 10 years of enrollment. The first day of class of the earliest course which appears in student's plan of study is considered by UNO as the beginning of the student's graduate education. **Coursework not completed within ten years will not be accepted.**

Part-time and full-time enrollment is allowed, with *students expected to maintain minimum progress toward a degree in the form of 6 credits (two course) per semester*. In accordance with UNO policy, no courses older than 10 years or declined by the counseling faculty (see Course Substitution Policy) may be applied to a current degree plan. Students in the CMHC and SC specializations can expect to complete their respective programs in a *minimum* of two years, with an average completion schedule of 3-4 years depending on part-time or full-time enrollment. UNO considers nine (9) graduate credits per semester as full-time enrollment.

### **Distance Learning**

The Counseling Department offers a select number of distance learning course in partially-online (“hybrid”) and fully-online formats. Students will be notified of future distance learning course offerings via the department listserv.

<b>Course #</b>	<b>Title</b>	<b>Clinical MH</b>	<b>School</b>	<b>Student Affairs</b>
COUN 8040 (Hybrid)	Pro & Ethical Issues	X	X	X
COUN 8226 (Hybrid)	Career Dev. & Lifestyle	X	X	X
COUN 8686 (online)	Med & Psycho-social Aspects of Alcohol/ Drug use/addiction	X (Elective)		
COUN 8696 (online)	Assmt & CM of Substance Abuse	X (Elective)		

### **Advising**

Students are assigned a faculty advisor when fully admitted to the program and advised of their faculty advisor in their formal acceptance letter from the department. Students are encouraged to establish an on-going advising relationship with their advisor in order to ensure steady progress toward graduation. The student’s initial advising meeting follows the department’s mandatory orientation-usually within one month of acceptance into the department. At orientation, students will set up their initial semester registration schedule in consultation with their faculty advisor and discuss a general plan of study. Following this initial advising session, students are strongly 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.

### **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. Fully admitted students who are not receiving listserv messages should contact the department chair.

### **Department Newsletter**

*The Communicator* is the department’s nationally award winning, student-led newsletter and is published 2-3 times each academic year. *The Communicator* details department activities and opportunities for engagement in local and professional advocacy and leadership opportunities. Students interested in being part of the newsletter staff should contact the department chair.

## **Counseling Department Webpage**

The UNO Counseling Department's **webpage** provides critical information on department programs, policies, activities, the UNO Community Counseling Clinic, and professional opportunities for students' documents. Students are encouraged to review the website on an ongoing basis in order to become familiar with the location of important departmental information, policies, and documents.

## **Admission to Department**

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. Beginning Fall 2018, full admission to the Student Affairs in Higher Education specialization will be Fall only. Detailed **admissions information** is found on the Counseling Department webpage.

### **Provisional Admittance**

Students admitted provisionally will be required to successfully complete specific courses set by the faculty with a grade of B or better. Typical reasons for provisional admittance are:

1. Not having the required number of behavior science prerequisite courses (9);
2. Not having a high enough GPA per department requirement;
3. Deficient writing as assessed through GRE and/or Counseling Department admissions writing sample;

Students will be notified of their provisional status in the 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 admission, and the student's continued candidacy within the UNO Department of Counseling is dependent upon satisfying the terms outlined in the letter of provisional admittance. Failure to do so may result in dismissal from the program.

### **Change of Specialization**

Students are admitted into one specialization area. Students desiring to change their specialization area once admitted are required to:

1. Meet with assigned faculty advisor to discuss interest/reasoning behind potential specialization change.
2. Interview for specialization change with department chair and minimum of 1 core faculty member from specialization area.
3. Receive formal permission from department chair to change specialization and complete change of specialization form\*\*.

\*\*If student is denied permission to transfer specialization, student may remain in current specialization or leave the department program. The student may reapply for admission to the Counseling Department/specialization.

