Handbook: Clinical Counseling Degree Programs

- MA in Clinical Mental Health Counseling
- MA in School Counseling
- MA in Marriage, Couple & Family Counseling
- Certificates of Graduate Studies

Academic Year 2017-18
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ACKNOWLEDGEMENT OF HANDBOOK

This Handbook is provided to students and applicants for their general guidance only. It does not constitute a contract, either express or implied, and is subject to change at the University's and/or the Program's discretion.

All students are expected to read this Handbook and have a thorough understanding of its contents. Students should also be aware that they can discuss the Handbook and direct questions and concerns to their Faculty Mentor or the Program Director regarding any material contained in the Handbook. Students agree to abide by all procedures, policies and guidelines in the Handbook. Students understand that this Handbook may be modified from time to time as University or Program policies, procedures and guidelines are implemented or changed, and that it is their responsibility to review the Handbook each semester in order to remain current with its contents.

Student Signature

Date
Additional Policies and Procedures are found in these publications which are available on the Regent University Website. All students are responsible for reading and abiding by the policies in these documents.

Counseling Department Handbook – applies to all students enrolled in the MA in Counseling, PhD in CES, and MA in Human Services Counseling programs. http://www.regent.edu/acad/schcou/students/phd_resources.cfm

Student Handbook
https://lrprod1.regent.edu/rights-responsibilities

Regent University Graduate Catalog
http://www.regent.edu/academics/catalog.cfm

CONTENTS OF STUDENT HANDBOOK AND UNIVERSITY CATALOG

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I. MASTER OF ARTS IN COUNSELING PROGRAM

DEGREE PROGRAM

MASTER OF ARTS IN COUNSELING DEGREE PROGRAMS

The School of Psychology and Counseling offers three clinical Master of Arts (M.A.) in counseling degrees, M.A in Clinical Mental Health Counseling, M.A. in School Counseling, or M.A. in Marriage, Couple & Family Counseling. Students may proceed at three different speeds: accelerated, regular, or part-time. The courses are offered on campus and online.

Because of differing requirements for the three programs, students should determine from their initial course of study which degree plan they will pursue. Placements in Practicum and Internship are directly related to the major chosen and to professional endorsements. All students must complete an Approved Degree Plan (ADP) form during their first semester in the program. The form must be signed by their Faculty Mentor and turned in to the Academic Advisor.

MA IN COUNSELING DEGREE PROGRAM OBJECTIVES:

- To provide leadership in the integration of sound and ethical clinical practice, skills and techniques, and Biblically based values.
- To promote the enhancement of accurate self-awareness and understanding.
- To encourage professional development through participation and leadership in professional organizations.
- To provide studies in the core areas of counseling knowledge and skills to include the following: human growth and development, social (family systems) and cultural foundations, helping relationships (including skills and techniques), group work, research and program evaluation, appraisal, career development, personality theories, and professional orientation and ethics.

ACCREDITATION

The MA in Counseling degree programs are accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP) under the 2009 standards.

M.A. IN CLINICAL MENTAL HEALTH COUNSELING (CMHC)

The M.A. in CMHC is a 60 credit hour degree that prepares students to pursue licensure as a professional counselor. This Program provides the academic and applied training necessary for someone seeking employment as a counselor in private practice settings (depending on state requirements), community agencies, or church counseling centers. For qualified students, it can be structured for pre-doctoral studies. Students in the CMHC program will meet the Virginia Board of Professional Counselors' academic and clinical requirements for licensure.
There are 6 credit hours for elective courses. Internships must be conducted in Clinical Mental Health Counseling sites. The list of required courses for the CMHC program are listed on the Approved Degree Program (ADP) form located here: http://www.regent.edu/acad/schcou/forms_downloads/adp_forms/adp_forms.cfm

CMHC COUNSELING PROGRAM SPECIFIC OBJECTIVES:

- To provide studies in the diagnosis and treatment of psychological disorders (addictions, psychopathology).
- To provide comprehensive supervised clinical experience in community agency settings.

M.A. IN SCHOOL COUNSELING

The M.A. in School Counseling is a 60 credit hour degree that prepares students to pursue a School Counseling credential in the state of Virginia and many other states. Students in the School Counseling program will meet the Virginia Department of Education’s academic and clinical requirements for licensure. One internship must be completed in an elementary school and the other in a high school. The list of required courses for the School Counseling program are listed on the Approved Degree Program (ADP) form located here: http://www.regent.edu/acad/schcou/forms_downloads/adp_forms/adp_forms.cfm

SCHOOL COUNSELING PROGRAM SPECIFIC OBJECTIVES:

- To provide studies in the role and function of school guidance personnel.
- To provide studies in the diagnosis and treatment of child and adolescent issues.
- To provide comprehensive supervised experience in school guidance settings.

