

University of Wisconsin-Parkside

Master's of Science in Clinical Mental Health Counseling

**Program Handbook
2021-2022**

Psychology, Professional Counseling & Neuroscience Department
College of Natural & Health Sciences
University of Wisconsin-Parkside
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INTRODUCTION

The purpose of this handbook is to provide applicants to and students in the Master of Science in Clinical Mental Health Counseling (CMCH) program with information about the program requirements, expectations, policies and procedures. Faculty discuss the handbook with students at orientation, and students are expected to read the handbook and ask for any necessary clarification. The faculty reserve the right to change or modify the handbook at any time. Upon modification, enrolled students will be notified of any substantive changes.

PROGRAM DESCRIPTION & HISTORY

The Clinical Mental Health Counseling program is a professional counseling graduate program that leads to the Master of Science in Clinical Mental Health Counseling degree, and prepares graduates to work as professional counselors. The program is approved as a licensed professional counselor program in Wisconsin (<https://dsps.wi.gov/Pages/Professions/LPC/Default.aspx>), and meets the educational requirements for licensure as a professional counselor in the state of Illinois (<https://www.idfpr.com/profs/ProfCounselor.asp>)*. The program maintains a counseling identity as part of the Psychology, Professional Counseling & Neuroscience Department and the College of Natural and Health Sciences.

The need for clinical mental health counselors continues to increase in the region and state. With the development of mental health parity laws, more people are accessing health insurance and mental health services. Students will develop skills critical to effective clinical mental health counseling such as: assessment, diagnosis, intervention, advocacy, and program evaluation.

A CMHC master's degree can lead to work as a professional counselor working with a range of populations (adults, couples, groups, and families and children) in a variety of settings including:

- Mental Health outpatient care
- Hospitals
- Clinics
- Agencies
- Integrative Care Settings
- Private Practice

Both full-time and part-time pathways are available. New students are accepted to begin the program in the fall semester. A blend of traditional face-to-face, online and hybrid courses, as well as full- and half-semester course formats are used to accommodate student needs and responsibilities. Students pursuing the full-time pathway are able to complete the program in seven, continuous academic terms, while the part-time pathway can be completed in thirteen, continuous academic terms

The Board of Regents of the University of Wisconsin System authorized the program in 2017. The 2018-2019 academic year was the inaugural year of the program and coincided with the 50th anniversary of the University of Wisconsin-Parkside, which is committed to becoming “a premier regional university that transforms lives” through career-relevant academic programs that prepare “individuals for the complexity of 21st Century life.” (UW-Parkside Pillars of Excellence: <https://www.uwp.edu/explore/offices/chancellor/strategicplanning.cfm>.)

*The program may satisfy the educational requirements for licensure in other states/provinces. Students interested in working as a professional counselor in other states/provinces should check with the credentialing agency in the respective state/province prior to beginning the program to learn about their educational requirements.

VISION, MISSION & OBJECTIVES

Vision

The Clinical Mental Health Counseling program at the University of Wisconsin-Parkside seeks to train and educate students to be professional counselors who meet the mental health, wellness, education and career needs of all members of their communities and the broader region. Program faculty aim to foster students' professional, personal, and social growth so students develop to be ethical, trauma-informed, multiculturally competent clinicians and leaders in the counseling profession.

This builds upon the vision of the College of Natural and Health Sciences (CNHS): "The College of Natural and Health Sciences will be a regional leader through excellence in teaching, research and service to the university and greater community". (Vision Statement of the CNHS: <https://www.uwp.edu/learn/colleges/naturalhealthsciences.cfm>).

Mission

To prepare counselors-in-training to meet the mental health, wellness, education and career needs of their communities and broader region, with a commitment to underserved populations and working to eliminate mental health stigma, through both professional leadership and providing ethical, trauma-informed and culturally competent counseling services, informed by current research, holistic care, and clinically effective interventions.

This builds upon the mission of the Psychology, Professional Counseling & Neuroscience Department, which, in part, is committed to preparing students, through collaborating with faculty, to address community needs and providing service at the campus, local, national and global levels.

Additionally, this builds upon the mission of the CNHS, which is:

Broadening the intellectual experience of students through inquiry-based laboratory and field courses, original research, and hands-on internships, under the guidance of teacher-scholars who are active in scholarship and research.

- Ensuring that students master effective oral and written communication, reasoned judgment, and social and personal responsibility necessary to assume leadership roles in their professions and in local, regional and global spheres.
- Utilizing contemporary and emerging instructional methodologies.
- Engaging faculty and staff who emphasize excellence in teaching and research for the advancement of science, health and mathematics.
- Providing expertise and being a knowledge base to aid the growth and development of diverse regional organizations and businesses.
- Providing academic opportunities for lifelong learning. (Mission Statement of the CNHS: <https://www.uwp.edu/learn/colleges/naturalhealthsciences.cfm>).

Program Objectives

Professional Counseling is defined by the American Counseling Association as “a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals”.¹ There are five core competencies and associated learning outcomes that students will demonstrate as a result of completing the proposed degree program.

Competency A:

Understand the history and foundation of the counseling profession, and the roles of Professional Counselors.

Upon completion of the program students will be able to demonstrate this competency through the following outcomes:

- Describe professional roles and functions of professional counselors in treatment settings, community organizations, and private practices.
- Demonstrate awareness of professional organizations, license and certification requirements of the profession, and knowledge of public policy implications for professional counselors.
- Articulate the foundational theories and strategies of professional counseling practice, including the roles and responsibilities of professional counselors in a variety of work settings.

Competency B:

Engage in professional and ethical counseling practices.

Upon completion of the program students will be able to demonstrate this competency through the following outcomes:

- Describe the ethical standards and practices of the American Counseling Association.
- Act in accordance with the professional and ethical standards of the American Counseling Association.

Competency C:

Understand the lifespan human development of diverse individuals, families, and communities.

Upon completion of the program students will be able to demonstrate this competency through the following outcomes:

- Articulate an understanding of theories, principles, and research of human development, including those addressing development of the individual personality, learning, and systems theories; trauma and impact of crisis; and theories providing an understanding of wellness and resilience.
- Describe career development and models of career counseling interventions.
- Understand theories and application of addictions and trauma on the development of the individual, family, and community systems.

¹ ACA vision 20/20 <https://www.counseling.org/aca-community/learn-about-counseling/what-is-counseling/overview> retrieved August 16, 2021.

Competency D:

Demonstrate multiculturally competent and essential skills of a Professional Counselor, in individual, couples, family and group counseling settings.

Upon completion of the program students will be able to demonstrate multicultural competence of essential skills through the following outcomes:

- Demonstrate ability to establish and maintain a professional counseling relationship with clients.
- Identify therapeutic goals.
- Demonstrate ability to conduct psychosocial assessments, and diagnosis of mental illness.
- Create and implement treatment plans based upon clinical setting.
- Apply counseling theories, strategies and knowledge of the helping relationship in a counseling setting.
- Demonstrate appropriate use of assessments for clinical use.

Competency E:

Understand program planning, evaluation, and research skills relevant to professional counseling.

Upon completion of the program students will demonstrate this competency through the following outcomes:

- Describe research and evaluation methods in the development of evidence-based clinical skills and theories of practice.
- Describe theories of program development and evaluation.

APPLICATION PROCESS

Information Sessions

During the academic year, information sessions are held monthly (with the exception of December) for people considering applying to the program. Attendance is optional. To learn more and to register: <https://www.uwp.edu/learn/programs/master-of-science-in-clinical-mental-health-counseling.cfm>

Application Procedures, Requirements & Materials

The **early decision application** date is **November 1**. When November 1 falls on a weekend, then the next business day will serve as the early decision application date. *Complete applications* received by November 1 will be reviewed and **admissions decisions** will be made by **late November**. Admission is for the following Fall semester. For example, an applicant who submits a completed application by November 1, 2021 will be considered for admission to the Fall 2022 semester.

The **standard decision application** date is **February 15**. When February 15 falls on a weekend, then the next business day will serve as the standard decision application date. *Complete applications* will be reviewed and **admissions decisions** will be made in **mid March**. Admission is for the upcoming Fall semester. For example, an applicant who submits a completed application by February 15, 2022 will be considered for admission to the Fall 2022 semester.

Graduate exam scores (e.g., GRE or MAT) are not required.

Applicants are required to have a:

1. **bachelor's degree** by the start of the CMHC program.
2. minimum of **18 credits** of course work in the **social sciences** by the start of the CMHC program.
 - a. Courses from the following academic disciplines are considered social science for the purposes of applying to the CMHC program at UW-Parkside: psychology, sociology, anthropology, criminal justice, communication, education, geography, political science, and economics. Other disciplines may be accepted.
3. minimum undergraduate GPA of 3.0.
 - a. Applicants who do not meet the minimum undergraduate GPA requirement may submit additional materials to demonstrate that they are academically prepared for graduate work, such as GRE or MAT scores. Applicants should consult with the Program Director if they need to submit additional materials.
 - b. Applicants with an undergraduate GPA between 2.75-2.99 may be admitted on a probationary status (without submitting GRE or MAT scores).

