

GRADUATE STUDENT HANDBOOK



REVISED FALL, 2009

MENTAL HEALTH COUNSELING PROGRAM

DEPARTMENT OF PUBLIC HEALTH
BROOKS COLLEGE OF HEALTH
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INTRODUCTION

Welcome to the University of North Florida Mental Health Counseling Program. Whether you are an admitted student or an individual investigating various programs, the faculty has designed the Handbook to provide you with specific information about the Mental Health Counseling Program. Included in this manual are policies, procedures, course descriptions and other information to help orient you to our program. Students are urged to keep a hard copy of this handbook because in general the student is required to follow the handbook he or she was admitted under.

Please note the Mental Health Counseling Handbook *does not* replace the UNF Graduate Catalog or other official University documents but rather supplements them. It is important that you familiarize yourself with the entire Handbook at the beginning of your program and that you keep it as a reference throughout your graduate studies. The Mental Health Faculty in Brooks College of Health at the University make every effort to maintain clear and consistent communication with students whether it is through the new student orientation, practicum and internship seminars, personal advising, classroom announcements and personal correspondence.

The University of North Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award baccalaureate, masters, and doctoral degrees

UNF MENTAL HEALTH COUNSELING HANDBOOK

I. DESCRIPTION OF THE PROGRAM & THE MENTAL HEALTH COUNSELING PROGRAM

Program Mission Statement

The mission of the UNF Mental Health Counseling Program is to provide an intellectually stimulating and supportive environment in which to prepare professional counselors to work in a variety of mental health settings including, private practice, hospitals, community counseling centers, and full service schools. This preparation emphasizes academic rigor, excellence in counseling, ethical and professional integrity, and development of effective therapeutic skills

Degree Awarded

The Mental Health Counseling program is standalone program housed within Brooks College of Health. Upon completion of the program, graduates are awarded a Master of Science in Mental Health Counseling degree.

Accreditation

The Mental Health Counseling Program at the University of North Florida is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The current curriculum follows CACREP 2009 standards.

Professional Orientation

Students are expected to conduct themselves as professional counselors in training and are expected to strive toward mastery of the knowledge, skills, and dispositions that identified with the profession of Clinical Mental Health Counselors.

Students are expected to serve in local, state, regional, national, and international activities related to Mental Health Counseling.

Students are expected to know the limits of their own abilities, knowledge, skill, and authority, and to behave in such a way as to follow the highest ethical and professional standards such as those advanced by the [American Counseling Association](#), the [American Mental Health Counselors Association](#), the [National Board for Certified Counselors](#), [Florida Statutes 455 and 491](#), and [Florida Rule Chapter 64B4](#).

Professional Attitudes and Service

Students are asked to challenge conventional theory and practice of counseling.

Students are expected engage in professional research

Students and faculty are expected to disseminate professional knowledge to all interested parties in order to increase effectiveness of Mental Health Counseling practice which enrich the quality of life of those they serve.

Students are required to provide leadership in order to build public visibility, credibility, and trust

Students are ethically accountable to the profession, to the public, and to each other.

Professional Counseling

Students completing the Mental Health Counseling program will meet all educational requirements for licensure in the state of Florida as a Mental Health Counselor (LMHC). As of January 1, 2001, all individuals applying for licensure or counseling intern status will be required to have met educational requirements of CACREP. These educational requirements include 48 hours of academic instruction and 12 hours (1000 hours of clinical instruction). Other licensure issues and requirements, including information regarding the examination process and post -master's supervision, will be discussed with students in several courses, including, MHS 6700, MHS 6800, and MHS 6830, and MHS 6941. However it is important to note that the student is responsible for maintaining current information about Florida laws related to post degree licensure.

Faculty Guiding Principles

Faculty in the Mental Health program believe that personal exploration and awareness should be an integral component in the counselor training process. Collectively, the faculty have articulated the following series of principles which have served to guide the development of the program's mission, policies and procedures, curriculum, course content and future direction:

- We believe that professional counselors must value and honor diversity, equity and equality of opportunity for all people.
- We believe that a life-span and global perspective is integral to the training of professional counselors.
- We believe professional counselors must advocate for the mental wellness of ALL people regardless of age, class, culture/ethnicity, sex, or sexual orientation

- We believe that professional counselors are obligated to deal with their own internal beliefs, assumptions and behaviors with regard to sexism, ageism, racism, classism, handicapism, and homophobia; and to explore the ways that those belief systems are manifested.
- We believe that professional counselors are ethically obligated to strive toward optimum psychological health and to engage in self-care activities which attend to the physical, mental, spiritual and psychological dimensions.
- We believe that professional counselors have an ethical obligation to work at their highest level of competence and only within their areas of expertise.
- We believe the academic preparation process must emphasize the application of theory to practice and encompass opportunities for experiential learning throughout the program.

