

DOCTORAL PROGRAM IN COUNSELOR EDUCATION AND SUPERVISION

Handbook for Students

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Introduction

The Doctoral Program Handbook for Students is designed to be used in conjunction with The University of Toledo General Catalog, the Graduate School Catalog, The University of Toledo Student Handbook, and the Graduate Student Handbook. The Handbook for Students is not intended to be used as a replacement for these documents. Copies of the General Catalog are available for purchase at the UT Bookstore. These official documents are revised periodically. It is the student's responsibility to obtain the latest editions of these documents.

Degree Descriptions

The Department of Counseling and Mental Health Services has two basic doctoral concentrations leading to the Ph.D.: (1) Counselor Education and Supervision and (2) School Psychology. Numerous opportunities exist within each of these programs to create areas of specialization, or cognates, that are relevant to the academic, professional, or research interests of the student

Program Objectives

The doctoral concentrations in Counselor Education and Supervision are intended to prepare professional leaders in their respective fields. Applicants to either program are expected to possess the entry-level knowledge and skills received at the master's and/or specialist level. The program objectives and curricular experiences of the doctoral programs reflect an extension of those offered at the master's and specialist levels. Students interested in the School Psychology Program should obtain the *School Psychology Doctoral Handbook for Students*.

Applicants to the doctoral program in Counselor Education and Supervision are expected to possess all of the knowledge and skills required of graduates of a CACREP-accredited entry-level program in counselor education and meet academic requirements for licensure as a Professional Clinical Counselor (PCC) in Ohio. The doctoral degree in Counselor Education and Supervision provides advanced preparation in:

- **Counselor Education & Supervision,**
- **Advanced Counseling Practice,**
- **Professional Leadership,**
- **Research,**
- **Sociocultural Factors**

Program objectives specific to these areas have been developed for the doctoral program in Counselor Education and Supervision.

Counselor Education and Supervision

- To provide advanced instruction in the theories and practices of counselor supervision.
- To provide training in instructional theory and methods of counselor education.
- To provide instruction on ethical and legal issues related to counselor education and supervision.
- To provide opportunities for practice and collaboration with faculty in counselor education and counselor supervision.

Advanced Counseling Practice

- To provide instruction and training in advanced theories pertaining to the principles and practice of counseling, career development, group work, systems, and consultation;
- To provide opportunities to develop cognates in specialized areas of practice.
- To provide advanced instruction on legal and ethical issues specific to specialty areas of practice.

Professional Leadership

- To prepare students to assume leadership roles in their profession.
- To encourage and promote membership and active participation in professional counseling associations at local, state, and national levels.
- To provide students with opportunities to collaborate with faculty on service to the profession and the public.

Research

- To prepare students to be researchers and to contribute to the knowledge base of the profession.
- To provide preparation in design and implementation of quantitative research, including univariate, multivariate, and single-subject methodologies.
- To provide preparation in design and implementation of qualitative research, including grounded theory, ethnographic, and phenomenological methodologies.
- To provide preparation in the models and methods of assessment and use of quantitative and qualitative data.
- To provide students with opportunities to collaborate on faculty research and writing.
- To encourage, promote, and supervise student research and publication.
- To provide instruction on legal and ethical issues in counseling research.

Sociocultural Factors

- To provide pedagogical preparation relevant to current social and cultural issues, including social change theory and advocacy action planning;
- To provide training and experiences in the role of racial, ethnic, and cultural heritage, nationality, socioeconomic status, family structure, age, gender, sexual orientation, religious and spiritual beliefs, occupation, physical, and mental status, local, regional, national, international perspective, and equity issues in counselor education programs.

Admission

The Department welcomes inquiries into its programs. Interested persons and potential applicants should contact Dr. Nick Piazza, Doctoral Programs Coordinator (419-530-4721). Potential applicants should make an appointment to speak with Dr. Piazza about the program prior to submitting their applications. Persons applying for admission to doctoral study in either the Counselor Education and Supervision or School Psychology programs must meet the admission requirements of the Graduate School and the Department of Counseling and Mental Health Services.