Application Materials

The following application materials need to be submitted for applications to be considered **complete**:

1. University of Wisconsin System Online Application (<https://apply.wisconsin.edu/>). Do not complete the essay questions in this application
2. Application fee. As of the writing of this handbook, it is \$56.
3. Official undergraduate transcripts from all colleges or universities ever attended sent directly from the institution. (see below for details if applicant previously attended UW-Parkside)
4. Personal essays (see below for details)
5. Three (3) professional recommendations (see below for details)
6. Resume
7. If applicable, a) official graduate transcripts from all colleges or universities ever attended sent directly from the institution, and b) documentation of good standing from any graduate program left prior to earning a degree (see below for details).

See the CMHC program page for additional details about submitting application materials:
<https://www.uwp.edu/learn/programs/master-of-science-in-clinical-mental-health-counseling.cfm>

Undergraduate Transcripts If an applicant attended UW-Parkside, then there is no need to submit UW-Parkside transcripts. If an applicant attended UW-Parkside and was a transfer student to UW-Parkside, then they should contact UW-Parkside Admissions (<https://www.uwp.edu/apply/admissions/>) to confirm that UW-Parkside has their transcripts from other institutions.

Personal Essays. Two essays are to be submitted. Essays that are 1-2 double-spaced pages tend to be an appropriate length. In addition to evaluating the content of the essays, the program faculty also evaluate the writing quality. You should have at least one person proof read your personal essays.

Essay 1 – What are your professional goals and how do you envision the CMHC program at the University of Wisconsin-Parkside helping you to reach those goals? In your response, describe your interest in Clinical Mental Health Counseling and how your experiences – academic, work, volunteer and/or personal – have led you to apply for a graduate program in counseling at UW-Parkside.

Essay 2 - Success in a CMHC graduate program is influenced by students' academic background and achievement, and personal characteristics and interpersonal skills. Furthermore, the CMHC program at UW-Parkside and the counseling profession are committed to training counselors to develop competencies in multicultural counseling, advocacy, and social justice issues. Describe how your academic background and

achievement, and personal characteristics and interpersonal skills, have prepared you for this program? Also, how have your experiences prepared you to develop as a multiculturally competent counselor?

Professional Recommendations. Three professional recommendations from people familiar with your education and/or work experience need to be submitted. The recommendations include a letter of recommendation and completion of a recommendation rating form.

All three recommendations must be **academic** or **work** references. This can be from full-time or part-time work; paid, volunteer or internship work; and from human services or other types of work experiences. Recommendations from **work** experiences must be from individuals with a **supervisory** relationship to you. Personal recommendations are not acceptable, such as those from family members, co-workers, friends, one's personal mental health counselor, one's personal clergy member, etc.

The letters of recommendation and completed recommendation rating form must be submitted directly to Admissions from the person providing the recommendation.

Graduate Transcripts. If an applicant attended graduate school, then all graduate transcripts need to be submitted, whether or not one completed the program. Furthermore, if an applicant left another graduate program prior to earning a degree, then they need to submit documentation (e.g., a letter) from the director of the graduate program indicating that the applicant was in good standing when they left a different graduate program. Documentation of good standing should be sent from the director of the previous graduate program via e-mail directly to the Director of the UW-Parkside CMHC program.

Requesting Modifications to Application Materials. If an applicant wants to request a modification to application materials they should e-mail the Director of the UW-Parkside CMHC program. For example, if an applicant has been out of school for a period of time that prevents them from obtaining an academic recommendation.

Transfer Credits

Students may be allowed to transfer in up to 6 credits of graduate course work. Newly admitted students seeking to transfer in credits, must make this request in writing when responding to the admission letter sent out by the CMHC program. Current CMHC students who want to take course work at another institution and transfer in credits must consult with their advisor, make this request in writing, and have prior consent from the CMHC program prior to taking the course(s). Requests to transfer in credits will be reviewed by the program faculty. Program faculty may request to see textbooks, course syllabi, examinations, the student to take an examination, etc., in making the determination. Furthermore, transfer credits will not be accepted for CMHC 702, CMHC 706, CMHC 742, CMHC 750, CMHC 794, CMHC 795 and CMHC 796.

PROGRAM OF STUDY, FINAL PROJECT & COURSE DESCRIPTIONS**Program of Study**

The Clinical Mental Health Counseling program is a 60-credit hour program, that includes 54 credits of required course work, and 6 credits of elective courses. The program is approved as a Professional Counseling program in Wisconsin

(<https://dsps.wi.gov/Pages/Professions/LPC/Default.aspx>), and meets the educational requirements for licensure as a professional counselor in the state of Illinois

(<https://www.idfpr.com/profs/ProfCounselor.asp>). The CMHC program is accredited through the University of Wisconsin-Parkside by the Higher Learning Commission (HLC).

Each required course is offered once per academic year. If a student does not take a course as indicated in their program of study (POS) or does not pass a course they may need to wait to take or retake, respectively, the course until it is offered again resulting in a delay to complete the program and increasing the cost of completing the program. For example, if a student does not pass CMHC 740 in Spring of 2022 they would need to wait until Spring of 2023 to retake the course. Each course is 3 credit hours. Format of courses, e.g., face-to-face, hybrid, etc., is subject to change.

Students should consult with Financial Aid regarding possible implications for their financial aid of the number of credit hours per academic term identified in the POS.

Full-Time Pathway**Fall 1**

CMHC 700 – Professional Counseling Orientation & Ethics (Hybrid)

CMHC 702 – Counseling Skills & Strategies (Face-to-Face)

CMHC 704 - Counseling Theories (Hybrid)

Spring 1

CMHC 716 – Social & Cultural Foundations of Counseling (Face-to-Face)

CMHC 740 – Foundations of Clinical Mental Health Counseling (Online)

CMHC 754 – Addictions Counseling (Hybrid, 7-weeks)

CMHC 758 – Counseling for Work & Career (Hybrid, 7 weeks)

Summer 1

CMHC 720 – Assessment Procedures in Counseling (Online, 8-weeks)

CMHC 752 – Crisis & Trauma Counseling (Face-to-Face, 8-weeks)

Fall 2

CMHC 706 – Group Counseling (Face-to-Face)

CMHC 714 – Lifespan Development in Counseling (Online)

CMHC 756 – Family & Couples Counseling (Hybrid, 7-weeks)

*Elective – (Hybrid, 7-weeks)

Spring 2

CMHC 742 – Abnormal Behavior & Psychopathology (Online)

CMHC 750 – Diagnosis & Treatment Planning (Face-to-Face)

CMHC 794 – Counseling Practicum (Face-to-Face)

Summer 2

CMHC 795 – Internship in Counseling I (Face-to-Face, 12 weeks)

Fall 3

CMHC 722 – Research & Evaluation in Counseling (Hybrid, 7-weeks)

CMHC 796 – Internship in Counseling II (Face-to-Face)

*Elective – (Hybrid, 7-weeks)

Part-Time PathwayFall 1

CMHC 700 – Professional Counseling Orientation & Ethics (Hybrid)

CMHC 702 – Counseling Skills & Strategies (Face-to-Face)

Spring 1

CMHC 716 – Social & Cultural Foundations of Counseling (Face-to-Face)

CMHC 740 – Foundations of Clinical Mental Health Counseling (Online)

Summer 1

CMHC 752 – Crisis & Trauma Counseling (Face-to-Face, 8-weeks)

Fall 2

CMHC 704 - Counseling Theories (Hybrid)

CMHC 756 – Family & Couples Counseling (Hybrid, 7-weeks)

Spring 2

CMHC 754 – Addictions Counseling (Hybrid, 7-weeks)

CMHC 758 – Counseling for Work & Career (Hybrid, 7 weeks)

Summer 2

CMHC 720 – Assessment Procedures in Counseling (Online, 8-weeks)

Fall 3

CMHC 706 – Group Counseling (Face-to-Face)

CMHC 714 – Lifespan Development in Counseling (Online)

Spring 3

CMHC 742 – Abnormal Behavior & Psychopathology (Online)

CMHC 750 – Diagnosis & Treatment Planning (Face-to-Face)

Summer 3

*Elective

Fall 4

CMHC 722 – Research & Evaluation in Counseling (Hybrid, 7-weeks)

*Elective – (Hybrid, 7-weeks)

Spring 4

CMHC 794 – Counseling Practicum (Face-to-Face)

Summer 4

CMHC 795 – Internship in Counseling I (Face-to-Face, 12 weeks)

Fall 5

CMHC 796 – Internship in Counseling II (Face-to-Face)

***Elective Courses**

Elective courses that may be offered. Additional electives may be available.