II. ADMISSIONS REQUIREMENTS

Students are admitted to the Mental Health Counseling Program in Fall and Spring semesters. Deadlines for applications are usually the first week of June for Fall and the first week of November for Spring. The general requirements for admission to the Mental Health Counseling program are described in the graduate catalog. The application for admission to the Mental Health Counseling Program must include the following:

- transcripts of previous work, including graduate and undergraduate
- a GRE score of 1000; and a GPA of 3.0 on the last 60 semester hours of undergraduate work;
- three letters of recommendation, each letter should be from an individual who can speak to the following:
 1. applicant's character
 2. academic record
 3. work ethic
 4. potential ability to work as a counselor
- a personal goals statement.

Applicants who meet the “paper” requirements will interview with a faculty selection committee and may be required to complete writing samples and/or psychological assessment instruments. Students will be requested to discuss their personal and professional goals and to explain their perceived strengths and motivations as counselors. The interview provides a further measure to help the faculty assess an applicant’s maturity and suitability for the program. After the on campus interview and

review of application materials, faculty render one of three possible applicant decisions: a) unconditional acceptance into the program, b) conditional or trial admission to the program, and c) denial of admission to the program. A formal letter to applicants indicating faculty admission status will be mailed to each applicant no later than two weeks following the campus interview.

Exceptions Policy / Trial Program

Applicants who do not meet university requirements in terms of GRE or GPA are eligible to apply through the exceptions policy. Interviews with applicants applying under the exceptions policy are held for those who have a reasonable chance of succeeding in the program. The faculty make recommendations to the Chair of the Department of Public Health for available exceptions "slots," which are limited. Exceptions students are placed on a trial program, consisting of the following courses: *MHS 6xxx: Principles and Practice of Psychotherapy*, *MHS 6xxx Professional Growth' Principles and Practice*, *MHS 6xxx Psychosocial Development Through the Lifespan*, and *MHS 6xxx: Clinical Research and Outcome Evaluation*. Students must make grades of A or B in these courses and may not take additional courses until they have been completed. Following the successful completion of these courses, students are automatically admitted into the program. Any exceptions to this rule must be appealed to the student's faculty advisor in writing.

Transfer Courses

No more than 10 semester hours can be completed before a student is fully admitted, including a maximum of 6 semester hours of approved credits from another institution. Students are advised to discuss any transfer courses with the program chair who will determine which courses may be applicable.

Post-baccalaureate Courses

An applicant with a bachelor's degree from a regionally accredited institution may be admitted as a post-baccalaureate student. To be eligible for graduate level courses, a student must maintain a post-baccalaureate GPA of 3.0 or better. Grades earned in graduate level courses will not be computed in the graduate grade point average if the student is later admitted to a graduate program at UNF. Students who intend to earn a graduate degree after completing post-baccalaureate course work must reapply for admission to a graduate program. It is important to note that only **10** hours of post-baccalaureate course work may be taken prior to being admitted into a graduate program and that those courses may or may not be credited toward the degree. Courses which are highly recommended for post-baccalaureate status students are: *MHS 6xxx: Principles and Practice of Psychotherapy*, *MHS 6941: Pre-Practicum*, *MHS 6xxx: Psychosocial Development Through the Lifespan*, *MHS 6xxx, Professional Growth: Principles and Practice*, *MHS 6xxx: Assessment and Evaluation*, *MHS 6428: Counseling Diverse Populations*.

Undergraduate Courses

Undergraduate courses are not accepted in the graduate program in Mental Health Counseling.

Second Master's Degrees

An individual who possesses a master's degree and wishes to obtain a second master's in mental health counseling must apply to the program and complete all prerequisites with the exception of the GRE. Once admitted to the program, students pursuing a second master's will be required to complete a **minimum of 51 semester hours**. Up to nine credits **may** be awarded for previously completed courses which are the equivalent of current courses in the program. Courses in counseling theory and techniques, practicum, or internship will not be waived.

III. STATEMENT OF UNDERSTANDING

It is important to assure a good match between students and the program. The faculty has a responsibility to monitor student progress, including non-academic behavior, as students progress through the program. During the initial meeting with the program sponsor, after acceptance into the program, the student must sign a "Statement of Understanding" which pertains to the responsibility of the faculty to determine the appropriateness of the student for the program and the profession (See Appendix 1) This signed statement will be placed in each student file.