M.A. IN MARRIAGE, COUPLE & FAMILY COUNSELING (MCF)

The M.A. in Marriage, Couple & Family Counseling is a 60 credit hour degree that prepares students to pursue a License in Marriage and Family Therapy in the state of Virginia and many other states. Students in the Marriage, Couple & Family Counseling program will meet the Virginia Board of Professional Counselors’ academic and clinical requirements for licensure. Internships must be completed in sites where family and couple counseling can be conducted. The list of required courses for the MCF program are listed on the Approved Degree Program (ADP) form located here: http://www.regent.edu/acad/schcou/forms_downloads/adp_forms/adp_forms.cfm

MCF COUNSELING PROGRAM SPECIFIC OBJECTIVES:

- To provide studies focusing on the role of relational systems (couple, marriage, family) in the diagnosis and treatment of disorders
- To provide comprehensive supervised experience in relational system (couple, marriage, family) settings.

DEGREE REQUIREMENTS
MA EXIT EXAM: CPCE

All students in the MA in Counseling degree programs will be required to take and pass the Counselor Preparation Comprehensive Examination (CPCE) in order to graduate. This exam will be administered on campus during the Fall and Spring semesters each academic year and an e-mail will be sent when registration for each administration of the exam has opened.

The CPCE covers the eight CACREP (Council for the Accreditation of Counseling and Related Educational Programs) common-core areas that represent the foundational knowledge required of all entry-level counselor education graduates: 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.

All students will be required to have completed 30 credit hours of coursework, including achieving passing grades in the following classes related to the eight major areas of counseling in order to take the CPCE:

- COUN 561 Ethics of Counseling
- COUN 570 Multicultural Counseling
- COUN 540 Human Growth and Development
- COUN 536 Career and Lifestyle Development
- COUN 500 Orientation to the Counseling Profession
- COUN 554 Group Counseling
- COUN 532 Assessment Techniques in Counseling
- COUN 517 Research and Statistics

The CPCE is administered in a computerized format and students will receive instructions on how to set up an account with Pearson VUE in order to take the exam. There are two modalities in which the exam can be taken – on campus and off campus at a Pearson VUE testing center. When taking it on campus, students will pay a fee of $75.00 and when taking it off campus, the fee is $150.00. All fees will be paid directly to Pearson VUE when setting up your account, no money will be remitted to the University for taking this exam. Any student desiring to set up an off campus testing date should contact the Field Placement Liaison when ready to do so.

Students will receive an unofficial score report immediately upon completion of the computer based CPCE. However, this report will not indicate if it is a passing score. Please allow approximately 6 weeks from the date of the exam, and the official score report will be sent to the student’s Regent e-mail account by the Field Placement Liaison.

The passing score for the CPCE is determined by national statistics and varies for each version of the exam. Those who fail to meet the passing score will need to take the test again. If a student fails the exam, he or she will be required to work with his or her Faculty Mentor to establish a remediation plan. When taking the exam for a second time, students will need to either achieve a total passing score OR pass the area(s) failed on the previous exam.

MODALITY

The courses are offered on campus and online.

Students enrolled as “on campus” students are expected to take all of their courses on campus when available. Students who wish to take an online course when an on campus class is available, must complete an academic petition to request approval to be enrolled in the online course. Some courses are offered only online – such as electives. These courses are open for registration to both on campus and online students.
There is a Course Schedule posted online which lists all of the classes available in a given semester. Online courses will include up to 5 mandatory synchronous meetings per semester. The day and time for these meetings will be posted on the Course Schedule. Students should not register for courses if their synchronous meeting times overlap. Meetings will be held in Collaborate or a similar online classroom application. Students must use a webcam and microphone when attending an online course.

PERSONAL THERAPY REQUIREMENT

Students in the School of Psychology & Counseling are required to receive a minimum of four (4) individual counseling sessions to explore and facilitate their readiness to function effectively in a counseling role.

The school will reimburse up to four (4) sessions at a rate of $25 per session. The four sessions may be provided by any therapist of the student’s choice. Students will have to pay out of pocket and then submit the Personal Counseling Verification Form [link] to the Field Placement Liaison in order to receive reimbursement.