CMHC 770 – Advanced Counseling for Work & Career (Hybrid)

CMHC 771 – Supervision & Consultation (Hybrid)

CMHC 772 – Advanced Crisis & Trauma Counseling (Hybrid)

CMHC 773 – Clinical Health Counseling I (Hybrid)

CMHC 774 - Clinical Health Counseling II (Hybrid)

CMHC 775 – Advanced Addictions Counseling (Hybrid)

CMHC 790 – Special Topics in Clinical Mental Health Counseling (format may vary)

CMHC 798 – Independent Reading or Research (Face-to-Face)

CMHC 799 – Thesis (Face-to-Face)

*Students may complete both CMHC 798 and CMHC 799 and repeat CMHC 798. However, only 3 credits from CMHC 798 or CMHC 799 will count toward the 6 credits of the Elective Requirement.

Final Project

During students' final semester in the program they must complete one of two final projects. Students will complete either a written comprehensive examination (Option A) or a master's thesis (Option B).

Option A: Written Comprehensive Examination (Comps)

This is a multiple-choice examination developed by the UW-Parkside CMHC faculty. It covers the eight CACREP core areas: professional counseling orientation and ethical practice, social and cultural diversity, human growth and development, career development, counseling and helping relationships, group counseling and group work, assessment and testing, and research and program evaluation. These are the same core areas as the National Counselor Examination for Licensure and Certification (NCE). The NCE is a requirement for becoming a Nationally

Certified Counselor (NCC), and is one of the exams that can be taken as part of state licensure in Wisconsin. A minimum score of 70% is required to pass Comps. If a student does not pass Comps on their first attempt they will be provided the opportunity to remediate and retake Comps in time to graduate on time, i.e., the final semester indicated on their POS. If a student does not pass Comps on the first retake they will be given a chance for remediation and another retake, if remediation is possible. However, this may occur the following semester which would delay graduation and increase cost of completing the program.

Option B: Master's Thesis

Students interested in completing a thesis should discuss this with their advisor during their early in the second semester in the program. A thesis requires a student to find a program faculty member willing to supervise the project and to take CMHC 799 (Thesis). Although students completing the thesis option are only required to take 3 credits of CMHC 799, the completion of a thesis requires more than one semester of work. Only 3 credits of CMHC 799 can count towards fulfillment of the elective requirements. Students choosing the thesis option will need to complete at least 3 credits of elective course work other than CMHC 798 or CMHC 799.

Steps to follow to be approved to pursue the Thesis option:

1. Discuss your interest in completing the Master's Thesis with your advisor early in your second semester in the program.
2. Meet with CMHC faculty members to discuss the possibility that one of them will supervise your Master's Thesis project.
3. Receive confirmation that a CMHC faculty member will supervise your Master's Thesis project by June 1 of your first semester in the program.
4. If a CMHC faculty member agrees to supervise your Master's Thesis project, you will be approved to take and complete CMHC 722 (Research & Evaluation in Counseling) during your second Fall semester in the program.
5. Write a research proposal as part of CMHC 722.
6. Begin work on your Master's Thesis project under the guidance of your CMHC faculty member thesis supervisor.
7. Register for CMHC 799 (Thesis) for your final semester in the program.
8. Defend your thesis during your final semester in the program. Failure to successfully defend the thesis on time will delay graduation and increase cost of completing the program.

Master's Degree "with distinction"

Students completing all requirements for the degree with a cumulative GPA of 3.83 or higher will be awarded the master's degree "with distinction."

Course Descriptions

Admission to the M.S. in CMHC program is a prerequisite for all courses. Additional prerequisites are listed below for specific courses as needed.

Required Courses**CMHC 700 – Professional Counseling Orientation & Ethics**

Provides an orientation to professional counseling, ethical standards, and wellness model. Explores the role of advocacy and social justice in the counseling field and includes orientation to reflective counseling practice.

Offered: Fall

CMHC 702 – Counseling Skills & Strategies

Provides an in-depth orientation to skills and strategies of intervention used in professional counseling settings. Offers students an opportunity to practice and apply skills in triads with peers. Utilizes assignments to develop competencies in counseling practice.

Offered: Fall

CMHC 704 - Counseling Theories

Provides an introduction to the major systematic approaches to clinical mental health counseling. Examines theoretical case conceptualization and interventions, psychotherapy research and integration.

Offered: Fall

CMHC 706 – Group Counseling

Provides an in-depth orientation to group counseling leadership skills and strategies for management of group counseling. Offers students an opportunity to experience being a group member while simultaneously developing knowledge in group theories and group leadership skills.

Offered: Fall

CMHC 714 – Lifespan Development in Counseling

Provides an introduction to human growth and development across the lifespan. Examines influences on multiple domains of human development and implications for professional counseling practice.

Offered: Fall

CMHC 716 – Social & Cultural Foundations of Counseling

Provides an introduction to social, cultural, and diversity issues in professional counseling. Examines multiculturally competent professional counseling practice, counselor cultural self-awareness, the socially and culturally diverse society in which counselors work and roles of professional counselors to promote social justice and advocacy.

Offered: Spring

CMHC 720 – Assessment Procedures in Counseling

Introduces assessment procedures in professional counseling. Focuses on different domains and procedures of assessment, psychometrics, test scores, integration of assessment results in counseling, and ethical use of assessment procedures.

Offered: Summer

CMHC 722 – Research & Evaluation in Counseling

Introduces research and evaluation in professional counseling. Presents the types of research designs, basic statistics, research implementation, research report development, and publication of research information relevant to professional counseling, and the use of program evaluation and needs assessment in professional counseling.

Offered: Fall

CMHC 740 – Foundations of Clinical Mental Health Counseling

Provides an orientation to clinical mental health counseling, roles of clinical mental health counselors in employment settings, and functions of counselors in professional counseling settings. Introduces crisis intervention models and the role of advocacy and social justice in the field.

Offered: Spring

CMHC 742 – Abnormal Behavior & Psychopathology

Provides an overview of abnormal behavior and psychopathology consistent with the current DSM Manual. Offers a framework for students to consider pathology in the context of the counseling profession, including the wellness model, strengths-based assessments, and trauma-informed care.

Offered: Spring

CMHC 750 – Diagnosis & Treatment Planning

Examines diagnostic assessment and treatment planning consistent with the current DSM manual utilizing evidence-based assessment and diagnosis procedures to develop diagnosis skills. Addresses diagnosis, treatment planning, and policy/advocacy issues associated with various disorders. Prerequisite: CMHC 742 (or concurrently)

Offered: Spring

CMHC 752 – Crisis & Trauma Counseling

Focuses on both theory and skills development of crisis and trauma counseling across the lifespan in a range of settings.

Prerequisite: CMHC 740

Offered: Summer

CMHC 754 – Addictions Counseling

Explores addictions theories and counseling for individuals with substance use disorders including assessment measures, treatment approaches, theory of addiction, and implications for substance use as a comorbid condition.

Prerequisite: CMHC 740 (or concurrently)

Offered: Spring

CMHC 756 – Family & Couples Counseling

Examines major systemic theories and issues of family and couples counseling within a multicultural society. Explores issues, assessment and treatment of dysfunctional partner, marital, family, and system relationships.

Offered: Fall

CMHC 758 – Counseling for Work & Career

Applies career development theories, research, assessments, interventions, and information resources to meet the educational and work needs, planning, and decision-making of clients across the lifespan.

Offered: Spring

CMHC 794 – Counseling Practicum

Offers closely supervised clinical experience in a training setting to enhance skill level and broaden the array of skills. Students will receive weekly supervision by both site supervisor and University supervisor. Students complete a minimum of 100 hours of practicum experiences with at least 40 hours of face-to-face client contact.

Prerequisite: CMHC 740, and satisfactory ratings of program evaluation metrics

Offered: Spring

CMHC 795 – Internship in Counseling I

Provides an opportunity for supervised counseling experience in which students serve as counselors at pre-arranged sites. Students complete a minimum of 300 hours of supervised internship experiences with at least 240 hours of face-to-face client contact.

Prerequisite: CMHC 740, CMHC 794, and satisfactory ratings of program evaluation metrics; consent of instructor and department chair.

Offered: Summer

CMHC 796 – Internship in Counseling II

Provides an additional opportunity for supervised counseling experience in which students serve as counselors at pre-arranged sites. Students complete a minimum of 300 hours of supervised internship experiences with at least 240 hours of face-to-face client contact.

Prerequisite: CMHC 740, CMHC 794, CMHC 795, and satisfactory ratings of program evaluation metrics; consent of instructor and department chair.

Offered: Fall

Elective CoursesCMHC 770 – Advanced Counseling for Work & Career

Examines implications of research, underlying assumptions of techniques and theories, multicultural considerations, and changing nature of the world of work for professional counseling practice related to work and career. Explores the interaction of work and mental health, and role of professional counseling in work related public policy.

Prerequisite: CMHC 758

Offered: Occasionally

CMHC 771 – Supervision & Consultation

Offers an in-depth review of management, administration, supervision, and consultation roles of mental health counselors. Includes an opportunity to interview supervisors in the field of clinical mental health counseling.