IV. PROGRAM OF STUDY

The program of study for the Mental Health Counseling Program is designed to provide comprehensive training for individuals who wish to counsel diverse populations in a variety of mental health settings. Curricular experiences encompass opportunities to explore the life-span, social, and cultural foundations of behavior; practice psychotherapeutic and diagnostic skills; and complete extensive field experiences in order to apply knowledge and skills in professional settings. Students are limited to taking 4 courses (a total of 12 hours) during fall and spring semesters and 3 courses (a total of 9 hours) during unless they have submitted a completed the Extra Course Application Form (Appendix 3) and have approval from the Mental Health Program Director

PROGRAM OF STUDY

BCH Core Requirements

MHS 6XXX 3.0

(03 semester hours)

Clinical Research and Outcome Evaluation

Major Requirements

MHS 6XXX 3.0

MHS 6XXX 3.0

MHS 6XXX 3.0

MHS 6XXX 3.0

MHS 6941 3.0

(48 semester hours)

Principles and Practice of Psychotherapy

Psychosocial Development Through the Lifespan

Professional Growth: Principles and Practice

Assessment and Testing

Pre-Practicum in Counseling

MHS 6428	3.0	Counseling Diverse Populations
MHS 6510	3.0	Group Counseling
MHS 6401	3.0	Advanced Counseling
MHS 6700	3.0	Legal, Ethical, and Professional Issues in Counseling
MHS 6070	3.0	Psychopathology
MHS 6480	3.0	Sexual Issues in Counseling
MHS 6450	3.0	Substance Abuse counseling
MHS 6800	3.0	Practicum in Counseling
MHS 6830	3.0	Internship in Counseling
MHS 6830	3.0	Internship in Counseling
MHS 6830	3.0	Internship in Counseling

Major Electives

(9 semester hours)

MHS 6009	3.0	Overview of Brief Counseling
MHS 6430	3.0	Introduction to Family Counseling
MHS 6431	3.0	Advanced Seminar in Family Counseling
MHS 6440	3.0	Counseling Couples
MHS 6930	V.1-3	Special Topics in Counseling (Summer only)

V. CURRICULUM

Sequence of Courses

The following templates are intended to provide students with assistance in planning their sequence of courses. Please note that the first template is to be used for students who were admitted in the Fall term and the second template is to be used for students who were admitted in the Spring term.

IF YOU WERE ADMITTED IN THE FALL TERM

Year 1

Fall Term

- MHS 6XXX: Principles and Practice of Psychotherapy
- MHS 6XXX Assessment and Evaluation
- MHS 6070: Psychopathology*

Spring Term MHS 6XXX Professional Growth; Principles and Practice **-or-** MHS 6510: Group Counseling*

- MHS 6941: Pre-Practicum*
- MHS 6XXX Clinical Research and Outcome Evaluation

Summer Term

- MHS 6XXX Psychosocial Development Through the Lifespan
- MHS 6510: Group Counseling* **-or-** MHS 6XXX Professional Growth; Principles and Practice
- MHS 6470: Sexual Issues in Counseling

Year 2

Fall Term

MHS 6450: Substance Abuse Counseling

MHS 6700: Legal, Ethical and Professional Issues*

MHS 6800: Practicum in Mental Health Counseling

*Elective or MHS 6430: Introduction to Family Counseling

Spring Term

MHS 6401: Advanced Counseling

MHS 6830: Internship in Mental Health Counseling (3 credits)

MHS 6428: Counseling Diverse Populations

*Elective or MHS 6431: Advanced Seminar in Family Counseling

Summer Term

MHS 6830: Internship in Mental Health Counseling (3 credits)

*Elective or MHS 6440: Couples Counseling

Year 3

Fall Term

MHS 6830: Internship in Mental Health Counseling

*Elective or MHS 6430: Introduction to Family Counseling 3 elective courses (9 credits) are required for graduation

* Courses must be completed before or must be taken concurrently with MHS 6800: Practicum in Mental Health Counseling

IF YOU WERE ADMITTED IN THE SPRING TERM 2009

Year 1

Spring Term

MHS 6XXX: Principles and Practice of Psychotherapy

MHS 6XXX Clinical Research and Outcome Evaluation

MHS 6941: Pre-Practicum in Counseling*

Summer Term

MHS 6XXX Psychosocial Development Through the Lifespan

MHS 6510: Group Counseling* **-or-** MHS 6XXX Professional Growth; Principles and Practice