Graduate School Admission Requirements

Admission requirements for the Graduate School are described in detail in the *Graduate School Catalog*. These requirements include an official transcript with three (3) copies of any and all undergraduate/graduate credits and degrees earned, three (3) letters of reference, and a non-refundable \$30.00 application fee (check or money order payable to The University of Toledo) that must be submitted to the Graduate School to begin the admission process.

CMHS Admission Requirements

Minimum department requirements for admission to the doctoral programs are:

1. A grade point average of 3.0 on a 4-point scale for all graduate level academic work at all institutions attended.
2. A master's degree in counseling from a program that is approved by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). Applicants with master's degrees from non-CACREP-accredited programs or from non-counseling programs will have to demonstrate their equivalency to CACREP-approved programs or make up any deficiencies that may be present in their training.
3. Graduate Record Examination (GRE) scores of a minimum 480 Verbal plus a minimum 560 Quantitative (combined minimum of 1040, which is at the 50th percentile).
4. A résumé or curriculum vita.
5. An autobiographical statement of three to five pages in length.
6. A personal interview with departmental faculty. The faculty will notify applicants if they are selected to interview. Applicants are interviewed and admitted to doctoral study in the department during the Fall, Spring, and Summer semesters of each year. **Completed application materials should be received by September 15, January 15, or May 15 to ensure enough time for review prior to scheduling interviews.** Late applications may still be considered only if time permits.
7. One writing sample. The writing sample consists of your responses to questions about your academic and professional background and goals. These questions can be obtained by contacting the departmental secretary or downloading them from the department web site. The writing sample is designed to determine your writing ability and your suitability to the profession and to the doctoral program.

The Department retains the right to waive any departmental requirement for admission in those cases where there is evidence to suggest that the applicant would successfully complete his or her

degree program. Applicants should be aware that many agencies and credentialing bodies require a police background check as a pre-requisite for practicum or internship placement. Having been convicted of a felony, and some misdemeanors, may prevent the student from being licensed or from working or doing a practicum or internship in a school or agency.

Applicants who meet academic admission criteria will be invited to interview with the Department Admissions Committee. This committee may be comprised of department faculty, staff, and graduate students. The purpose of the interview is to provide applicants with additional information about the program, ensure the program will meet applicants' needs, assess applicants' personal suitability to provide interpersonal counseling, assess the relevance of applicants' professional goals and objectives to the program and faculty, assess the applicant's leadership potential, and to assess the applicants' ability in the following areas:

1. Academic Criteria

- a. Clarity and appropriateness of personal and professional goals.
- b. Match between applicant's goals and departmental offerings.
- c. Realistic plans for completing the degree.
- d. Relevant counseling-related experiences.
- e. Relevant academic background.
- f. Experience or training in cultural differences.

2. Counseling Skills

- a. Ability to establish rapport.
- b. Appropriate nonverbal/attending behaviors.
- c. Concrete and focused communications.
- d. Appropriate level of responsibility during the interview.

3. Personal Characteristics

- a. Good judgment in sharing personal feelings, thoughts, and experiences.
- b. Adequate personal awareness and growth through life experiences.
- c. Appropriate interpersonal and communication skills.
- d. Emotional maturity and stability.

Advising

Upon admission into the department, each student will be assigned a temporary faculty advisor. Upon notification of admission, students should contact their advisor as soon as possible. This advisor will assist the doctoral student in planning the first semester's work and in the selection of a permanent major advisor. Students should select their permanent advisor on the basis of area of specialization and research interests.

Doctoral Program Committee

Students should meet with their permanent advisor to select a doctoral program committee. Students will be expected to convene their committee during their second semester of study. This committee is comprised of a minimum of three members and is charged with the responsibility of helping the student formulate a program of doctoral study. Doctoral programs of study should be submitted for approval by the end of the second semester of study.