Prerequisite: CMHC 740

Offered: Occasionally

CMHC 772 – Advanced Crisis & Trauma Counseling

Provides an in-depth review of trauma theories, evidence-based outcomes measures, and trauma-specific treatment models utilized by mental health counselors. Includes research projects regarding trauma, specific populations, and treatment practices.

Prerequisite: CMHC 752, and concurrent registration in CMHC 794, CMHC 795 or CMHC 796

Offered: Occasionally

CMHC 773 – Clinical Health Counseling I

Introduces clinical health counseling. Examines factors that influence wellness and illness, health and wellness promotion, treatment of health problems, and roles of clinical mental health counselors in providing related services.

Offered: Occasionally

CMHC 774 - Clinical Health Counseling II

Covers advanced treatment of clinical health counseling. Examines health behavior change techniques, treatment of health conditions, role of behavioral health professionals in primary care settings, ethical and legal issues, social and cultural contexts of health, and public policy.

Prerequisite: CMHC 773

Offered: Occasionally

CMHC 775 – Advanced Addictions Counseling

Continues to examine chemical and process addictions. Emphasizes the application of models of addiction, assessment and treatment planning to providing comprehensive mental health counseling services for individuals and families. Addresses ethical and legal issues, and motivational interviewing.

Prerequisite: CMHC 754

Offered: Occasionally

CMHC 790 – Special Topics in Clinical Mental Health Counseling

Delves into special topics in clinical mental health counseling. May repeat with different topic.

Prerequisite: Varies by topic

CMHC 798 – Independent Reading or Research

Offers independent reading or research activities under the direction of a faculty member.

Prerequisite: Consent of instructor, department chair

Offered: Fall, Spring, Summer

CMHC 799 – Thesis

Provides supervision of thesis under the direction of a faculty member.

Prerequisite: Consent of instructor

Offered: Fall, Spring, Summer

MATRICULATION – FULL-TIME PATHWAY

Application Process (see Application Process section of Handbook for details)

1. Attend an information session (optional)
2. Submit complete application by the early decision application date (November 1) or the standard decision application date (February 15)
3. Admission decisions for completed applications received by November 1 are made in late November. Admission decisions for completed applications received by February 15 are made in mid-March.

Confirm Admission

1. *Confirm acceptance of admission and register for courses by the date indicated in the admissions letter

Orientation

1. Attend New CMHC Student Orientation in August. This is a **mandatory** event.
2. Complete self-evaluation of professional dispositions

Fall 1

1. Complete courses as identified in Program of Study (POS)
2. Attend Group Academic Advising meeting

Spring 1

1. Meet with CMHC faculty for formal student progress reviews (February)
2. Complete courses as identified in Program of Study (POS)

Clinical Orientation

1. Attend Clinical Orientation (June). This is a **mandatory** event.

Summer 1

1. Begin search for clinical placement and complete milestones identified during Clinical Orientation and listed in Tevera. Practicum (CMHC 794) begins in the Spring 2 semester.
2. Complete courses as identified in Program of Study (POS)

Fall 2

1. Meet with program faculty for formal student progress reviews (September)
2. Have clinical placement established by early September.
3. Complete courses as identified in Program of Study (POS)

Spring 2

1. Complete courses as identified in Program of Study (POS) including the initial clinical placement experience (CMHC 794)
2. Submit Graduation Application by May 1.
<https://www.uwp.edu/currentstudent/yourgraduation/>

Summer 2

1. Complete courses as identified in Program of Study (POS) including the first counseling internship (CMHC 795)
2. Begin job search

Fall 3

1. Complete courses as identified in Program of Study (POS) including the second counseling internship (CMHC 796)
2. Order Graduation Regalia (i.e., cap, gown, tassel and hood) by December 1 through the Campus Bookstore. Submit Graduation Application was due by May 1.
<https://www.uwp.edu/currentstudent/yourgraduation/>
3. Complete Final Project
4. Continue job search
5. Complete and submit Professional Counselor Application for Professional Counselor-Training License (LPC-TL) (One must be in a position or have an offer for a position as a Professional Counselor in a supervised clinical professional counseling practice to apply for training license).

December

1. Commencement

Post-Graduation

1. Complete post-graduate supervised practice
2. Complete and submit Professional Counselor Application for Professional Counselor License Requirements (LPC)
3. Successfully complete the required examinations

*Admission into the CMHC program does not guarantee graduation. Nonacademic conditions may result in dismissal if they are observed to impair the student's ability to meet program expectations as outlined in this handbook. In order to graduate from this program, students must be willing and able to uphold the American Counseling Association Code of Ethics.

MATRICULATION – PART-TIME PATHWAY

Application Process (see Application Process section of Handbook for details)

1. Attend an information session (optional)
2. Submit complete application by the early decision application date (November 1) or the standard decision application date (February 15)
3. Admission decisions for completed applications received by November 1 are made in late November. Admission decisions for completed applications received by February 15 are made in mid-March.

Confirm Admission

1. *Confirm acceptance of admission and register for courses by the date indicated in the admissions letter

Orientation

1. Attend New CMHC Student Orientation in August. This is a **mandatory** event.
2. Complete self-evaluation of professional dispositions

Fall 1

1. Complete courses as identified in Program of Study (POS)
2. Attend Group Academic Advising meeting

Spring 1

1. Meet with program faculty for formal student progress reviews (February)
2. Complete courses as identified in Program of Study (POS)

Summer 1

1. Complete course as identified in Program of Study (POS)

Fall 2

1. Complete courses as identified in Program of Study (POS)

Spring 2

1. Meet with program faculty for formal student progress reviews (February)
2. Complete courses as identified in Program of Study (POS).

Summer 2

1. Complete course as identified in Program of Study (POS).

Fall 3

1. Complete courses as identified in Program of Study (POS).

Spring 3

1. Meet with program faculty for formal student progress reviews (February)
2. Complete courses as identified in Program of Study (POS).

Clinical Orientation

1. Attend Clinical Orientation (June). This is a **mandatory** event.

Summer 3

1. Begin search for clinical placement and complete milestones identified during Clinical Orientation and listed in Tevera. Practicum (CMHC 794) begins in the Spring 4 semester.
2. Complete courses as identified in Program of Study (POS).

Fall 4

1. Meet with program faculty for formal student progress reviews (September)
2. Have clinical placement established by early September.
3. Complete courses as identified in Program of Study (POS).

Spring 4

1. Complete the initial clinical placement experience (CMHC 794)
2. Submit Graduation Application by May
<https://www.uwp.edu/currentstudent/yourgraduation/>

Summer 4

1. Complete first counseling internship (CMHC 795)
2. Begin job search

Fall 5

1. Complete second counseling internship (CMHC 796)
2. Order Graduation Regalia (i.e., cap, gown, tassel and hood) by December 1 through the Campus Bookstore. Submit Graduation Application was due by May 1.
<https://www.uwp.edu/currentstudent/yourgraduation/>
3. Complete Final Project
4. Continue job search
5. Complete and submit Professional Counselor Application for Professional Counselor-Training License (LPC-TL) (One must be in a position or have an offer for a position as a Professional Counselor in a supervised clinical professional counseling practice to apply for training license).

December

1. Commencement

Post-Graduation

1. Complete post-graduate supervised practice
2. Complete and submit Professional Counselor Application for Professional Counselor License Requirements (LPC)
3. Successfully complete the required examinations

*Admission into the CMHC program does not guarantee graduation. Nonacademic conditions may result in dismissal if they are observed to impair the student's ability to meet program expectations as outlined in this handbook. In order to graduate from this program, students must be willing and able to uphold the American Counseling Association Code of Ethics.

EXPECTATIONS OF STUDENTS

Many of the expectations addressed in this section are based on the policies for all graduate programs at UW-Parkside as provided in the Academic Catalog. Where differences exist between the graduate policies of UW-Parkside and the CMHC program, the policy of the CMHC program is the more restrictive policy and takes precedence. Students should review the Graduate Policies section of the UWP Academic Catalog: <https://catalog.uwp.edu/graduate-programs-policies/>

Both faculty and students have a primary ethical responsibility to the welfare of students' clients, both current (e.g., in practicum and internship) and future. As part of this ethical responsibility, faculty also have a gatekeeping responsibility. Faculty fulfill their gatekeeping responsibility when they limit access to the profession of counseling only to those who demonstrate an acceptable level of professional and ethical behavior, academic knowledge, clinical skills and competencies, and professional dispositions.

The extent that students meet expectations is evaluated in multiple settings across the program by observations of students' behaviors both within and outside the training environment, both formal and informal observations, and observations from faculty, clinical supervisors, clients, students, and others are considered.

Ethical & Professional Behavior

During your time as a counselor-in-training, faculty will expect ethical and professional behavior in all settings (on-campus, clinical placements, classroom, supervision, clinical supervision, program meetings, etc.) that are congruent with the mission, values, and ethical principles which the counseling profession is built upon (ACA, 2014). Problematic behaviors, ethical violations, incompetence, or impairment, as defined by the American Counseling Association Code of Ethics and Wisconsin State Statute, will not be tolerated.