### **Is there a “dual specialization” option?**

**No**, but fully admitted (i.e., degree seeking) students may seek departmental approval to complete coursework toward more than one specialization following the completion of 12 credits with a “B” or higher average. Students can expect to extend their graduation date by 1.5 to 2 years by adding a second specialization. The process for requesting permission for a second specialization is as follows:

1. Student seeking to add a specialization will *not* be required to re-apply to UNO Graduate Studies or UNO Counseling Department, but must be a degree-seeking student in good standing with the UNO Graduate School and Counseling Department.
2. Student must meet with current faculty advisor to a) process the requirements for adding a second specialization area, b) discuss their reasoning for adding the specialization, and c) receive approval from the advisor to interview for formal acceptance into the additional specialization.
3. Upon faculty advisor approval, student will interview for admission into the additional specialization area at the next available department admission interview (Fall/Spring admission).
4. Student’s current standing in one specialization area does not guarantee acceptance into additional specialization.
5. A student completing more than one specialization will receive a master’s degree with a specialization in the completed specialization areas-**NOT** two master’s degrees.

### **Registration for Courses**

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**. While advising holds require you to contact your advisor for guidance, it is generally quicker and more efficient to contact the UNO Office of Records and Registration at 402-554-2314 to resolve advising holds if you have a transcript or immunization hold.

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 as soon as possible after your registration window opens to secure a preferred schedule rather than

waiting for the general registration period. Please refer to the **UNO Academic Calendar** for more detailed information.

### Learning and Assessment Platforms

#### 1. VIA

- a. VIA is used by the department for the purposes of assessment and, by extension, program/departmental improvement and development.
- b. VIA requires a one-time fee that provides students a 7-year license.

#### 2. Canvas

- a. Canvas is UNO's learning management system (LMS) and is a distinct platform from VIA. While Canvas will likely 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.

### Background Checks

Background checks are required on two distinct occasions. In certain cases, a CMHC or SAHE practicum or internship site may require an additional background check. Students bear the financial responsibility for these background checks. Background check guidelines are found on the department's website.

#### 1. Background check required:

- a. Following admission as a degree seeking student to (all specializations).
- 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. In certain cases, a student's practicum or internship site may require an additional background check.

### Accessibility Services

The UNO **Accessibility Services Center (ASC)** seeks to provide "reasonable and appropriate accommodations..." for students with disabilities. Students interested in requesting accommodations should contact the ASC for guidance on issues related to resources, student responsibilities, interpreters, and the process for requesting accommodations. Students should contact their instructor **prior to or during the first week** of class regarding accommodation needs. Students should be aware that documentation from the ASC is **required** before accommodations can be implemented.

**Accessibility Services Center (ASC)**

6001 Dodge Street  
Omaha, NE 68182  
Milo Bail Student Center 126  
Voice: 402.554.2872  
Fax: 402.554.601

**Course Substitution**

Students may substitute up to **9 credits** into degree plan with department approval.

**Course Substitution Parameters**

1. Course must meet/align with course specific CACREP standards.
2. No substitution(s) for Practicum and/or Internship course(s) in any specialization.
3. Course must be graduate level.
4. Requested course must be a) equivalent to 45 hours/15 week semester, and b) 3 credit hrs.

**Course Substitution Approval Process**

1. Submit syllabus/i for review to the department chair.
2. When appropriate, chair will consult with faculty regarding substitution request.
3. Chair will notify student of decision regarding acceptance/declination of request.

### Electives

Students in the CMHC specialization area may take two electives (COUN 8686 & COUN 8696) in order to complete the academic requirements for provisional licensure as a substance abuse counselor in Nebraska (PLADAC). These courses should be taken **after** pre-requisite coursework for COUN 8220 (Practicum) is completed. No electives are offered in the School Counseling and Student Affairs in Higher Education specialization curriculums.

### Degree Options

**IMPORTANT NOTE: Beginning Fall 2018, the UNO Counseling Department will offer the following degrees:**

**a. Master of Science (M.S.)**

- Clinical Mental Health Counseling (CACREP-Accredited/60 credits)
- School Counseling (CACREP-Accredited/48 credits; 60 credits for “**Alternative SC Endorsement**”)
- Student Affairs in Higher Education (36 credits)

**b. Master of Science w/ Thesis**

- The thesis option requires the completion of an original research project (i.e., (“Thesis”)) and is aimed at students with an interest in research methodology and/or pursuing post-graduate studies. Students interested in the thesis option are strongly encouraged to complete TED 8010 or H & K 8030 early in their program of study.
  - Clinical Mental Health Counseling (CACREP-Accredited/66 credits)
  - School Counseling (CACREP-Accredited/54 credits; 66 credits for “**Alternative School Counseling Endorsement**”)
  - Student Affairs in Higher Education (42 credits)

## Degree Options for Students Admitted Prior to Fall 2018

### *Clinical Mental Health Counseling (CMHC/CACREP-accredited)*

1. 60 credit Master of Science (M.S.) degree with a specialization in CMHC includes the coursework and field experiences (practicum/internships) required for licensure as a mental health professional in Nebraska.
2. 66 credit Master of Arts (M.A.) degree in CMHC is the **thesis option** and requires the completion of an additional 6 credit hour thesis sequence.