All students completing a Ph.D. in Counselor Education and Supervision should formulate programs of study that meet the academic requirements for or Professional Clinical Counselor (PCC) in the State of Ohio if they do not already hold this license. Students wishing to become eligible to sit the examination for licensure as a psychologist in Ohio should work closely with their doctoral program committees to insure that their programs are also sufficient to meet the academic requirements for licensure as a Psychologist.

Residency

The residency requirement implies a period of full-time concentration in academic study. A student who is seeking the Ph.D. degree **must complete two consecutive semesters of full-time study**. A program of nine semester hours is recognized as the minimum for full-time study in any semester or in a complete summer term. Dissertation hours may not be used to complete the residency requirement. Hours earned in an internship completed outside of the Department of Counseling and Mental Health Services may not be counted toward completion of the residency requirement. Internship hours earned in Counselor Education and Supervision within the Department may be counted for up to five hours of the nine-hour per semester residency requirement.

Curriculum

A sound graduate program must meet the unique needs and support the professional goals of the student. Flexibility is considered an important characteristic in developing each student's program. Completion of the doctoral degree typically requires a minimum of two and a half to three years of study beyond the master's degree. Doctoral plans of study include a minimum of 36 hours in the major department, 12 semester hours of research and statistics requirements, a minimum of 12 hours in a cognate area, and 10 hours of dissertation credit.

Cognates

Each doctoral student is required to develop at least one identified area of specialized study. These areas of study, or **cognates**, should be designed to develop an area of professional expertise or identification. The cognate area is defined as a minimum of 12 credit hours of related study outside the program in which the student is majoring. Areas of study for the cognate are available within the College, as well as from other colleges on campus, or at The Medical College of Ohio. Students should discuss these alternatives with their advisers. Examples of cognates include: higher education, educational psychology, research, health education, and others.

The Program

Counseling Major Courses 36 credit hours

Required courses 28 credit hours

CMHS 7510	Supervision in Counseling & School Psych	3 hrs
CMHS 7520	Education & Leadership in MH Profession	3 hrs
CMHS 7530	Adv Theories of Counseling & Consultation	4 hrs
CMHS 7930	Doctoral Research Seminar	3 hrs
CMHS 8410	Adv Practicum in Indiv & Grp Counseling OR	4 hrs
CMHS 8420	Adv Practicum in Family Therapy	4 hrs
CMHS 8480	Adv. Training in Professional, Legal, and Ethical Issues	3 hrs
CMHS 8940	Counseling Internship	8 hrs

Elective Courses 8 credit hours: *

CMHS 7210	Psychopathology	4 hrs
CMHS 7220	Child, Adolescent, & Family Therapy	3 hrs
CMHS 7230	Crisis Intervention Counseling	3 hrs
CMHS 7240	Diagnosis and Mental Health	4 hrs
CMHS 7540	Adv Personality Assessment	4 hrs
CMHS 8440	Adv Group Theory and Practice	3 hrs
CMHS 8450	Couples and Family Therapy	3 hrs
CMHS 8460	Substance Abuse Counseling	3 hrs
CMHS 8470	Drugs & Mental Health	4 hrs

* A student's program committee may approve other courses

Research and Statistics Courses 12 credit hours

Required courses 9 credit hours

RESM 8120	Quantitative Methods II	3 hrs
RESM 8320	Research Design	3 hrs
RESM 7330	Qualitative Research I	3 hrs

One course (3 credit hours) from the following:

RESM 8340	Qualitative Research II	3 hrs
RESM 8130	Multivariate Statistics	3 hrs
RESM 8160	Nonparametric Statistics	3 hrs
RESM 8350	Methods of Survey Research	3 hrs
HEAL 8700	Epidemiology	3 hrs