Professional Behavior in Class

Professional behavior in the classroom includes active and consistent engagement, risk taking, openness to feedback, application of feedback, professional comportment, and ethical behavior.

Active and consistent engagement is measured by a student's ability to regularly attend classes and actively engage in course material. Active engagement is defined as coming to class prepared; actively listening; effectively communicating feedback, observations, and thoughts to peers and instructors; and overall positive contribution to the learning environment that deepens the experience for self and peers. Conflict and/or disagreements among peers in the cohort may arise during course work. However, we expect students to successfully navigate conflict in a respectful and professional manner that does not disrupt learning for others.

As professional counseling requires the use of self to be fully integrated into the counseling process and therapeutic relationship, engaging in self-reflection is required throughout course work, supervision, and clinical experiences. As a counselor-in-training, it is expected that you

actively engage in critical self-reflection as a means to understand your own values, assumptions, and bias. It is important to note that faculty are committed to cultivating a learning community that is safe for all students. However, a learning community of safety is not always synonymous with a learning community of comfort. Taking appropriate emotional risks may be asked of students to deepen their awareness of self. Examples of emotional risks are exploring one's family of origin, identifying existing bias and assumptions, and receiving feedback in individual/triadic and or group supervision. Remaining open, curious, and non-defensive to varying feedback provided by peers and faculty is imperative to strengthen students emerging counselor identities. Not only must students be open to hearing feedback, they must actively work toward reflecting upon feedback and integrating into their professional and personal growth.

Discussions are a large component of many of the courses. Students are not expected to self-disclose beyond their comfort and are encouraged to reflect on the relevance and purpose of the self-disclosure. As students and instructor may share personal information, confidentiality is highly valued, though cannot be guaranteed among students. Please be respectful of each other's choice to discuss personal information as it relates to course content.

Professional behavior encompasses appropriate apparel, language, and written communication for the classroom setting. For example, professional communication via e-mail is demonstrated through thoughtful, formal responses that are free of spelling and grammar errors and utilizes professional and appropriate language (e.g. avoiding 'slang').

Academic Honesty & Integrity

The CMHC program expects students to uphold the ACA Code of Ethics and University of Wisconsin-Parkside policy on producing original work and avoiding academic misconduct. Maintaining academic integrity also consists of completing assignments in their entirety and on time, and fully participating in group projects. The University of Wisconsin System (UWS 14.03) states that

Academic misconduct is an act in which a student:(a) Seeks to claim credit for the work or efforts of another with-out authorization or citation;(b) Uses unauthorized materials or fabricated data in any academic exercise;(c) Forges or falsifies academic documents or records;(d) Intentionally impedes or damages the academic work of others;(e) Engages in conduct aimed at making false representation of a student's academic performance; or (f) Assists other students in any of these acts.

Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance,

examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

(<https://www.uwp.edu/live/offices/studentaffairs/upload/14.pdf>)

Attendance

The CMHC program was developed to provide flexibility in course delivery (e.g., online, hybrid, 7-week) in order to be responsive to students' needs and commitments outside of the program. The program was also developed to facilitate the development of competent, skilled and ethical clinical mental health counselors. Furthermore, the development as a counselor is more than the demonstration of academic knowledge. It also involves the demonstration of skills, competencies and professional dispositions. Students also play a significant role in the professional development of their classmates in professional counseling programs. Therefore, attendance of class (in all formats), program meetings (e.g., orientations, advising meetings), practicum and internship placements, etc. is expected.

Individual absences from such events may be excused only by the appropriate program faculty member (e.g., the instructor for a course). Students should also consult appropriate communications (e.g., course syllabus, program e-mails) for proper procedures for providing notification in case of emergency.

Accommodation of Religious Observances. In accordance with Wisconsin state law 36.43, "UW-Parkside provides for the reasonable accommodation of a student's sincerely held religious beliefs with regard to all examinations and other academic requirements and also provides a means by which a student can conveniently and confidentially notify an instructor of potential conflicts ... Absence from classes or examinations due to religious observance does not relieve students from responsibility for any part of the course work required during the period of absence." See the Accommodation of Religious Observances section in the Graduate Policies section of the UWP Academic Catalog for more details, including the procedures to follow if a student believes they have been denied reasonable accommodation for religious observation.

Military Training. The following is taken from Graduate Policies of the Academic Catalogue:

... UW-Parkside recognizes that a number of students are attending classes while serving in the military as active duty service members, National Guard members, reservists, or as members of an ROTC program. On occasion, these students will be required to miss class due to military training (these differ from Federal Title 10 Activation or Transfer orders). It is understood that often times these training obligations are scheduled in advance, while occasionally they are deemed necessary with little advance notice to our military-connected students. We also understand that our military-connected students do not have the choice whether to participate or not in these trainings. UW-Parkside encourages our military-connected students to inform their faculty immediately when they learn of these obligations for training. When communicated in advance, these absences should be treated in the manner described above.

When disagreements regarding this policy occur between a student and a faculty member, the issue will be first referred to the faculty member's department chair in writing, followed by the college dean, for review and resolution.

Academic Knowledge

CMHC Minimum Course Grade Requirement

The CMHC program requires students to earn a grade of B or better (not a B- or lower) in each course in the CMHC program. If a grade of B- or lower is earned in a course, then the course will not count toward degree completion.

University GPA Requirements

The following is taken from the Grades section in the Graduate Policies section of the UWP Academic Catalog. Note that the CMHC program policies are more restrictive:

All students are expected to maintain certain standards of academic achievement while enrolled at the University. The University is concerned about students whose academic achievements indicate that they are not meeting the expectations of their instructors, or who are experiencing other problems that may be interfering with their studies.

- A 3.0 or better end-of-term cumulative GPA results in continuing **Good Standing**.
- A 2.0 to 2.999 end-of-term cumulative GPA results in **Academic Probation** status.
- A 1.999 or less end-of-term cumulative GPA results in **Academic Suspension** status.

Action on part-time students is withheld until at least nine credits are attempted at UW-Parkside.

Final Project

Academic knowledge is also assessed through the Final Project, which is either the written comprehensive examination or the master's thesis. See the Final Project section of the Handbook for more details.

Clinical Skills & Competencies

Clinical skills and competencies are assessed in several courses, including CMHC 702 (Counseling Skills & Strategies), CMHC 706 (Group Counseling), CMHC 794 (Counseling Practicum), CMHC 795 (Internship in Counseling I), and CMHC 796 (Internship in Counseling II). These evaluations are completed by the instructor and the site clinical supervisor (for CMHC 794, CMHC 795, CMHC 796). Instructors and site supervisors review the evaluations with students. Although these evaluations may constitute a portion of the course grade, it is possible that a student receives a passing and acceptable grade (e.g., B or higher) for the course but their clinical skills and competencies are insufficient to progress to the next clinical course, and in some cases, may warrant dismissal from the program.

Professional Dispositions

The assessment of dispositions occurs both within certain courses and across the program. Both formal (e.g. dispositional evaluation) and informal methods (e.g. individual faculty meetings, private discussions after class) of assessment are used. Dispositional self-evaluations are completed at program orientation and through the practicum and internship coursework.

Following completion of the dispositional self-evaluation at program orientation, formal program evaluation of dispositions are completed by the faculty each January/February and

August/September. Evaluation of professional dispositions is conducted as part of each clinical course, i.e., CMHC 794, CMHC 795 and CMHC 796. Additionally, evaluation of professional dispositions can be conducted by the faculty at any point of the program should the student demonstrate behavior that does not uphold professional dispositions. Program faculty will meet individually with each student to provide an overview of the student progress review including feedback from dispositions evaluation.

The dispositions assessed include:

1. Professional behavior and ethics

Expectation for students to demonstrate professional, ethical, and legal behavior.

Recognizing and fulfilling professional responsibilities and demonstrating thoughtful and effective communication.

Specific dispositions that will be assessed: demonstrate honesty, integrity, fairness, respect for others; accept personal responsibility for behaviors and actions; develop and maintain appropriate collaborative interpersonal relationships; abide by ACA code of ethics in professional behavior and respective laws (ACA, 2014); demonstrate professional habits of conduct in professional settings (e.g., dress, language, preparedness, attendance, punctuality, etc.)

2. Professional identity

Expectation for students to demonstrate openness, initiative, and motivation in their role as counselor-in-training. Commitment to working collaboratively with peers and colleagues and respecting cultural contexts in response to peers and the classroom.

Specific dispositions that will be assessed: maintains professional engagement through involvement in classroom, community, and/or agency settings; demonstrate openness to new ideas and flexibility to change; communicate effectively and respectfully with others; respect cultural differences and welcomes diverse points of view

3. Self-Awareness and Growth

Expectation for students to demonstrate reflection towards their own progress, identify their strengths and weaknesses, and act meaningfully on feedback. Demonstrates and ability to maintain emotional stability and self-control and personal wellness.