### *School Counseling (SC/CACREP-accredited)\*\**

\*\*In August, 2017, the Nebraska Department of Education implemented a new school counselor endorsement/certification for individuals interesting in a school counseling career but don't possess a teaching degree and/or teaching experience (See: "Alternative School Counseling Endorsement" above)

1. 48 credit Master of Science (M.S.) degree with a specialization in SC includes the coursework and field experiences (practicum/internships) required for licensure as a School Counseling in Nebraska.
2. 54 credit Master of Arts (M.A.) degree is the **thesis option** and includes the coursework and field experiences (practicum/internships) required for licensure as a School Counseling in Nebraska.

### *Student Affairs in Higher Education (SAHE)*

1. 36 credit Master of Science degree (M.S.) with a specialization in SAHE includes coursework and field experiences for individuals interested in careers in higher education settings.
2. 42 credit Master of Arts degree (M.A.) with a specialization in SAHE is the **thesis option** and requires the completion of an additional 6 credit hour thesis sequence.

## Student Records

The UNO Department of Counseling maintains student records for a period of **7 years**. The counseling does not guarantee student records will be held and/or available longer than the initial **7 year** period required by law. Therefore, students are strongly encouraged to maintain a copy of critical documentation related to future employment/licensure/certification\*\*. Specifically, failure to keep duplicates of practicum/internship documentation could pose a barrier for seeking employment/licensure/certification. Key duplicate documents should include, but are not limited, to the following:

1. \*\*ALL practicum documentation—and particularly documentation of direct/indirect/total client contact hours.
2. \*\*ALL internship documentation—and particularly documentation of direct/indirect/total client contact hours.

Students are required to provide the Counseling Department and UNO Office of Records and Registration of any change of name, address, phone number, or other important information. Finally, the Counseling Department undertakes annual surveys of current students, program graduates, and those who employ department graduates as part of the department's CACREP related programmatic assessment plan. Each survey provides valuable (“Vital Stats” per CACREP) that is central to the department's understanding of student and employer perceptions of the department and is critical for department/program/faculty development and improvement.

## Quality of Work Standards

Students admitted to the UNO Counseling Department must demonstrate the personal and professional character expected of a professional counselor, including the current ethical standards of the counseling profession as well as their chosen specialization area (**ACA; ASCA; NASPA**). In addition to upholding the current ethical standards of profession. The **Graduate Catalogue** provides a full rendering of the **quality of work** expected of counseling students. Under the **Quality of Work** section, Students will find UNO policies surrounding automatic dismissal, probation or dismissal, unclassified and non-degree students, additional requirements, monitoring, student responsibilities, automatic dismissal for an unsatisfactory or failing grade, and/or the policy on petitioning for reinstatement into a graduate program. The statements below are taken directly from the UNO Graduate Catalogue and highlight key information regarding GPA and grade requirements that are often asked of faculty advisors. **While these items/statements do not reflect the full extent of the policy aligned with the quality of work standards, students should review each element in depth to gain full understanding of the policy, and particularly the items concerning “Student Responsibilities” noted below.**

### 1. GPA Average Requirement

\*\*\*UNO Graduate Studies Standard

### UNO Counseling Department Standard

\*\*\*UNO requires that a “B” average (3.0 on a 4.0) average in all graduate work taken as a part of the degree or certificate program.

###Beginning Spring 2019 semester, **the UNO Counseling Department requires a grade of B or above on all coursework** for CACREP-accredited specializations—and a “B” or higher in all practicum/internship across all specializations. Therefore, beginning Spring 2019, students who receive a grade below a C in the courses as stated above will be required to retake the course.