Students are not permitted to complete their required sessions in less than 30 days and are not permitted to count more than one session in any given week.

This requirement has a two-fold purpose: 1) it allows the students to personally experience the professional therapeutic process so that it can become a significant learning experience in professional development, and 2) it allows the students to examine personal issues which ultimately may hinder professional effectiveness.

GROUP EXPERIENCE REQUIREMENT

According to the Council for Accreditation of Counseling and Related Educational Programs (CACREP) standards, students must meet for a minimum of 10 clock hours in a small-group activity approved by the program. This planned group requirement is intended to provide direct experiences as a participant in a small group. This experiential learning presents an opportunity for personal growth through a directed group experience, and develops the ability to integrate concepts learned in COUN 554 – Group Counseling. Student participation will occur in conjunction with COUN 554. The group experience must be completed during one academic semester and prior to taking Internship.

PRACTICUM & INTERNSHIP

All of the details of the Practicum and Internship process are explained in the Practicum & Internship Handbook. Students are responsible for reading the handbook.

The Field Placement Liaison organizes the Practicum and Internship process for counseling students. The Clinical Coordinator assists with Practicum and Internship placements as needed.

All students must attend a MANDATORY orientation meeting prior to beginning both the Practicum and Internship process. More information will be given regarding these meetings during the semester.

The School of Psychology and Counseling (SPC) requires a Background Check for all students entering the MA in Counseling program. This is a requirement for students to enroll in Practicum or Internship courses. This background check will be conducted by a company (HireRight) which Regent has contracted to provide this service. In order to conduct this background check, you will need to sign a release form. All criminal background records
will be retained by the SPC in confidential files. All such records will be destroyed after ten years, unless their retention is required by accreditation agencies or by law.

Any student with a criminal record should be aware that this may prevent them from becoming a licensed counselor. Questions should be directed to the licensure board in your state.

PRACTICUM

Practicum gives the student an opportunity to gain experience at a field site for an extended period of time under the guidance, observation and supervision of a professional staff member. It augments the classroom and lab instruction by giving students exposure to the realities of the workplace and basic practical knowledge of the counseling profession.

The Practicum & Internship Handbook, along with all other required practicum forms, is available online at http://www.regent.edu/acad/schcou/cs/practicum/. The guidelines for beginning this experience are very specific and must be adhered to in all respects. If a student fails to adhere to the practicum guidelines, credit for the experience may be denied.

Practicum students must complete a minimum of 100 clock hours, including at least 40 direct service hours with clients at the field site where the student is completing this experience. In order to accomplish this, students are expected to work ON SITE approximately 8 – 10 hours per week throughout the entire semester. Students will have 15 weeks to complete these hours during the spring semester and 14 weeks to do so during the summer semester. Please note: practicum is not offered in the fall semester. On campus students will meet in a classroom for the practicum class, 3 hours each week. Online students will meet synchronously online for practicum class, 3 hours each week. Attendance is mandatory for both on campus and online students. In addition to attending class, students are required to attend and actively participate in triadic supervision once per week, for 12 weeks of the semester.

The following prerequisite classes must be passed with a grade of “B,” or “P,” as applicable, before beginning practicum:

- COUN 500 Orientation to the Counseling Profession
- COUN 521 Counseling Skills & Techniques
- COUN 526 Theories of Counseling
- COUN 561 Ethics, Professional Orientation, & Legal Issues
- COUN 545 Concepts of Family Systems
- COUN 570 Multicultural Counseling
- COUN 554 Group Counseling
- COUN 538 Psychopathology & Diagnosis (can be taken concurrent for accelerated pace students)

In addition to the above prerequisite courses, students in each program must complete the following course that is specific to the major (must be passed with a grade of “B,” or “P,” as applicable):

Clinical Mental Health Counseling
- COUN 562 Crisis, Trauma, & Clinical Mental Health Counseling

Marriage, Couple & Family Counseling
- COUN 546 Marital & Couple Therapy

School Counseling
Students in the School Counseling program will not be allowed to complete practicum during the summer semester, it must happen during the spring semester.

INTERNSHIP

The Master of Arts in Counseling degree students must complete an internship as part of the program requirements. Internship is an opportunity for the student to work in a field setting under the supervision of a professional who is in a work role similar to the role the student may pursue after graduation.