MHS 6930: Sexual Issues in Counseling

Year 2

Fall Term

MHS 6070: Psychopathology*

MHS 6700: Legal, Ethical and Prof. Issues in Counseling*

MHS 6XXX Assessment and Evaluatio

Spring Term

MHS 6XXX Professional Growth; Principles and Practice **-or-** MHS 6510: Group Counseling*

MHS 6401: Advanced Counseling

MHS 6800: Practicum in Counseling

Summer Term

MHS 6830: Internship in Mental Health Counseling

Elective or MHS 6440: Couples Counseling

Year 3

Fall Term

MHS 6450: Substance Abuse Counseling

MHS 6830: Internship in Mental Health Counseling Elective **or** MHS 6430: Intro to Family Counseling

Spring Term

MHS 6428: Counseling Diverse Populations

MHS 6830: Internship in Mental Health Counseling

Elective or MHS 6431: Advanced Seminar in Family Counseling

3 elective courses (9 credits) are required for graduation

* Courses must be completed before or concurrently with MHS 6800:
Practicum in Mental Health Counseling

Electives

As indicated in the sample program of study, students typically have 9 credit hours of elective courses. Some courses cover special topics and are offered in the summer term as 1 or 2 semester hour courses. These courses are taught under MHS 6930: Special Topics in Counselor Education. The following is a sample list of such topics

- Creative Arts in Counseling
- Crisis Counseling
- Advanced Group Counseling
- Brief Counseling
- Psychopharmacology
- Counseling Couples
- Grief Counseling

Independent Study

The independent study option in the Mental Health Counseling program at the University of North Florida affords students a chance to work closely with a professor on specific topics with an emphasis on research projects. The student designs the proposed work, specifically the syllabus— with final approval from the instructor. Students identify the core questions or problems, construct a strategy for investigating them, and lay out a series of readings, writings, discussions or other activities aimed at achieving the student's goals. An Independent study proposal must be approved prior to officially enrolling in the Independent Study. (See Appendix 4)

Designing the Independent Study

The first step in the process involves the student establishes a problem or question. The student then identifies an instructor within the Mental Health Counseling Program who is possibly interested in working with the student. Out of Department Independent Studies must be cleared by the Program Director of the Mental Health Counseling Program. There are no exceptions.

The function of the instructor

The primary job of the faculty member is to provide feedback on assignments and consult on revisions to the original plan. At the end of the term, the instructor reviews and evaluates the student's accumulated work and submits an anecdotal report and final grade to the School.

Time Limits

Students must complete their degrees within five years from the time they take their first course in the program, whether or not they have been accepted into the program at that point. When course work completed at UNF or elsewhere exceeds five years, the credit hours become invalid and, in order to be accepted, the courses must be submitted for revalidation by the Program Director according to the procedures found in the Graduate Catalog. If a course is not validated, additional course work will be required and added to the program of study. Students should make every effort to complete their degree within the time limits established.

Continuous Enrollment

Students who do not take classes for three consecutive terms are automatically dropped from the Mental Health Counseling Program and must reapply for admission. If program requirements are changed after the student is dropped, the student will be obligated to meet new program requirements upon re-admission.

Course Validation

No course completed **ten** years prior to the date of graduation can be included in the program of study. Any courses that are five to ten years old at the time of graduation **may** be validated. The program sponsor will advise the student on how to validate these courses which may include, but is not limited to, taking exams, retaking the course, completing selected assignments, or by interview and approval of the professor who originally taught the course.

Application for Graduation

Students must submit a formal graduation application to the Registrar's Office by the deadline date listed in the University Calendar on the University web site: www.unf.edu. The application can be downloaded at: <http://www.unf.edu/registrar/download.html>.

V. STUDENT EVALUATION

The faculty believe that they have an obligation both to the student and to the student's future clients. As such, it is the responsibility and ethical obligation of the faculty to prepare the student to become a skilled and ethical counselor. Throughout the student's experience, from the initial interview through the completion of the internship, faculty members use formal and informal means of observing, intervening, and guiding the student to ensure that the student's potential is maximized and that future clients are protected. Students' competence and suitability for the program are subject to an on-going and broadly based evaluation by the faculty. In addition to academic performance, decisions regarding continuance of studies are based upon demonstrated competence in each of the following areas: interpersonal skills, ethical judgment, and professional demeanor.

Student Progress Assessment

The Student Progress Assessment form is completed for every student in the spring semester of each academic year by the faculty. Although most problems are identified prior to the completion of these courses, instructors use the Student Progress Assessment form to evaluate students in several critical areas prior to the practicum. These forms are reviewed and discussed in faculty meetings as a means of ensuring all students with problems are identified and dealt with in the most fair and helpful manner. All faculty members, including adjuncts, may complete a Student Progress Assessment form (Appendix 2) on any student who is experiencing problems in a given area. In cases where student problems arise, various steps will be implemented.