## 2. *Student Responsibilities*\*\*\*/###

- a. Students should be aware of the Quality of Work Standards of the Graduate College, as well as any additional criteria of satisfactory performance in their respective graduate programs.
- b. It is the student’s responsibility to know when his or her previous coursework has failed to meet those standards.
- c. Students who are attending classes are still subject to dismissal if their department/school recommends dismissal based on its review of their previous performance.

### **UNO Student Code of Conduct**

UNO Counseling Department students are expected to abide by the **UNO Student Code of Conduct**. It is important to note that the code covers the conduct of individual students and student organizations (i.e., Upsilon Nu Omicron chapter of Chi Sigma Iota). A full rendering of the extensive student code of conduct is found within the UNO Graduate Catalogue under **Student Code of Conduct**. While the premise behind the code (“Preamble”) and key elements of the code are described below, students are expected to review and abide by each element of the **code**\*\*.

**\*\*Important Note:**      **The UNO Counseling Department may have additional requirements for student conduct that aligns with the ethical/legal standards of the counseling profession.**

#### *Preamble*

The community of scholars at the University of Nebraska at Omaha is dedicated to providing a safe and positive learning experience that is student-centered and focused on academic excellence and engagement with urban, rural, national, and global communities. By choosing to join the community, each member agrees to comply with certain standards of civilized behavior, and therefore, the University of Nebraska at Omaha adopts this Student Code of Conduct, in order that it might:

1. Reflect the values of UNO and promote a campus environment that supports its educational, research, and outreach missions;

2. Protect the members of the community and its resources from disruption and harm;
3. Provide a guide to appropriate individual and group behavior;
4. Foster ethical standards and civic virtues

### **Student Conduct: UNO Department of Counseling**

#### **Attendance/Participation/Conduct**

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 adhere to appropriate academic, personal, and professional/ethical conduct in all course formats (classroom/hybrid/fully-online) as described in this handbook.

#### **Graduate Review Committee (GRC)**

The Graduate Review Committee (GRC) is a Counseling Department committee consisting of a minimum of three core Counseling Department faculty members and the department chair. At least one (1) core faculty member on the GRC will be from the specialization of the student appearing before the committee. Specifically, the GRC addresses serious issues and concerns brought to their attention by faculty, students, staff, and/or practicum/internship supervising staff/personnel related to the personal, academic, and/or ethical conduct of UNO Counseling students (degree and non-degree seeking). Because of the seriousness of the issues brought before the GRC, students are mandated to appear before the GRE when they receive notification from the GRC chair. If a student is mandated, the student will be provided, at minimum, a general reason for the request to appear before the GRC (i.e., “personal conduct, academic progress/integrity). Communication between the GRC and student(s) will be done by the chair of the GRC and via electronic mail (email). Care will be taken to ensure due process is observed for all stakeholders.

Ultimately, the goal of the GRC is to understand and find a resolution amenable to all parties. Issues unable to be resolved through the GRC may be appealed through appropriate UNO administrative and disciplinary channels as outlined in the current **UNO Graduate Catalogue**. The chair of the GRC will assist the student(s) identify the means available to them for seeking additional feedback or action on the issue and/or GRC decision.

## Student Rights and Responsibilities

UNO Counseling students are expected to be aware of, and abide by, the University of Nebraska bylaws and policies and the University of Nebraska at Omaha policies pertaining to **Student Rights and Responsibilities**. Students can access the full/specific bylaws and policies at the following links:

### Academic Integrity

UNO Counseling Students are expected to maintain academic honesty and integrity in all phases of their program of study. To ensure understanding of the policies and potential violations of the UNO **Academic Integrity Policy**, **students should closely review the complete definitions of the principal violations of academic integrity listed below**. Within the UNO Counseling Department, concerns related to academic integrity of counseling students will be addressed through the **Graduate Review Committee\*\***.