Cognate Area 12 credit hours

Doctoral Dissertation 10 credit hours

Total: 70 credit hours

Supervised Experience & Internship

In addition to the practica experiences listed in the core requirements, each doctoral student in the Counselor Education and Supervision program will be required to complete at least 600 clock hours of internship. The 600 hours may include supervised experiences in clinical settings, teaching, and/or supervision. CACREP states, "The 600 hours include supervised experiences in clinical settings, teaching, and supervision." The internship includes most of the activities of a regularly employed professional in the setting. The 600 hours can be allocated at the discretion of the doctoral advisor and student, based on experience and training. Students will receive weekly individual and/or triadic supervision by a supervisor with a doctorate in Counselor Education and Supervision or a closely related field. Students will earn one (1) semester hour of credit for every 75-clock hours accumulated in the internship for a total of 8 semester hours. While participation in the internship is required, students will be permitted to sit for the major/cognate examination prior to completion of the internship requirement. Furthermore, internship credit may not be used as the sole means for satisfying residency requirements within the department. Doctoral students may elect or be required to participate in additional supervised practica or internships as may be necessary or appropriate.

Examinations

All doctoral students must successfully pass three examinations: The departmental qualifying examination, the written and oral major/cognate examination, and the dissertation oral examination. The qualifying examination will take place at the beginning of the student's second semester of enrollment following admission to the doctoral program. Please consult the latest edition of the *Departmental Qualifying Examination Brochure* for details and procedures. The major/cognate examination is taken after completion of all coursework (not including dissertation and internship hours) listed on the student's plan of study. Consult the latest edition of the *Departmental Major/Cognate Examination Brochure* and the *Doctoral Programs Brochure* for details and procedures. The dissertation oral examination is taken no sooner than 10 working days of the candidate submitting the final draft to his or her dissertation committee. Details and procedures are outlined in the *Doctoral Programs Brochure*. **It is the student's responsibility to file all forms, contact advisors and committee members, and make arrangements for examinations. Students should note that they must successfully defend their dissertation at least 40 days prior to commencement.**

Dissertation Committee

The Dissertation Committee formally replaces the Doctoral Program Committee when the doctoral student successfully completes the oral portion of the major/cognate examination. Although members serving on the Doctoral Program Committee may serve as members of the Dissertation Committee, students may select a new Dissertation Chairperson and a new committee to guide them through the completion of their dissertation. The committee shall consist of a minimum of three members: The dissertation advisor (chair) from the Department of Counseling and Mental Health Services, and two more faculty members, one of whom must be from outside of the Department. Replacement or substitution for any Doctoral Program or Dissertation Committee members must be submitted in writing to the CHHS Associate Dean for Graduate Studies for confirmation. Students should consult with their dissertation advisor regarding procedures for proposing and completing a dissertation.

Graduate Assistantships

The graduate assistantship is designed to provide support for full-time graduate study. The assistantship provides an opportunity for a graduate student to serve in a professional role and to

establish a professional relationship with faculty and administrators. Only graduate students holding regular admission to a degree program are eligible for graduate assistantship.

The department has a limited number of graduate assistantships. Consequently, the department typically awards graduate assistantships to selected doctoral students who wish to pursue full-time study. Additionally, the department may not have sufficient numbers of assistantships to support every student who applies.

Graduate Teaching Assistantships

The Teaching Assistant is expected to participate directly in the teaching of a course or be assigned to specific teaching support or related activities. It is expected that the assistantship will be a learning experience that facilitates completion of degree requirements and helps the student prepare for a professional career. The University's intention is to make the teaching assistantship a valuable and integral part of the student's graduate education.

The Graduate Teaching Assistantship provides a stipend and a fee waiver for up to 16 hours of graduate level coursework. The stipend varies by discipline. Contact the department for specific information about stipend levels. In return the student is required to work for approximately 20 hours per week.

Graduate Research Assistantships

The Research Assistant is expected to participate in research as directed by a University faculty member. In many cases, the faculty member will have a research grant. The appointment is primarily a learning experience. The assistant will be given the opportunity to learn research design, data gathering, data treatment, interpretation, reporting, etc. rather than function simply in one isolated phase or become a clerical assistant. Duties will be discussed with the sponsoring faculty member.