Students are required to sign a “Statement of Understanding” (Appendix 1) when they are initially admitted into the program. Additionally, students are expected to maintain a B average. Students who receive grades of C in three or more courses are placed on probationary status. No more than three courses with grades of C may be applied toward a graduate degree program. Students who earn a C in MHS 6941, MHS 6401, MHS 6800, or MHS 6830 must repeat the course. All students who receive a grade of “C” or below in **any** course will be required to attend a meeting of all faculty and possibly the Dean of Brooks College of Health to determine what course of action is in the best interest of the student.

Incomplete Grades

Students who have extenuating circumstances that preclude their completing all course requirements by the end of the term may, at the instructor’s discretion, receive a grade of “incomplete.” The student must have completed a majority 60% of the course work with a passing grade and must complete the course within the time limit set by the instructor, not to exceed one calendar year. To extend an incomplete beyond one year, the student must petition for a waiver of University policy.

An "I" will be changed to a final evaluative grade (one that is used in calculating GPAs) at the time the student completes the required work. Students may not register for courses in which incompletes have been received. Any "I" grade not removed by the end of the time limit will be changed to a final grade to be determined by the instructor. This grade will be used to calculate the student's cumulative GPA. **If no final grade is issued, the “I” will change to an “F” and will be calculated in the grade point average.**

Procedure for Remediation of Student Problems

The following guidelines were developed to assist students and faculty in situations where conflicts arise:

1. The student will meet with concerned faculty to discuss the issue;
2. If the issue is not resolved, the student will meet with the entire faculty of the Mental Health Counseling program;
3. The student and faculty will devise a plan to resolve the issue and a subsequent contract will be signed by all concerned parties;
4. When the contract is fulfilled, the student will meet again with the Program Director of the Mental Health Counseling Program faculty for further review;
5. After completion of the remediation plan, faculty make one of three decisions. a)

the student is reinstated unconditionally to the program, b) the student is conditionally reinstated, or c) the student is dismissed from the program.

6. The student will receive a formal letter within two weeks of the final review in which the decision of the Mental Health Counseling faculty is explained.
7. Students have the right to appeal the Mental Health Counseling faculty decision by filing an appeal. Instructions for filing an appeal can be found in the Graduate School Catalog.

Program Dismissal

1. Students may be dismissed from the program for academic reasons (for example, grades of C or below; plagiarism; verbal, non-verbal, or written communication problems).
2. Students may be dismissed for overt violations of the current ACA Ethical Codes and Standards of Practice.
3. Students may be dismissed for “personal unsuitability for the profession.” Examples of such behavior could include:
 - a. consistent inability to assess problem situations in a mental health or educational setting and determine how to negotiate/compromise or otherwise resolve the situation;
 - b. consistent inability to recognize personal boundary/power issues which inhibit or prevent the student from learning appropriate professional behavior/counseling skills;
 - c. consistent inability to work as a team member; or
 - d. consistent inability or refusal to participate, in learning activities designed to promote and improve the student’s self-understanding, self-analysis skills and interpersonal skills.

Appeals Process

All members of the University community are entitled to fair and equitable procedures and have a right of appeal. A student who believes a University policy imposes an undue hardship may submit through the Registrar’s Office a petition requesting a waiver of the specific policy. The student will be informed in writing of the results of the appeal.

Guidelines for grade appeals are in the Registrar’s Office. Members of the community

who feel that they have not been accorded rights under the Civil Rights Act of 1964 or Title IX of the Higher Education Amendments of 1972 may submit inquiries to the director of equal opportunity programs, Room 2515, J.J. Daniel Hall, 620-2507.

CPCE Examination

All students are required to post a passing score for the Counselor Preparation Comprehensive Examination (CPCE) in their final semester of internship. Students must complete all CACREP core courses, listed below, prior to taking the examination. The CPCE is comprised of 160 multiple-choice questions that test the student's knowledge of the 8 CACREP areas including:

1. Human Growth & Development
2. Social and Cultural Foundations
3. Helping Relationships
4. Group Work
5. Career and Lifestyle Development
6. Appraisal
7. Research and Program Evaluation
8. Professional Orientation and Ethics

Students will be informed of the room and time of the examination and are required to bring identification and a check for \$40.00 made out the Center for Credentialing and Education (CCE) for admission for the test.

Completed tests are mailed to and scored by CCE and usually returned in 3-4 weeks. Soon thereafter, examinees receive a formal letter from the Program Leader informing them of their score on the test.