\*\*The Graduate Review Committee reserves the right to seek additional review of academic honesty and integrity concern-or refer student(s) to other college/university committees for review/resolution to ensure students and faculty are afforded due process. The UNO Academic Integrity policy states:

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

### Academic Appeals

Policies and procedures for appealing grades in graduate level courses are outlined in the UNO Graduate Catalogue under **Academic Appeals**. Students can quickly access specific issues concerning academic/grade appeals through the following links:

- **Appeal of Grades in Graduate-Level Course**
- **Appeal of General Academic Matters Related to Student Program**
- **Graduate Student Academic Appeal Policy**
- **Grade Appeal Policy for UNO Graduate College Courses**

While all academic appeal policies and procedures are important, students should take particular note of the following policy found under the “**Appeal of Grades in Graduate Level Courses**”:

**“Students who believe their evaluation in a course has been prejudiced or capricious must first attempt to resolve the matter with the course instructor and then the department through which the course was offered.”**

### **Discrimination and Sexual Harassment Policies**

Students, faculty, and staff are expected to abide by the **UNO Discrimination and Sexual Harassment Policies**. To that end, it is expected that students, faculty, and staff will closely review and act in accordance with the policies specific to sexual harassment, consensual relationships, and formal and informal complaint/grievance/resolution procedures. Anyone seeking information on UNO non-discrimination and complaint procedures should contact the **UNO Office of Equity, Access, & Diversity**.

### **Practicum and Internship**

The CACREP-accredited Clinical Mental Health Counseling (CMHC) and School Counseling (SC) specializations require a 100 hour practicum and 600 hour/2 semester internship (300 hours per semester). Specific instructions outlining practicum/internship policies and procedures, including required ratios of direct and indirect practicum and internship hours, are found in the **CMHC Practicum Manual** and **CMHC Internship Manual**, respectively, which are located on the department webpage.

The School Counseling program has a distinct administrative process for locating and securing practicum and internship sites. As such, SC students should contact their advisor for guidance concerning practicum/internship sites and procedures early in the spring semester prior to their summer Practicum (COUN 8330) semester.

Faculty will assist students in locating practicum and internship sites, but students in all specializations are responsible for securing their own practicum and internship sites. Because of the numerous graduate-level CMHC and SC programs at UNO and surrounding Omaha metro region, students are strongly encouraged to begin their search/secure a site for a practicum/internship site well in advance of their practicum or internship semester. The department has an internship site guide designed to assist with this task is located on the department’s website.

### **Additional Requirements:**

1. **Liability insurance** is required for all students. Students can secure low cost liability insurance through HPSO. Liability insurance is now provided as a benefit for students who join the American Counseling Association (ACA).

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

\*\* In some cases, the student's practicum or internship site may have their own background check requirements that students must complete. Students should inquire with sites about their background check procedures and timelines.

**Enrollment: Clinical Mental Health Counseling Practicum (COUN 8220)**

1. Attend mandatory practicum orientation meeting the semester prior to anticipated practicum semester. Failure to attend and/or completed all COUN 8220 pre-requisites may result in student having to take practicum at a later semester.
2. Bring document verifying completion (or impending completion) of all practicum pre-requisites. *Note: document must be signed by faculty advisor.*
3. CMHC program coordinator will verify student pre-requisite document at orientation meeting. When verified, coordinator will direct department secretary to provide student with a permit to register for a specific section of COUN 8220.
4. While the department seeks to place students in their preferred site, site location cannot be guaranteed.

**Enrollment: School Counseling Practicum & Internships**

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: Student Affairs in Higher Education Internship**

1. Students in the SA specialization will not complete practicum, but will complete a 2-semester minimum internship in an appropriate office 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 Internship Application one semester prior to their intention of beginning internship. Submit form to SA program coordinator.
3. Students complete the Internship Agreement form with their intended site supervisor. Submit form to SA 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 previously designated supervisor holding a masters degree in SA or a related field
  - b. Permission by site to record meetings with students for use in individual supervision and group supervision (COUN 8450).
  - c. Formal evaluation by site supervisor at the close of each semester of internship

### **Curriculum**

The UNO Counseling Department implemented a substantive revision of the curriculum for all specializations beginning Fall 2017. Students should take care to follow the curriculum that aligns with their admission as a degree seeking (not “non-degree seeking”) student to UNO and the UNO Counseling Department. In this handbook, only the curriculum for degree seeking students admitted Fall 2017 and beyond are included. However, all curriculums, along with a plan of study/pre-req document, are available for viewing and download on the department website.

### **Independent Study/Special Studies Course**

Independent Study/Special Studies Courses are used in special circumstances only and must have the approval of the student’s advisor and department chair a minimum of one semester in advance.