Specific dispositions that will be assessed: demonstrates awareness of impact of his/her/their behavior on others; receptive to feedback from faculty, supervisors, peers, and clients; reflect on limitations and strengths; demonstrate self-initiated learning; ability to consistently regulate emotions in an appropriate manner for a professional setting.

Professional Dispositions & Academic Misconduct

In cases where the instructor of a course concludes that a student in his or her courses has engaged in academic misconduct in the course, then Chapter UWS 14 of the University of Wisconsin System - <https://www.uwp.edu/live/offices/studentaffairs/upload/14.pdf> - is applicable. In these cases, the CMHC program will wait to conduct a formal review and dispositional evaluation until the procedures of UWS 14 are concluded.

RETENTION, REMEDIATION, PROBATION & DISMISSAL

Many of the policies addressed in this section are based on the policies for all graduate programs at UW-Parkside as provided in the Academic Catalog. Where differences exist between the graduate policies of UW-Parkside and the CMHC program, the policy of the CMHC program is the more restrictive policy and takes precedence. Students should review the Graduate Policies section of the UWP Academic Catalog: <https://catalog.uwp.edu/graduate-programs-policies/>

Retention***Completion of Program***

Students are expected to complete courses in the order described in their Program of Study. Students pursuing the Full-time Pathway are expected to complete 9 to 12 credit hours each fall and spring semester, 6 credit hours the first summer term, and 3 credit hours the second summer term. Students pursuing the Part-time Pathway are expected to complete 6 credit hours each fall and spring semester, and 3 credit hours each summer term. If students believe that it will not be possible to fulfill this responsibility they may request to modify their Program of Study.

It is the policy of the University that students may take no more than seven years to complete the MS in CMHC degree, beginning with the semester in which they complete their first course as a UW-Parkside degree-seeking graduate student, whether they are pursuing the Full-Time Pathway or Part-Time Pathway.

To request an exception for the requirements to complete the degree as described by the Program of Study or within 7 years of beginning the program, students should consult with their faculty advisor. Following this meeting, the advisor will notify the director of the CMHC program. The student will then submit, in writing, the request to the director of the CMHC program. The director of the CMHC program, will then hold a meeting with the CMHC program faculty to make a decision within 3-weeks of receipt of the written request. Approval of requests is not guaranteed. If the issue remains unresolved, then the student may appeal the decision to the Dean, or a designee of the Dean, of the College of Natural and Health Sciences.

If a request is granted, then the advisor, in consultation with the CMHC program faculty and student will develop a modified program of study. Because of the needs and resources of the CMHC program, the modified program of study may delay completion of the program and increase cost in ways that the student did not anticipate. The modified program of study cannot be appealed. Deviating from the program of study without approval from the CMHC program may result in a formal disposition evaluation, delaying completion of the program, increased cost in completing the program, taking time out from the program, and dismissal from the program.

Students Called to Active Duty Military Service

The following is taken directly from the Graduate Policies of the Academic Catalogue:

Students subjected to involuntary Federal Title 10 activation or transfer (called to active duty military service) after the beginning of a term may elect to drop their courses and receive a full refund for courses still in progress or may opt to remain enrolled in some or all of their courses. The student may either request an “incomplete” with the understanding that the coursework be completed upon return from active military duty or request that a final grade be assigned based upon work completed to date. These options may not be equally viable for all classes, depending on timing, how much work remains to be completed, or whether a final exam constitutes a major portion of the grade. Students should consult with the instructor to determine the most appropriate option.

Given the requirements of certain courses (e.g., courses with significant experiential components) and the needs of clinical placement sites, the completion of a grade of “incomplete” or the assignment of a final grade based on work completed to date, may work differently than for more didactic courses. For example, the group counseling course has a group participation requirement that has implications for accreditation purposes, practicum and internship have hour requirements based on state credentialing standards, and practicum and internship sites may require a commitment to complete all 100 or 300 hours, respectively, when a student returns.

Students should consult with their faculty advisor, in a timely manner, if they are called to active duty military service. The advisor, in consultation with the CMHC program faculty, will work with the student to identify the most viable plan for the student to complete the program. Furthermore, students should consult, in a timely manner, with clinical site supervisors if this occurs during a semester the student is registered for practicum or internship.

Incomplete Grades

This temporary grade is assigned to indicate that a student must complete additional work in order to earn a grade for a class. A grade of Incomplete is assigned at the discretion of the instructor, guided by policies described in the Graduate Policies section of the Academic Catalogue.

A grade of Incomplete may be reported for a student who has maintained a passing grade in a course until near the end of the course and who then, because of unusual and substantiated cause beyond the student’s control, is unable to take or complete the final examination, or to complete some limited amount of course work.

Given the requirements of certain courses (e.g., courses with significant experiential components) and the needs of clinical placement sites, the granting of a grade of “incomplete” may not be possible. For example, a student who does not fulfill the required hours for CMHC 796 (Counseling Internship II) may not be eligible to receive a grade of “incomplete”.

Students should consult with Financial Aid because a grade of “incomplete” may have financial aid eligibility implications.

Retake

Students may be allowed to retake a course, for example, as part of a remediation plan. However, students most likely will not be allowed to retake a course from the CMHC program at UW-Parkside in which they earned a final grade of B or better. Furthermore, a student who does not earn a grade of B or higher on a retake, may not be allowed to retake the course again and may be dismissed from the CMHC program. A student should initiate a request for a retake by submitting, in writing, the request to their faculty advisor. This request will then be reviewed by the director of the CMHC program, the director of clinical training (when relevant), and the CMHC program faculty.

A student may be allowed to retake a course at another institution. A student should initiate a request for a retake at another institution by submitting, in writing, the request to their faculty advisor. This request will then be reviewed by the director of the CMHC program and the chair of the Psychology, Professional Counseling & Neuroscience Department to evaluate the equivalency of the course to those offered at UW-Parkside.

Retaking courses that have already been completed with a grade of D- or better may have financial aid implications. Students are encouraged to consult with a financial aid counselor.

Grade Appeals Procedure

If a student believes that the final grade received for a course is not consistent with his/her performance they may appeal the final grade. The appeals process is described in the Grade Appeals Procedure section under the Policies section of the Academic Catalogue. The process begins with the student attempting to resolve this matter informally with the course instructor.

Remediation Plans

When students demonstrate an insufficient level of academic honesty and integrity, professional and ethical behavior, academic knowledge, clinical skills and competencies, or professional dispositions, then the nature, severity and consequences of their behaviors will be used to determine if remediation is possible. If remediation is not possible, then the student will be dismissed from the program. If remediation is possible, then a remediation plan will be developed. It is students' responsibility to initiate a remediation plan. Students initiate this process by contacting their faculty advisor, in writing, to request a meeting to initiate a remediation plan. The academic advisor, in consultation with the CMHC program faculty, clinical supervisors, and other necessary individuals (e.g., graduate assistantship supervisors) will work with the student to develop a remediation plan.

The remediation plan will identify the criteria that students are required to complete, and the plan for monitoring progress (including dates, and who and how progress will be assessed). The intent of the remediation plan is not punitive. The intent of the remediation plan is to provide opportunities for the student to meet necessary levels of professional and ethical behavior,

academic knowledge, clinical skills and competencies, and professional dispositions to develop as a counselor.

Remediation plans may result in students being placed on probation, retaking courses, additional didactic instruction, a decrease in course load, a decrease in or temporary suspension of clinical responsibilities, receiving additional clinical supervision, increased faculty advisement, participating in their own personal counseling, taking a leave of absence from the program, and being dismissed from the program (if the criteria in the remediation plan are not fulfilled). This is not intended to be an exhaustive list of possible courses of action. The required courses of action of a remediation plan may result in a delay in completing the program and increased cost. Remediation plans are part of a student's academic file.

Remediation plans cannot be appealed. The program's decision to dismiss a student from the CMHC program may be appealed, except when a student is dismissed because they did not fulfill the CMHC program requirements associated with being admitted on academic probation. See the Appeal of Dismissal section of this Handbook.

Remediation Plans & Academic Misconduct

In cases where the instructor of a course concludes that a student in his or her courses has engaged in academic misconduct in the course, then Chapter UWS 14 of the University of Wisconsin System - <https://www.uwp.edu/live/offices/studentaffairs/upload/14.pdf> - is applicable. In these cases, the CMHC program will wait to conduct a formal review and dispositional evaluation until the procedures of UWS 14 are concluded. Topics discussed at the formal review and disposition evaluation meeting may address relevant ethical codes, professional dispositions, decision-making process, and possible courses of remediation, if remediation is possible. Similar to the general program policy on remediation plans, a determination will be made if remediation is possible. If remediation is not possible, then the student will be dismissed from the program. If remediation is possible, then a remediation plan will be developed. The program's decision to dismiss the student may differ from the decisions that result from the process outlined in UWS 14. The remediation plan cannot be appealed. The program decision to dismiss a student from the CMHC program may be appealed. See the Appeal of Dismissal section of this Handbook.