Students who do not post a passing score on the CPCE will be afforded 2 additional attempts to take the examination. Examinations will be administered each semester. If the student does not post a passing grade he/she should meet with a faculty sponsor to discuss how to improve acquisition of knowledge and skills needed to pass the exam. If the student is unable to pass the examination after three attempts, faculty will consider removing the candidate from the program.

Endorsement Policy

When students apply for graduation, their records are reviewed by advisors in the Brooks College of Health Academic Advising Office, the student's program sponsor, the Mental Health Counseling Program Director, and the Division Chair.

Care is taken to ensure that every student has completed the requirements of the program. If faculty and administration find the student has successfully completed all necessary course work, the student's file is forwarded to the Registrar's Office.

Background Check and Professional Liability Insurance

A background check will be *required of all students who* will be participating in field experiences as part of their educational program. The background check will be required prior to the practicum and internship experience. These field experiences include, but are not necessarily limited to: internships, clinical experiences, or other

types of experiential learning either directly involving or in agencies serving children, the elderly, patients, or other vulnerable populations

The background check shall be completed:

1. annually for students enrolled in the Mental Health Counseling Program the semester prior to their practicum and every year thereafter while enrolled in a Internship course.
2. in the semester immediately preceding the experience for students in those programs including these experiences as a final or capstone experience.

Students may access the Background Check site at www.certifiedbackground.com

The Certified Background package code for the Mental Health Counseling program is **UA39**

NOTE: To meet Brooks College's contractual obligation to the agencies in which students are placed, the background check must be done through the vendor sanctioned by the Brooks College of Health which is Certified Background Checks at certifiedbackground.com which is the only vender accepted by the Brooks College of

Health. It is important to note, that student may also be required to apply for an additional background check mandated by the field placement site. In this case, students are required to apply for the additional background check.

The mechanism for obtaining the background check will be explained by faculty/program leader/coordinator at the time the check is required.

Students are NO longer required to obtain Professional Liability insurance as long as they are enrolled in the Mental Health Program

Information revealed by a background check may:

1. prohibit participation in required practicum and/or field experiences. Inability to participate in required field experience will jeopardize successful completion of the program.

2. prohibit sitting for required post-graduate national examinations for licensure and/or certification and/or post-graduate internships.

Students with questions regarding what may appear on their background check should contact the Chair of the Mental Health Counseling Program.

Mental Health Practicum

While the following information includes an overview of the requirements for practicum and internship in mental health counseling, a more detailed description, including copies of all necessary documentation forms, is available in the *Handbook for Mental Health Counseling Practicum and Internship*.

Students may enroll in Mental Health Practicum (MHS 6800) **ONLY** after recording a passing grade in each of the following courses:

- MHS 6XXX: Principles and Practice of Psychotherapy
- MHS 6941: Pre-Practicum
- MHS 6510: Group Counseling
- MHS 6700: Legal and Ethical and Professional Issues in Counseling
- MHS 6070: Psychopathology

The practicum course provides students in the Mental Health Counseling Program the opportunity to participate in a field experience within a mental health agency. Students observe professional counselors and provide limited counseling services, under supervision, for a minimum of 100 clock hours. A minimum of 40 hours will be spent in direct service, including 10 hours in group work. Students in MHS 6800 will receive on-campus supervision in class throughout the semester. Students enrolled in Practicum can expect to present cases for consultation and feedback, learn about procedures for treatment planning, writing case notes, and making referrals; local, state, and national professional organizations; credentialing, accreditation, and licensure requirements. Students will also devise and conduct a needs assessment at their practicum site.

Mental Health Internship

The internship is the culminating experience of the student's masters program. The Mental Health Internship (MHS 6830) covers a three semester period for a total of 9

semester hours credit. Students will complete a total of 900 clock hours, working in a mental health counseling setting. Students are required to accrue a minimum of 360 hours (120 per semester) of face-to-face counseling in which the student provides direct clinical service either in an individual or group setting. Throughout the internship, students will receive individual and/or group supervision from a site supervisor and university supervisor. Supervised Internships are offered each semester. **Students are allowed to take only one 3 hour internship per semester. There are no exceptions.**

Application for Practicum or Internship must occur at least one semester prior to the term in which students intend to enroll. Deadlines are as follows:

Fall - March 1

Spring - October 1

Summer - March 1

A practicum/internship orientation meeting is held every spring, usually the week following the application deadline. Prior to site selection, students enrolling in Practicum or Internship should make an appointment with their program advisor to discuss site selection and goodness of fit. Students are required to apply for once for Internship as long as all Internships are completed at the same site. Students **MUST** reapply for Internship if different site is selected

Personal Counseling for Students

While individual counseling for each student is not required, students are strongly encouraged to participate in their own personal therapy. The UNF Counseling Center, located in Founders Hall, building 2, provides individual counseling at no additional cost to students.