### Clinical Mental Health Counseling

<b>Clinical Mental Health Counseling (CMHC) Master of Science (M.S.) Admission Date: Fall 2017 or After</b>				
<b>COURSE No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Departmental Registration Hold</b>	<b>Practicum Pre-Requisite</b>
TED 8010 or HPER 8030	Introduction to Research	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 Couns	3		Yes/Co-Req w/8220
COUN 8920	DSM & Treatment Planning	3	<b>Yes-Department Consent; Priority registration for students planning to register for COUN 8220 (Practicum) the following semester</b>	Yes
<b>Clinical Experiences</b>				
COUN 8220	<b>Counseling Practicum</b>	<b>3</b>	<b>Yes-must attend mandatory Practicum Orientation</b>	<b>NA</b>
COUN 8250	Counseling Internship	3	<b>Yes-must complete COUN 8220 w/ B or Higher; Department Consent)</b>	NA
COUN 8260	Advanced Internship	3		NA
<b>Total Credits MS (no thesis)</b>		<b>60</b>		
<b>Total Credits MS w/Thesis</b>		<b>66</b>		
<b>Thesis &amp; Elective Options</b>				
1. M.S. w/Thesis Option requires 6 thesis credits (COUN 8990) & Faculty Approval (66 credits)				
2. Electives to complete PLMHP academic requirements				
a. COUN 8686: Medical & Psychosocial Aspects of Substance Abuse (fully online)**				
b. COUN 8696: Assessment & Case Management in Substance Abuse (fully online)**				
**Students should complete these courses <i>after</i> Practicum (COUN 8220) pre-reqs.				

<b>COUN 8220: Practicum Pre/Co-Reqs (CMHC)</b>		
<b>Course</b>		<b>Semester Completed (e.g., Fall, 2018)</b>
<b>Required Pre-requisites for COUN 8220: Practicum</b>		
COUN 8010:	Introduction to Counseling	
COUN 8030	Counseling Practices	
COUN 8040	Professional & Ethical Issues	
COUN 8200	Counseling Theories	
COUN 8400	Advanced Theory and Techniques	
COUN 8520	Multicultural Counseling	
COUN 8920	DSM-5 & Treatment Planning	
COUN 8280	Crisis Intervention	
COUN 8516	Treatment Issues In Substance Abuse	
<b>Pre/Co-requisites for COUN 8220: Practicum*</b> <i>(* Taken concurrently with-or as pre-req- to Practicum/COUN 8220)</i>		
COUN 8360	Group Techniques & Practice	
COUN 8610	Marriage & Family Counseling	
COUN 8800	Clinical Mental Health Counseling	

### School Counseling (SC)

<b>School Counseling Specialization Master of Science (M.S.) Admission: Fall 2017 or after</b>				
<b>COURSE</b>	<b>Course Title</b>	<b>Course Credit</b>	<b>Departmental Registration Hold</b>	<b>Practicum Pre-req</b>
TED 8010 or HPER 8030	Introduction to Research	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	<b>8030; 8200; 8040</b>	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	<b>8030</b>	YES
COUN 8740	School Counseling Groups	3	<b>Yes - Instructor consent; completion of "Group Experience"</b>	YES
COUN 8330	Practicum for SC	3	<b>Yes - Department Consent</b>	NA
COUN 8430	Internship for SC	3		NA
COUN 8460	Adv. Internship for SC	3		NA
<b>Total Credits (M.S. w/teaching certification)</b>		<b>48</b>		
<b>Total Credits (M.S. w/Alternative Endorsement)</b>		<b>60</b>		
<b>Total Credits (M.S. w/Thesis)</b>		<b>66**</b>		
<b><u>Thesis &amp; Alternative Endorsement Options</u></b>				
1. M.S. w/Thesis: Requires faculty approval and 6 "thesis" credits ( <b>COUN 8099</b> ) for 66 credits total.				
2. <b>"Alternative Endorsement" Courses</b>				
<b>1. Required</b>				
a. TED 8390: Classroom Management in Practice (Summer)				
b. TED 8540: Intro to Technology Tools for Learning (Summer)				
<b>2. Options-Select Two of the Following</b>				
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)				