The Practicum & Internship Handbook, along with all other required internship forms, is available online at http://www.regent.edu/acad/schcou/cs/internship/. The guidelines for beginning this experience are very specific and must be adhered to in all respects. If a student fails to adhere to the internship guidelines, credit for the experience may be denied.

Each MA in Counseling program requires students to complete a supervised internship in two semesters of 300 clock hours each, for a total of at least 600 hours. Each semester, a minimum of 120 clock hours of those 300 hours must consist of direct service to clients, for a total of at least 240 hours out of the 600 total hours. In order to accomplish this, students are expected to work ON SITE approximately 20 – 25 hours per week throughout the entire semester. Students will have 15 weeks to complete these hours during the fall and spring semesters, and 14 weeks to do so during the summer semester.

Students must successfully complete a minimum of 30 hours of coursework before beginning internship. Coursework cannot be taken concurrently with internship to meet this requirement. Prerequisites are mainly completed before the first field experience (practicum) in the degree programs, but please be aware that practicum must be successfully completed before beginning internship.

Three hours of class time is required every two weeks for internship classes. On campus students will meet in a classroom for this class, 3 hours every other week. Online students will meet synchronously online for this class, 3 hours every other week. Attendance is mandatory for both on campus and online students.

No more than one (1) absence from internship class each semester will be allowed. More than one absence will result in automatic failure of internship. In extenuating circumstances (i.e., death of a family member, serious illness of the student or immediate family member), the student must submit an academic petition before or at the next class meeting attending for either an exemption or to receive an In Progress (IP) grade. All professors will use the same syllabus.

Students in the School Counseling program will not be allowed to complete internship during the summer semester, it must happen during the fall and spring semesters.

SEMINAR IN CLINICAL TRAINING

If a student does not complete Internship hours in a timely manner or needs additional time to obtain skills or hours, he or she must register for COUN 579, Seminar in Clinical Training. This is a variable credit hour course and more specific information is found in the Practicum & Internship Handbook.
RESIDENCY

A Residency is a block of time set aside for students who are completing their degree online to come to the Virginia Beach campus for a period of about one week to meet as a group and engage in coursework, teambuilding activities, workshops and social/cultural events. Residency offers an opportunity for students to meet and build relationships with one another, with faculty and with staff. Online students are required to attend two on campus residencies, Residency A and B. Residency C is a requirement for all students admitted as “online students” before Fall 2016.

Any student (whether they are on campus or online) choosing to take the online version of COUN 521 Counseling Skills & Techniques must attend Residency A in the same semester. This should be done in the student’s first semester. Any student choosing to take the online version of COUN 554 Group Counseling must attend Residency B in the same semester. Residency will be offered in the fall and spring semesters.

PROGRAM POLICIES

LEAVE OF ABSENCE

A student may request a Leave of Absence (LOA) if the student is in good standing and cannot continue studies due to unusual personal, professional or academic difficulties. During the leave of absence, the student is not registered for any courses, independent study, internship, or dissertation hours. A student who goes on leave must complete an Academic Petition form and submit it to Advising department. Approval must be granted by the Faculty Mentor and the Program Director. Students who stop taking classes without petitioning for a leave of absence will have to reapply to the program when they want to return.

NON-DEGREE STUDENTS

Non–degree seeking students are allowed to enroll in up to 12 credit hours of allowable or appropriate coursework as determined by the Program Director. Non-degree students who want to apply for regular status must begin the complete admissions process as a new applicant. Criteria for non-degree students who wish to take more than 12 credits hours include:

- This shall apply to post-Master’s courses only
- The student should have a definite goal in mind, which must be submitted in writing in contract form to the Academic Advisor
- This contract will list the goal (e.g., completing hours required for licensure), courses needed, and credit hours
- Financial aid will not be granted for courses taken by a non-degree student

TRANSFER COURSES

The following courses will not be transferred into the MA in Counseling Program: COUN 521 Counseling Skills & Techniques; COUN 561 Ethics, Professional Orientation & Legal Issues; COUN 500 Orientation to the Counseling Profession (this course may be considered on a case-by-case basis); COUN 578 Counseling & Christian Thought; COUN 523 Practicum; or any Internship courses.
PSY.D. ELECTIVE COURSES

Master’s level on campus students may take Psy.D. elective courses with the permission of their Faculty Mentor and the appropriate Psy.D. instructor. Students must pay the Psy.D. tuition rate attached to the course.