Professional Organizations

Students are encouraged to join local, state and national professional associations. The benefits of membership are networking with professional counselors and developing increased knowledge in the field from workshops, meetings, and relevant journal articles. Organizations of interest include:

American Counseling Association- www.counseling.org

American Association of Mental Health Counselors- www.amhca.org

Florida Counseling Association- www.flacounseling.org

Florida Mental Health Counseling Association- <http://www.fmhca.org>

National Board for Certified Counselors <http://www.nbcc.org>

Northeast Florida Mental Health Counselors Association- <http://www.nefmhca.org>

Sigma Phi Epsilon Chapter of Chi Sigma Iota

Chi Sigma Iota is the international honor society of professional counseling. Its mission is to promote scholarships, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. Invitations to apply to the UNF chapter of Chi Sigma Iota is based upon the following criteria:

1. Completion of one semester of full-time grade course work
2. Earned grade point average of 3.5 or higher
3. Recommendation of the membership by the Sigma Phi Epsilon chapter

For the further information contact: Dr. David Whittinghill at dwhittn@unf.edu or <http://www.csi-net.org>.

Osprey E-mail Accounts

All students are eligible to obtain their own E-mail accounts by applying through the Computer Services Help Desk in the Matthews Building (15) in Room 2102. Students must verify that they are currently enrolled in classes. To request E-mail accounts in a particular course, the instructor must initiate the request. Students will be given an E-mail account/user id created on the Osprey/Unix system and a distribution list will be created for the entire section so that the instructor and class can communicate with each other.

Data Analysis and Word Processing

Students have access to word processing, data analysis, and other computer functions through the UNF Computer Center and the UNF Library Both IBM compatible and Macintosh computers are available. The University Computer Center, located in the Matthews Building, 15, offer training in the use of computing equipment and systems. In addition, there are computer work stations within Building 39 Brooks College of Health for student use

Library Facilities and Holdings

The UNF library is a 120,000 square foot facility covering four floors and containing more than 650,000 holdings including 52,000 audio/visual units, 1.2 million micro format units, and 2,520 subscriptions to journals. Students will find the following American Counseling Association (ACA) journals in the library:

- Career Development
- Counseling and Values
- Counselor Education and Supervision

- Elementary School Guidance and Counseling
- Journal of Humanistic Education and Development
- Journal of Counseling and Development
- Journal of Employment Counseling
- Journal of Multicultural Counseling and Development
- Journal of Mental Health Counseling
- Journal of Specialists in Group Work
- Measurement and Evaluation in Counseling and Development
- Rehabilitation Counselor Bulletin
- Developmental Psychology
- Educational Psychology
- Journal of Abnormal Psychology
- Journal of Applied Psychology
- Journal of Counseling Psychology
- Journal of Consulting and Clinical Psychology
- Journal of Personality and Social Psychology
- Professional Psychology: Research and Practice
- Psychological Assessment
- Psychological Bulletin
- Psychological Review
- Psychology and Aging
- Journal of Experimental Psychology

There are numerous other counseling and related journals housed in Thomas Carpenter Library. The entire card catalog is computerized and students have access to dozens of computers on each floor of the library. Computerized searches are accomplished easily through the library system, LUIS. The on-line catalog has both in-library and remote access. Interlibrary loans through the State University System are available to students at nominal charges. Many documents, including older journals and all ERIC documents, are maintained on microfiche.

The library maintains extensive hours: typically 7:00 am to 3:00 am Monday through Thursday, 7:00 am to 9:00 pm on Friday, 8:00 am to 9:00 pm on Saturday and 1:00 to 3:00 am on Sundays.

Photocopying machines are available on each floor of the library. The library staff willingly provides group and individual tutoring on conducting computer searches and a comprehensive guide to services is available on-line and in hard copy.

VII. FACULTY

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Lindsay Leonard PhD

Adjunct Professor

Michael Malec PhD

Adjunct Professor

Larry Wagoner, PhD

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Appendix 1

Student Statement of Understanding

I understand that the successful completion of the Mental Health Counseling Program is dependent upon development of personal and professional characteristics and skills required for effective interventions in counseling settings. These personal and professional characteristics include attitudes and behaviors, as well as academic performance. I acknowledge that the program faculty members have an ethical responsibility to monitor my progress and to inform me when my skills, knowledge, attitudes, or behaviors are below standards expected for graduate students in Mental Health Counseling.