Probation

There are several ways that students may be placed on probation in the program. There are both CMHC program and University policies regarding academic probation. Students cannot appeal a CMHC program decision to be placed on probation.

Admitted on Academic Probation

Students may be admitted to the CMHC program on academic probation because they do not meet the full admission criteria. For example, they are admitted because their undergraduate GPA was less than a 3.0, but between a 2.75-2.99.

Academic Probation Based on Performance in CMHC Program

It is the policy of the CMHC program, that students who are not currently on academic probation who earn a grade of B- or lower in any one or more courses will be placed on academic probation, a remediation plan will be developed, and the course(s) with grades of B- or less will need to be retaken. See Remediation Plans section in this Handbook.

Furthermore, it is the University policy that

A 2.0 to 2.999 end-of-term cumulative GPA results in **Academic Probation** status.

A 1.999 or less end-of-term cumulative GPA results in **Academic Suspension** status.

Action on part-time students is withheld until at least nine credits are attempted at UW-Parkside.

See Academic Warning and Academic Probation sections of the Graduate Policies of the Academic Catalogue.

Probation Based on Issues Related to Academic Dishonesty & Misconduct, Professional & Ethical Behavior, Clinical Skills & Competence, or Professional Dispositions

Students may be placed on probation as part of a remediation plan related to concerns associated with academic dishonesty and misconduct, unprofessional behavior, ethical violations, incompetence, impairment, or failing to meet professional disposition expectations as defined by the American Counseling Association Code of Ethics, Wisconsin State Statute, policies of the University of Wisconsin-Parkside, or the expectations and professional disposition standards of the CMHC program.

Probation & Academic Misconduct. In cases where the instructor of a course concludes that a student in his or her courses has engaged in academic misconduct in the course, then Chapter UWS 14 of the University of Wisconsin System - <https://www.uwp.edu/live/offices/studentaffairs/upload/14.pdf> - is applicable. In these cases, the CMHC program will wait to make a decision about probation until they conduct a formal review and dispositional evaluation when the procedures of UWS 14 are concluded. The program's decision about placing the student on probation may differ from the decisions that result from the process outlined in UWS 14.

Dismissal***Dismissal Associated with Admission on Academic Probation***

It is the policy of the CMHC program, that students pursuing the full-time pathway who are admitted to the CMHC program on probation are required to earn a grade of B or better (not a grade of B- or less) in their first three courses in the CMHC program, and/or remediate deficits from their application as identified by the program at the time of admission. These are the three courses they take in their first semester (i.e., CMHC 700, CMHC 702, CMHC 704). If they earn a grade of B or higher in each course, and/or remediate the identified application deficits

then they are removed from academic probation beginning the next semester. If students earn a grade of B- or less in one or more of these courses or do not remediate the identified application deficits, then they are dismissed from the CMHC program. The dismissal decision cannot be appealed.

It is the policy of the CMHC program, that students pursuing the part-time pathway who are admitted to the CMHC program on probation are required to earn a grade of B or better (not a grade of B- or less) in three of their first four courses in the CMHC program, and/or remediate deficits from their application as identified by the program at the time of admission. These are three of the four courses they take in their first, two semesters (i.e., CMHC 700, CMHC 702, CMHC 716, CMHC 740). If they earn a grade of B or higher in all four courses of their first two semesters, then they are removed from the CMHC program's academic probation beginning the next semester. If they earn a grade of B or higher in at least three of these courses, they remain on academic probation but are not dismissed from the program. If they earn a grade of B- or less in two or more of these courses or do not remediate the identified application deficits, then they are dismissed from the CMHC program. The dismissal decision cannot be appealed.

Students may a) appeal the grade in a course (see the Grade Appeals Procedure section under the Policies section of the Academic Catalogue); b) apply for readmission (see the Readmission section of the Graduate Policies of the Academic Catalogue); and c) request a waiver of the period of dismissal, which is a minimum of one year (see Appeals Procedure for Academic Drop section of the Graduate Policies of the Academic Catalogue). The dismissal decision cannot be appealed.

Furthermore, it is the University policy that students admitted on probation will be on probation for their first 9 semester credits. A student who is admitted on probation is required to attain a minimum GPA of 3.00 on the first 9 credit hours of course work completed at UW-Parkside. These students will be removed from academic probation if their cumulative GPA rises to 3.00 or higher. Students who do not meet the above requirement will be dropped from the program. See the Academic Drop Policy, Appeals Procedure for Academic Drop, and Readmission sections of the Graduate Policies in the Academic Catalogue.

Dismissal Associated with Academic Probation Based on Performance in CMHC Program

Students who are placed on academic probation by the CMHC program because they earned a grade of B- or less in the CMHC program will be removed from academic probation if they earn a grade of B or higher (not B- or lower) in each of the courses they take the following semester. If they earn a grade of B- or less in one or more courses the following semester they may be dismissed from the CMHC program. The summer term counts as the following semester. Students who are dismissed for this reason may a) appeal the grade in a course (see the Grade Appeals Procedure section under the Policies section of the Academic Catalogue); b) apply for readmission (see the Readmission section of the Graduate Policies of the Academic Catalogue); c) request a waiver of the period of dismissal, which is a minimum of one year (see Appeals

Procedure for Academic Drop section of the Graduate Policies of the Academic Catalogue), and d) appeal the dismissal decision (see the Appeal of Dismissal section of this Handbook).

In addition, it is the University policy that students whose cumulative GPA falls below 2.00 will be dropped from the university. This provision does not require that students be on probation initially. See the Academic Drop Policy, and Appeals Procedure for Academic Drop sections of the Graduate Policies of the Academic Catalogue. Furthermore, the following is the University Academic Drop policy and Appeals Procedure for Academic Drop policy for students placed on academic probation under the University Academic Probation policy:

Graduate students who are on academic probation will be dropped from the university under the following conditions:

1. If they have attempted 9 or more graduate credits at UW-Parkside while on probation and have not raised their cumulative GPA for all graduate work attempted at UW-Parkside to 3.00 or higher.
2. If their GPA for graduate work attempted in any semester (including a summer session) falls below 3.00. However, no students admitted on probation will be dropped until they have attempted at least 9 graduate credits at UW-Parkside, regardless of semester GPA.
3. If their academic performance falls below the requirements of the graduate program in which they are enrolled.
4. Any of the provisions above notwithstanding, students whose cumulative GPA falls below 2.00 will be dropped from the university. This provision does not require that students be on probation initially and does apply to students admitted on probation who have attempted fewer than 9 credits. Students who are dropped from the university may not be readmitted for one year.

Students who have been dropped from the university may file a written request for a waiver of the period of dismissal with the appropriate graduate program committee. The committee makes a recommendation through its dean to the graduate dean. Students make an appeal to the Academic Actions Committee and are entitled to appear before the committees on their own behalf. Appeals should be based on exceptional circumstances beyond the control of the student. Students who are readmitted on appeal will be placed on academic probation.

See the Academic Warning, Academic Probation, Academic Drop Policy, and Appeals Procedure for Academic Drop sections of the Graduate Policies of the Academic Catalogue.

Dismissal Associated with Academic Dishonesty & Misconduct, Professional & Ethical Behavior, Clinical Skills & Competence, or Professional Dispositions

Academic dishonesty and misconduct, unprofessional behavior, ethical violations, incompetence, impairment, or failing to meet professional disposition expectations as defined by the American Counseling Association Code of Ethics, Wisconsin State Statute, policies of and governing the University of Wisconsin-Parkside, or the expectations and professional disposition standards of the CMHC program will not be tolerated. Students who demonstrate such behaviors will be given an opportunity for remediation, if remediation is possible, or dismissed from the program. The nature, severity and consequences of behaviors will be used

to determine if remediation is possible. If students fail to fulfill the criteria and requirements of the remediation plan they will be dismissed. Students may appeal the dismissal decision (see the Appeal of Dismissal section of this Handbook). The remediation plan cannot be appealed.

Dismissal & Academic Misconduct. In cases where the instructor of a course concludes that a student in his or her courses has engaged in academic misconduct in the course, then Chapter UWS 14 of the University of Wisconsin System -

<https://www.uwp.edu/live/offices/studentaffairs/upload/14.pdf> - is applicable. In these cases, the CMHC program will wait to conduct a formal review and dispositional evaluation until the procedures of UWS 14 are concluded. If remediation is not possible, the CMHC program will dismiss the student from the CMHC program. The program's decision to dismiss the student may differ from the decisions that result from the process outlined in UWS 14. Students may appeal the dismissal decision (see the Appeal of Dismissal section of this Handbook).

APPEAL OF DISMISSAL

If the program decides to dismiss a student from the CMHC program, then the Director of the CMHC program will inform the student of the dismissal decision in writing. To appeal the dismissal, the student needs to provide a written appeal, which includes their reasons why dismissal is not warranted, within 5 days of the date of the program's written dismissal decision. The appeal must be sent via e-mail to the Dean of the College of Natural and Health Sciences. Should students not appeal within the time period described, the program's dismissal decision will be the final university decision. The Dean of Students may serve as a resource for students in these matters.