The Graduate Research Assistantship provides a stipend and a fee waiver for up to 16 hours of graduate level coursework. The stipend varies by discipline. Contact the department for specific information about stipend levels. In return the student is required to work for approximately 20 hours per week.

Application for Graduate Assistantships

The admitting departments assign graduate assistantships. Applications for consideration as a graduate assistant may be made by completing the Graduate Assistantship Application or by submitting a written request with your admission application.

Ideally, assistantship applications should be submitted simultaneously with the Graduate Application. Assignments are usually made in early February and March for the up-coming Fall Term.

Financial Aid

Doctoral students may qualify for scholarships, loans, and perhaps federal and state grant programs. Applications are filed as soon as possible after January 1st for the academic year that will begin with the next fall term. There is a priority deadline of April 1st. Late applications are considered if funds are available. **The Office of Student Financial Aid is located in Rocket Hall, Room 1200 (phone 530-8700).**

Graduate Tuition Scholarship

Limited tuition scholarships are available to cover instructional and out-of-state surcharge for qualified graduate students. The admitting department makes awards. Students may indicate their desire to be considered for these scholarships on the Statement of Purpose section of the Graduate Application. Graduate tuition scholarships are generally made only on rare occasions where significant need has been demonstrated.

Fellowships

The University of Toledo has a limited number of Fellowships to support doctoral students. Applications will be available in January should any of the fellowships become available. Primarily designed for entering Ph.D. students and those early in their Ph.D. program who have exceptional academic records. It is the highest student award the Graduate School makes and consists of a stipend of \$9,600 for the academic year plus remission of instructional fees, out-of-state surcharge, general fees, student legal fee and an insurance subsidy for UT student health insurance. The Fellowship may be renewed for up to three years provided the student maintains an outstanding academic record and makes adequate progress toward the degree.

Scholarships and Awards

The University of Toledo Foundation Scholarships. The UT Foundation provides financial support to students in the form of scholarships and fellowships. UT Foundation support is generally granted through the Office of Financial Aid. For more information about support through the UT foundation, contact the office of Financial Aid, Rocket Hall, Room 1200 (phone 530-8700).

The Robert N. Whiteford Memorial Scholarship. Presented to a graduate student to assist in research for the thesis, project, or dissertation and further the student's professional development. One applicant will receive a certificate plus a cash award. The amount varies each year depending upon available funds. In the past, award amounts have ranged from \$350 to \$400.

The Graduate Student Association (GSA) presents a number of other awards to graduate students. Applicants are generally available in January and are due mid-March.

The John J. Turin Memorial Service Award – for outstanding leadership and service to the Graduate School and University community.

For more information on scholarships available to graduate students, log onto http://www.financialaid.utoledo.edu/graduate_scholarships.htm.

Retention Policy

Department of Counseling and Mental Health Services faculty members regularly review students for the purposes of retention in the program. Students may be dismissed from the Department if their academic performance is substandard, if their personal or professional conduct is inappropriate, or if they are unable to demonstrate the essential functions of an effective counselor as defined by the professional societies and research literature. These essential functions include:

1. Counseling Skills
 - a. Ability to establish rapport.
 - b. Appropriate nonverbal/attending behaviors.

- c. Concrete and focused communications.
 - d. Appropriate level of professional responsibility.
2. Personal Characteristics
 - a. Good judgment in sharing personal feelings, thoughts, and experiences.
 - b. Adequate personal awareness and growth through life experiences.
 - c. Appropriate interpersonal and communication skills.
 - d. Emotional maturity and stability.

Academic Requirements

Graduate Faculty regulations require that graduate students maintain (a) a grade point average of 3.0 on a 4-point scale for all courses completed and (b) a grade point average of 3.0 on a 4-point scale for courses completed in the department of specialization. Students whose grade point average falls below 3.0 are subject to dismissal from Graduate School. Only grades of A, B, C, D, and F (including pluses and minuses) are used in determining grade point averages. A grade of "C-" or below in a graduate course will no longer satisfy the academic requirements for a graduate degree program. This means that any course in which a grade below "C" was achieved will not be accepted on a "Plan of Study." A limited number of courses are graded S or U upon completion. A grade of S will allow for graduate credit to be earned, while a grade of U will be processed as an F.