I have reviewed the contents of this handbook and agree to abide by the guidelines and policies incorporated into the Mental Health Counseling Program Handbook I was admitted under.

If faculty members deem my performance in any of the above areas deficient, I may be directed to one or more of the following: personal counseling, writing or speech courses, withdraw from specific courses, desist temporarily from continuing course work, perform voluntary or paid work in a school or agency, repeat courses, or withdraw from the program permanently.

As a student, I have the right to appeal any of the decisions made by the faculty. I agree to follow faculty directives and to notify them if I intend to appeal.

Student's Signature

Date

Program Sponsor's Signature

Date

Appendix 2

STUDENT PROGRESS ASSESSMENT

NAME _____ SS# _____

COURSE COMPLETED: MHS 6XXX _____ MHS 6401 _____ MHS 6510 _____

PROGRAM SPONSOR: _____ (or) RATER: _____

PERSONAL CHARACTERISTICS						
Characteristic	Rating					Comments
MATURITY/RESPONSIBILITY	1	2	3	4	5	
STABILITY	1	2	3	4	5	
INTERPERSONAL SKILLS	1	2	3	4	5	
OPEN-MINDEDNESS	1	2	3	4	5	
SELF-AWARENESS	1	2	3	4	5	
PROFESSIONALISM	1	2	3	4	5	
OTHER COMMENTS:						
COUNSELING SKILLS						
RAPPORT	1	2	3	4	5	
THEORETICAL KNOWLEDGE	1	2	3	4	5	
INTEGRATION:THEORY/SKILLS	1	2	3	4	5	
COUNSELING SKILLS	1	2	3	4	5	
OTHER COMMENTS:						
OTHER						
VERBAL EXPRESSION	1	2	3	4	5	
NONVERBAL EXPRESSION	1	2	3	4	5	
WRITTEN EXPRESSION	1	2	3	4	5	
TIME MANAGEMENT	1	2	3	4	5	
COMMITMENT TO LEARNING	1	2	3	4	5	

CONFERENCE: _____

FACULTY PRESENT: _____

ACTION: _____

APPENDIX 3

UNIVERSITY OF NORTH FLORIDA MENTAL HEALTH COUNSELING PROGRAM

EXTRA CLASS APPLICATION

Due dates: Spring 10/01 Summer 02/01 Fall 03/01

Semester Applying for _____

Name _____ N# _____
Address _____ City _____
Zip _____

Telephones: Day _____ Night _____

Term Admitted to Program _____
Hours Requested This Semester _____

Number of Hours Completed _____ Number of Hours Currently Enrolled _____

Record Grade in Completed Courses Below. Mark an "X" if currently enrolled Mark with and A if applying for more than 12 credit hours during spring and summer and more than 9 credit hours during summer semester

___ MHS 6xxx:	Principles and Practice of Psychotherapy
___ MHS 6xxx:	Psychosocial Development Through the Lifespan
___ MHS 6941:	Pre-practicum *
___ MHS 6510:	Group Counseling*
___ MHS 6700:	Legal, Ethical, and Professional Issues
___ SDS 6xxx	Professional Growth Principles and Practice
___ MHS 6428:	Counseling Diverse Populations
___ EDF 6xxx:	Clinical Research and Evaluation
___ MHS 6480:	Sexual Issues in Counseling
___ MHS 6070:	Psychopathology*
___ MHS 6xxx:	Assessment and Evaluation
___ MHS 6450:	Substance Abuse Counseling
___ MHS 6401:	Advanced Counseling
___ MHS 6800:	Practicum in Mental Health Counseling

Need for Additional Course Work

Please use the space below to explain in detail why the student should be granted the opportunity to enroll extra classes.

TURN THE COMPLETED FORM IN TO DR DAVID WHITTINGHILL, 39/4142, OR THE DEPT. SECRETARY JUDY KRAFT. IF THIS FORM IS NOT COMPLETED BY SEMESTER ENROLLMENT DEADLINE, THE STUDENT WILL NOT BE ALLOWED TO ENROLL IN EXTRA COURSE WORK.

APPENDIX 4
INDEPENDENT STUDY AGREEMENT

Date: _____ Time Period Covered: _____

Research Advisor: _____ Student: _____

Topic: _____

Objectives for semester: _____

Activities to meet objectives: _____

Estimated time to complete project: _____

Method of evaluation of
progress. _____

The final Independent project must be submitted to the Research Advising Professor one month prior to the end of the semester to allow adequate time for grading.

Signed by Student: _____

Research Advisor: _____

Date: _____