<b>Required Pre-Requisites for COUN 8330 (SC Practicum)</b>	
Course	Semester Completed (e.g., Fall, 2018)
COUN 8030: Counseling Practices	
COUN 8040: Professional & Legal Issues	
COUN 8200: Counseling Theories	
COUN 8210: Org & Admin of SC Programs	
COUN 8280: Crisis Counseling	
COUN 8520: Multicultural Counseling	
COUN 8630: Found & Issues/Sec SC	
COUN 8650: Issues in Elem/Middle SC	
COUN 8670: Career Readiness/College Pln	
COUN 8700: Child & Adolescent Counseling	
COUN 8740: School Counseling Groups	

**Student Affairs in Higher Education (SAHE)**

<b>Student Affairs in Higher Education Specialization (SAHE)</b>				
<b>Master of Science (M.S.)</b>				
<b>Admission Date: Fall 2017 or after</b>				
<b>COURSE No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Departmental Registration Hold</b>	<b>Pre-Req for Internship</b>
TED 8010/ HPER 8030	Introduction to Research	3		NO
COUN 8010	Introduction to Counseling	3		NO
COUN 8030	Counseling Practices	3		YES
COUN 8040	Professional & Ethical Practices	3		YES
COUN 8110	Human Dev & Psychosocial Intervention	3		NO
COUN 8006	Student Development Theories	3		Co-Req
COUN 8150	The Student & Personnel Work in HE	3		Co-Req
COUN 8226	Career Development & Lifestyle	3		NO
COUN 8360	Group Theory & Techniques	3	Yes--Instructor consent & documented completion of "group experience"	YES
COUN 8520	Counseling w/Multicultural Populations	3		YES
<b>Clinical Experience</b>				
COUN 8450	College Student Personnel Internship	6		NO
<b>Total Credits (MS)</b>		36		
<b>Total Credits (MS w/Thesis)</b>		42*		
<b><u>Thesis Option</u></b>				
1. M.S. w/Thesis requires <b>faculty approval</b> & 6 additional "thesis" credits of COUN 8099.				

<b>Required Pre-Requisites for COUN 8460 (SAHE Internship)</b>	
Course	Semester Completed (e.g., Fall, 2018)
COUN 8030: Counseling Practices	
COUN 8040: Professional & Legal Issues	
COUN 8520: Multicultural Counseling	
COUN 8360: Group Counseling	
<b>Required Co-requisites for COUN 8460 (SAHE Internship)</b>	
COUN 8006: Student Development Theories	
COUN 8150: The Student & Personnel Work in HE	

## **Comprehensive (Exit) Exams**

Each counseling specialization requires a comprehensive/exit exam as outlined below. Information specific to testing dates/guidelines for each specialization is outlined below. Additional questions pertaining to each specialization's comprehensive exam should be directed to the specialization's coordinator (CMHC/Dr. Kissinger; SC/Dr. Luther; SAHE/Dr. Bjornsen-Ramig).

### **Comprehensive Exam: Clinical Mental Health Counseling (CMHC)**

Students in the clinical mental health counseling specialization use the **Comprehensive Professional Competency Examination (CPCE)** as the required comprehensive/exit exam. For CMHC students, the CPCE is offered early in the Fall and Spring semesters and is taken at the UNO Testing Center in Kayser Hall. Students will be notified of the date/location/registration procedures by listserv message. Following notification, **all communication regarding the CPCE should be with the department's NBCC Liaison (see: Faculty & Staff Roles)**. Additional notification will be provided via sign-up sheets 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 (bolded 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 fail the CPCE on the first try will be immediately contacted by the department's **NBCC coordinator** to discuss options for re-taking the exam as quickly as possible.

**NOTE: Students will not be allowed to graduate without attaining a passing score on the CPCE as indicated above.**

#### **Benefits of using the CPCE as the comprehensive/exit exam include:**

1. An exam that meets psychometric standards
2. Provides an objective view of student knowledge
3. Provides programs with means to assess students in core curricular areas
4. Student results can be compared to national data
5. Facilitates integration of core knowledge areas
6. Provides students with feedback on areas of strength/weakness

CACREP standards are covered across the core/CMHC curriculum. The primary corresponding departmental courses are listed in parenthesis.

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)-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.

### **Comprehensive Exam: School Counseling**

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.