READMISSION

Students who have been dropped may apply for readmission on the usual graduate application form. Depending on the reason for dismissal, these applicants may be required to take an examination such as the MAT or GRE, provide documentation of ongoing counseling, or furnish other credentials. Applicants for readmission must present evidence to the program that they are now likely to do satisfactory work. Students who are dismissed from the program or from the university may not be readmitted for one year. Readmitted students will be placed on probation, a remediation plan will be developed, and a modified program of study will be developed. Readmitted students are subject to the requirements in effect at the time of their readmission. See the Academic Drop Policy, Appeals Procedure for Academic Drop, and Readmission sections of the Graduate Policies in the Academic Catalogue for University policies.

CLINICAL EXPERIENCES

During the final 3 semesters of the CMHC program, students engage in the required clinical experience courses. These courses consist of CMHC 794 Counseling Practicum (3 credits); CMHC 795 Counseling Internship I (3 credits); and CMHC 796 Counseling Internship II (3 credits).

CMHC 794, Counseling Practicum, requires 100 hours at a designated placement setting, of which a minimum of 40 hours is face-to-face, direct client contact hours. CMHC 795 and 796, Counseling Internship I and II, respectively, require 300 hours each (600 hours total) at a designated placement setting, of which a minimum of 120 hours (240 hours total) are face-to-face, direct client contact. Failure to fulfill all hour requirements will result in not passing the course. If a student needs to retake CMHC 794, CMHC 795 or CMHC 796 they start the retake course with 0 hours, i.e., hours completed for a failed clinical course do not carry over to the retake course. CMHC 794 is offered in Spring semesters, CMHC 795 is offered in Summer semesters, and CMHC 796 is offered in Fall semesters. If a student does not pass one of the clinical courses they may need to wait to retake the course until it is offered again. For example, a student who does not pass CMHC 794 during the Spring 2023 semester may need to wait until Spring 2024 to retake CMHC 794, thus delaying completion of the program.

Application to clinical sites, expectations, and requirements for practicum and internship are detailed in the Clinical Handbook. This handbook is disseminated at the Clinical Orientation. The Clinical Orientation occurs after the 2nd semester of the program. Students will be provided direction at how to search, apply, and secure a practicum and internship setting. The CMHC program provides students with support and guidance about obtaining a clinical placement. However, students are responsible for obtaining a clinical placement. Students are allowed to register for the clinical courses only after a clinical placement has been confirmed. If a student does not obtain a clinical placement by the milestones identified at Clinical Orientation and listed in Tevera they may not be allowed to complete a clinical course as outlined in their Program of Study. The student would then need to wait until the clinical course is offered again, thus delaying completion of the program. For example, a student who does not secure a clinical placement in a timely manner to take CMHC 794 during the Spring 2023 semester may need to wait until Spring 2024 to take CMHC 794.

Students are required to obtain and maintain professional liability insurance coverage during the totality of the clinical experiences phase of the program, which can be purchased through the American Counseling Association. Students will need to become members of the American Counseling Association (<https://www.counseling.org/>). Rates for malpractice liability insurance are provided here: <https://www.counseling.org/membership/membership-benefits>. Proof of insurance is required prior to practicum enrollment.

Students may be required to complete a criminal background check prior to practicum and internship courses. Furthermore, some practicum and internship sites may be required by law to have these checks on file for practicum and internship students. Certain types of investigations, convictions, or arrests may interfere in a student's ability to participate in clinical

placements - therefore, potentially delaying graduation or preventing completion of the program of study. If you have questions about this, then consult with your academic advisor and/or the director of clinical training within the first two semesters of your program.

PROFESSIONAL COUNSELING ORGANIZATIONS & ACTIVITIES

In addition to providing mental health counseling to clients, being a professional counselor involves providing service to the profession. One of the significant ways that counselors contribute to the broader profession is through involvement with professional counseling organizations at the state, regional, national and international level. Involvement includes attending conferences, serving on committees, presenting posters and papers at conferences, and holding leadership roles in professional organizations.

A commitment to the broader profession begins in graduate school. The faculty of the CMHC program encourage you to attend conferences, and get involved by presenting at conferences and serving on committees. There are many professional organizations that you can be involved with. In fact, for the topic of each course you take in this program, there is most likely at least one professional counseling organization devoted to it.

As a program, we encourage students to become members of and attend the annual conference of the Wisconsin Counseling Association (<https://www.wisconsincounselingassociation.com/>), or the Illinois Counseling Association (<https://www.ilcounseling.org/>).

Students should also become members of the **American Counseling Association** (<https://www.counseling.org/>). Membership in ACA will be necessary for students to register for practicum and internship because students must provide proof of malpractice liability insurance to enroll in these courses, and this insurance can be purchased through ACA (<https://www.counseling.org/membership/membership-benefits>).

Additional professional counseling associations include the divisions of ACA, which can be found here: <https://www.counseling.org/about-us/divisions-regions-and-branches/divisions>.

ENDORSEMENT & RECOMMENDING

The UWP CMHC program is pre-approved as an educational program in professional counseling by the Professional Counselor Section of the Joint Board of Marriage and Family Therapy, Professional Counseling, and Social Work of the State of Wisconsin Department of Safety and Professional Services. The CMHC program was designed to prepare graduates to work as professional mental health counselors, by meeting the educational requirements to become a Licensed Professional Counselor (LPC) in the state of Wisconsin. The program also meets the educational requirements for licensure in the state of Illinois -

<https://www.idfpr.com/profs/ProfCounselor.asp> . Endorsement by the academic program confirms that graduates have completed the program. Ethically, graduates should only apply for licensure that is consistent with their professional competencies, as indicated by their education, training, and supervised clinical experiences.

WISCONSIN LICENSURE REQUIREMENTS

The Department of Safety and Professional Services (<https://dsps.wi.gov/pages/Home.aspx>) is the agency that regulates licensure of professional counseling in the state of Wisconsin. The following are the requirements for licensure as a professional counselor in the state of Wisconsin, and are taken directly from

<https://dsps.wi.gov/Pages/Professions/LPC/Default.aspx>.

Professional Counselor-Training License Requirements (LPC-TL)

1. Complete and submit Professional Counselor Application including required documentation and fees.
2. Applicant must be in a position or have an offer for a position as a Professional Counselor in a supervised clinical professional counseling practice.
3. The training license shall expire after 48 months.
4. A training license may be renewed by the discretion of the Professional Counselor Section.

Professional Counselor License Requirements (LPC)

1. Complete a Graduate Degree in professional counseling or an equivalent degree approved by Professional Counselor Section.
2. Completion of post-graduate supervised practice obtained under a Professional Counselor Training license.
 - a. Master's level – 3,000 hours of post-degree supervised professional counseling practice including at least 1,000 hours of face-to-face client contact.
3. Complete and submit Professional Counselor Application including required documentation and fees.
4. An applicant for permanent licensure may apply for a temporary license at the same time.

- a. The temporary license may be issued to an individual who pays the required fee and meets all the qualifications for the permanent license except for passing the required national examination.
 - b. The temporary license expires upon notification of successful completion of the national examination or expiration of the 9-month period, whichever is earlier.
 - c. The temporary license may be renewed one time for an additional 9-month period.
5. Successful completion of the required examinations.

Professional Counselor Exam Information

Licensure as a professional counselor in the state of Wisconsin requires successful completion of two examinations. More information can be found here:

<https://dsps.wi.gov/Pages/Professions/LPC/Exams.aspx>

Wisconsin Statutes and Rules Examination

This exam covers state statutes and administrative code chapters specific to the profession of counseling. More specific information can be found at the link above.

National Professional Counseling Examination

One of two exams fulfill this requirement. Both examinations are administered by the National Board of Certified Counselors (NBCC; <http://www.nbcc.org/home>).

The **National Counselor Examination for Licensure and Certification (NCE)** is a multiple-choice examination that consists of 200-items. Items assess content from the eight CACREP core areas: professional counseling orientation and ethical practice, social and cultural diversity, human growth and development, career development, counseling and helping relationships, group counseling and group work, assessment and testing, and research and program evaluation. The NCE is an examination option for becoming a Nationally Certified Counselor (NCC). For more information: <http://www.nbcc.org/Exams/NCE>

The **National Clinical Mental Health Counseling Examination (NCMHCE)** consists of 10 simulated clinical mental health counseling cases. The NCMHCCE is an examination option for becoming a Nationally Certified Counselor (NCC), and a requirement for the Certified Clinical Mental Health Counselor (CCMHC) national certification. For more information: <http://www.nbcc.org/Exams/NCMHCE>

If you are interested in working in **military health systems** more information regarding the examinations is provided here <http://www.nbcc.org/Licensure/MilitaryHealth>.