The successful completion of a program is based upon demonstrated personal characteristics and competence of the candidate as well as upon the completion of the course of study. The satisfactory completion of scheduled classes is not sufficient to warrant the granting of a graduate degree in the Department of Counseling and Mental Health Services. The graduate degree will be conferred when the following conditions have been met:

1. Completion of the required course of study in which the student demonstrates:
 - a. An understanding of the basic personal, social, and environmental concerns of persons in society.
 - b. Appropriate competence in the techniques, theories, resources, evaluation, and organization of effective counseling and counselor education.
2. Demonstration of the possession of a stable personality, personal flexibility, and self-confidence as a professional counselor.
3. The successful completion of practica and internship requirements.
4. Successful completion and defense of a dissertation.

Non-Academic Requirements

Coursework, practica, and internships are times for students to determine if they are well suited to the profession of counseling. Additionally, faculty will be utilizing this time to evaluate students' suitability and appropriateness for the counseling profession as well as their academic performance. Students who do not demonstrate those qualities or skills associated with effective counseling, supervision, or counselor education shall be terminated from the department. In these cases, students shall be assisted in identifying an area of study or specialization that is more suited or appropriate to their talents and skills.

Students are also expected to behave in a responsible and professional manner while functioning in classes, practica, and internships. Failure to conform one's behavior to acceptable standards of practice shall be considered cause for dismissal from the department. Subsequent to admission to the department, cause for dismissal shall consist of, but not be limited to:

1. Any activity of a professional or counseling nature that is prohibited under the ethical standards and practices of the American Counseling Association (ACA) and/or the American Psychological Association (APA).
2. Malicious disrespect toward instructors, supervisors, clients, or fellow students; failure to follow reasonable instructions; use of profanity or verbal or physical intimidation toward instructors, supervisors, clients, or fellow students.
3. The use of fraud or deceit to obtain admission to the department, a degree program or concentration of the department, a course, a practicum, or an internship.
4. Exploiting practicum or internship clients for personal gain or profit.
5. Use of alcohol or other drugs to the extent that it impairs the student's ability to perform properly or adequately, or such use poses a potential or actual threat to the welfare or safety of clients.
6. Conviction of an offense involving the sale, possession, or consumption of a controlled substance.
7. Conviction of a felony offense.
8. Conviction of an offense involving moral turpitude.
9. Conviction for a misdemeanor offense committed during the practice of any counseling or psychological procedure or activity.
10. Any behavior, activity, procedure, or practice that is prohibited under either the Counselor Licensure or Psychologist Licensure laws of the State of Ohio.

Appeals Procedures

Students who wish to appeal any decision of an instructor, faculty member, or departmental committee must do so initially by appealing directly in writing to the Department Chairperson within 30 days of being notified of the decision the student wishes to appeal.

Appeals must be based upon one or more of the following criteria:

1. Decisions made were based upon incomplete or inaccurate information over which the committee, department, or its representatives had control. Erroneous or inaccurate information over which the applicant or student had direct responsibility or control is excluded from appeal criteria.
2. Decisions were capricious and/or discriminatory in nature. A negative decision is not in its own right discriminatory under the intent of these criteria.

3. Notification of the decision reached was not provided to the applicant or student within a reasonable length of time (14 days) and/or an explanation or statements of reasons for denial or termination were not provided upon request.

The Department Chairperson shall refer all appeals to the Departmental Review and Retention Committee. Any further appeal must be made to the Dean of the College of Health and Human Services, or the designated representative of the Dean, within thirty (30) calendar days from the date of notification by the Review and Retention Committee.

An appeal to the Dean or the designated representative of the Dean must be premised upon the criteria for appeal. The Dean of the College serves as the final appeal body of the College of Health and Human Services.