### *Comprehensive Exam: Student Affairs in Higher Education*

Students will respond to a case study related to a specific situation that may occur on a college campus. This take-home exam will be completed early during the student's final semester in the program. Please contact your advisor prior to the semester you intend to graduate to set-up this exam. Students will be provided an exam packet with a case study (each examinee will receive a different case), directions for the exam, and questions to be addressed. Students will be given **4 weeks** to complete this exam before it must be returned to your advisor, along with all original exam materials. The exam will be evaluated by UNO counseling department faculty. Once evaluated, the student will meet with their advisor to review results. Students will receive one of the following initial scores: *Pass, Fail, or Pass with Revisions*.

Students who receive a "pass with revisions" or "fail" score will be provided with feedback regarding expectations and have **1 week** to revise and turn in the exam to the designated evaluator. Failure to turn in the revisions at the time given by the designated evaluator will result in a "fail" score and the student will be required to complete the full comprehensive exam the next time the comprehensive exams are offered by the department.

## **Licensure/Certification & Endorsement**

### *Clinical Mental Health Counseling*

Graduates of the clinical mental health counseling (CMHC) specialization are eligible for licensure as a **Provisional Mental Health Professional (PLMHP)** in Nebraska\*\*. Additional completion of the COUN 8686 and COUN 8696 electives provide CMHC graduates with the academic requirements for **provisional licensure as a drug and alcohol counselor (PLADC)** in Nebraska (note: Clinical hours for LACAD still required). Students in CMHC should consistently review the State of Nebraska **Department of Health and Human Services** website and the **National Board of Certified Counselors (NBCC)** website to remain current on state testing dates for the National Counselor Exam (NCE)/National Clinical Mental Health Counselor Exam (NCMHCE) (See: Comprehensive & Licensure Exam). Endorsement as a Nationally Certified Counselor (NCC) is also a valuable credential for licensed mental health professionals and, due to the CMHC specialization's CACREP-accreditation, is available to program graduates soon after graduation. Info on the NCC, as well as state licensure requirements and timelines, can also be found at the National Board of Certified Counselors website.

### School Counseling

School Counseling (SC) specialization 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](http://www.education.ne.gov/legal/webrulespdf/Rule24_Guidelines_2014.pdf)

### National Licensure Exams

#### Clinical Mental Health Counseling

Graduates of the clinical mental health counseling (CMHC) specialization are eligible for licensure as a **Provisional Mental Health Professional (PLMHP)** in Nebraska. Additional completion of the COUN 8686 and COUN 8696 electives provides CMHC graduates with the academic requirements for **provisional licensure as a drug and alcohol counselor (PLADC)** in Nebraska (note: Clinical hours for LACAD still required). Endorsement as a **Nationally Certified Counselor (NCC)** is also a valuable credential for licensed mental health professionals and, due to the CMHC specialization’s CACREP-accreditation, is available to program graduates soon after graduation. Info on the NCC, as well as state licensure requirements and timelines, is found on the National Board of Certified Counselors website.

#### National Counselor Exam/National Clinical Mental Health Counselor Examination

The department’s CACREP-accredited CMHC degree allows students an opportunity to sit for the National Counselor Exam (NCE) and National Clinical Mental Health Counseling Exam (NCMHE) prior to graduation through NBCC. Students should note the CPCE, NCE, and NCMHCE are distinct exams--and only the CPCE is a graduation requirement.

#### How do I receive permission to take the NCE/NCMHCE prior to graduation?

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

1. The NCE or NCMHCE will be taken during the same semester as COUN 8260\*\*. **\*\*Summer graduates** should take the CPCE (required) and NCE or NCMHCE (optional) in the Spring semester prior to graduation.
2. The student will have previously taken the CPCE during their COUN 8260 semester\*\*.
3. Student has been granted permission by the department’s NBCC Liaison to register for the NCE or NCMHCE through NBCC.
4. **Once granted permission from department NBCC Liaison, NBCC takes over the process from the department and will notify student of all test dates and timelines**

**via email.**

5. Students will receive notification of NCE and NCMHCE registration guidelines via email message from department's NBCC Liaison on the department listserv.

### **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 serves as the primary faculty advisor and Dr. Kissinger serves as the secondary faculty advisor.

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.