II. CERTIFICATES OF GRADUATE STUDIES

The School of Psychology & Counseling offers Certificates of Graduate Studies (CGS) in Trauma Counseling, School Counseling, Clinical Mental Health Counseling, Marriage, Couple & Family Counseling, and Addictions Counseling. The CGS is designed to give students who have earned, or who are in the process of earning, a 60 credit hour Master’s level degree in counseling the opportunity to complete the additional coursework they need to pursue career opportunities, state licensure, or specialty certification. The requirements for state licensure and specialty certification vary by state. Students should research the requirements for the specialty that they are interested in pursuing to determine if the CGS will meet their needs.

Courses taken at Regent University in the course of completing an M.A. in counseling degree can be counted toward the Certificate of Graduate Studies

Students are not eligible for federal financial aid for course work beyond the 60 credit hours required for the M.A. in counseling degree. In most cases, this would mean that at least some credits of CGS coursework are not eligible for federal financial aid. Students should budget financial resources to fund the additional coursework required for the CGS.

A student who is not currently enrolled in the SPC who wishes to complete the Certificate of Graduate Studies must apply as a non-degree student through our admissions office. All courses must be taken at Regent University. Courses cannot be transferred in to the CGS programs. All requirements for the Certificate must be completed within a five-year period of time. Students who earn an M.A. in counseling through the SPC cannot earn a CGS in the same subject as their degree. For example, a student in the M.A. in School Counseling program cannot also earn a CGS in School Counseling.

Students completing a CGS must complete at least 9 credits of certificate courses before applying for an internship. See the Practicum & Internship Handbook for details on how to apply for an internship. Students wishing to count an internship toward their MA in counseling degree and toward their CGS, must petition for approval of the internship in advance. Documentation from the internship site regarding the nature of work to be done there will be required.

CGS in Clinical Mental Health Counseling Required Courses (18 credits)*

COUN 532 Assessment Techniques in Counseling (3)
COUN 535 Addiction Therapies for Individuals & Families (3)
COUN 538 Psychopathology and Diagnosis (3)
COUN 562 Crisis, Trauma, & Clinical Mental Health (3)
COUN 570 Multicultural Counseling (3)
COUN 595A Internship in Clinical Mental Health Counseling (3)

CGS in School Counseling Required Courses (18 credits)*

COUN 514 Counseling Children & Adolescents (3)
COUN 516 Principles of School Counseling (3)
COUN 519 Program Development & Evaluation for School Counselor (3)
COUN 545 Concepts of Family Systems (3)
COUN 570 Multicultural Counseling (3)
COUN 594A Internship in School Counseling (3)

CGS in Marriage, Couple & Family Counseling Required Courses (18 credits)*
COUN 535 Addiction Therapies for Individuals & Families (3)
COUN 545 Concepts of Family Systems (3)
COUN 546 Marital & Couple Therapy (3)
COUN 547 Models of Family Therapy (3)
COUN 548 Theories of Human Sexuality (3)
COUN 595A Internship in Clinical Mental Health Counseling (with a MCF focus) or COUN 593A Internship in Marriage, Couple & Family Counseling (3)

CGS in Trauma Required Courses (18 credits)*
COUN 557 Sexual Trauma, Domestic Violence & Human Trafficking (3)
COUN 558 Disaster Trauma & Psychological First Aid (3)
COUN 559 Treating PTSD, Compassion Fatigue & Complex Trauma (3)
COUN 561 Ethics, Professional Orientation & Legal Issues in Counseling (3)
COUN 562 Crisis, Trauma, & Clinical Mental Health (3)
COUN 595A Internship in Clinical Mental Health Counseling (with a Trauma focus) or COUN 591 Internship in Trauma (3)

CGS in Addictions Required Courses (18 credits)*
COUN 535: Addiction Therapies for Indiv. & Families I (3)
COUN 571: Addiction Therapies for Indiv. & Families II (3)
COUN 572: Addiction: Traditional and Faith-based Interventions (3)
COUN 573: Addiction and the Family (3)
COUN 574: Intro. To Process Addiction (3)
COUN 595A: Clinical Mental Health Counseling Internship A (with an Addictions focus) or COUN 592 Internship in Addiction Counseling (3)

* The requirements for state licensure and specialty certification vary by state. Students should research the requirements for the specialty that they are interested in pursuing to determine if the CGS will meet their needs. Completing a CGS does not guarantee that a student will become licensed/certified in that field.