Department of Counselor Education

Student Handbook

2022-2023

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MISSION STATEMENT

The Mission of the Department of Counselor Education at Northeastern Illinois

Knowledge-Based Objectives

These objectives are formulated with reference to the CACREP curriculum areas:

Professional Orientation and Ethical Practice. The purpose is to orient students to the nature of professional counseling by introducing them to the history, goals, professional roles, ethical and legal standards, preparation standards, professional organizations, and credentialing processes in the field.

Human Growth and Development . The purpose is to help students see the individual within a developmental context by introducing them to the basic theories, concepts, and principles that comprise the body of knowledge about normal and abnormal human development.

Social and Cultural Di versity. The purpose is to acquaint students with the nature of social and cultural change within a pluralistic society and to prepare them to deal with the ramifications of ongoing change in their work as professional counselors.

Helping Relationships . The purpose is to introduce students to the major theories of counseling and psychotherapy; help them develop a working understanding of the

ACCREDITATION

Accreditation is the primary means of assuring both a high-quality program and a systematic evaluation leading to its improvement. Northeastern Illinois University is accredited by the Higher Learning Commission (HLC), which accredits degree-granting postsecondary educational institutions in the North Central region of the United States. The Daniel L. Goodwin College of Education is accredited by the Council for the Accreditation of Educator Preparation (CAEP). The School Counseling program is entitled for the Professional Educator License (PEL) with a School Counselor Endorsement by the Illinois State Board of Education (ISBE).

In addition, the Clinical Mental Health, Couple and Family, Rehabilitation, and School Counseling programs are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), the accrediting body for the American Counseling Association (ACA). Graduates of Counselor Education are eligible to take the National Counselor Examination (NCE), which is offered by the National Board of Certified Counselors (NBCC). Graduates will then be able to apply for Illinois licensure as a professional counselor. In addition, graduates of the Rehabilitation Counseling program are eligible to become Certified Rehabilitation Counselors (CRC). Graduates of the Couple & Family Counseling program are eligible to apply for Illinois licensure as marriage and family therapists.

DEPARTMENT PROGRAMS

The Department of Counselor Education offers the following M.A. in Counseling degree programs: Clinical Mental Health Counseling, Couple and Family Counseling, Rehabilitation Counseling, and School Counseling. In addition, Counselor Education offers the following non-degree endorsement and certificate programs: Non-Degree School Counselor Endorsement, Certificate in Couple and Family Counseling, Addiction Counseling Certificate, Graduate Certificate in Trauma-Informed Counseling, and the Certificate in Rehabilitation Counseling.

Clinical Mental Health Counseling, M.A.

This specialization prepares one for employment in mental health agencies, community counseling agencies, substance abuse programs, hospitals, couple and family counseling clinics, and court referrals. This program meets the educational requirements for the Licensed Professional Counselor (LPC) and Licensed Clinical Professional Counselor (LCPC) in the state of Illinois. Additional coursework and supervised clinical training are necessary for certification and/or licensure in the areas of family and substance abuse.

Couple and Family Counseling, M.A.

This program prepares one for employment in settings such as mental health agencies, community counseling agencies, substance abuse programs, hospitals, couple and family counseling clinics, crisis centers, youth agencies, court services, and others. This program meets the educational requirements for licensing both as a professional counselor and as a marriage and family therapist in Illinois: Licensed Professional

Counselor (LPC) and Licensed Clinical Professional Counselor (LCPC), Associate Licensed Marriage and Family Therapist (ALMFT) and Licensed Marriage and Family Therapist (LMFT). Graduates of this program are eligible to apply for the Association of Marital & Family Therapy Regulation Board exam, required for the IL LMFT credential.

Rehabilitation Counseling, M.A.

This program prepares one for employment in various settings including state vocational rehabilitation agencies, Veterans Affairs, Social Security Administration, schools, mental health centers, developmental disability agencies, and state human services departments. This program meets the educational requirements for licensing as a professional counselor in Illinois: Licensed Professional Counselor (LPC) and Licensed Clinical Professional Counselor (LCPC), and the educational requirements for national certification as a Certified Rehabilitation Counselor (CRC).

School Counseling, M.A.

This program prepares one for employment as a school counselor in elementary, middle, and secondary schools in Illinois and meets the educational requirements for the Professional Educator License (PEL) with School Counselor Endorsement. This program also meets the educational requirements for licensing as a professional counselor in Illinois: Licensed Professional Counselor (LPC) and Licensed Clinical Professional Counselor (LCPC).

Non-

evidence-based research and best practice standards. Specialized clinical experience complements the coursework. The ACC program fulfills the educational requirements for the Certified Alcohol and Drug Abuse Counselor (CADC) credential.

Graduate Certificate in Trauma-Informed Counseling

The graduate certificate program in Trauma-Informed Counseling is designed for current students, alumni, and professionals who have already earned their Master's degree in the field to enhance their understanding of the effects of trauma on clients' emotional, cognitive, behavioral, neurological, and physical systems across the lifespan. Courses focus on topics such as the effects of trauma exposure, grief and complex trauma, culturally appropriate and gender-responsive assessment and interventions, relational trauma, developmental trauma, secondary trauma, self-care, and self-compassion

Certificate in Rehabilitation Counseling

This program prepares students to assist individuals with psychiatric, developmental, cognitive, emotional, or physical disabilities to achieve their maximum level of independence, integration, and inclusion into employment and the community. It is open to individuals who already possess a master's or doctoral degree in counseling or a closely-related field of study, and desire to obtain certification in rehabilitation counseling through Category 3 eligibility requirements set forth by the Commission on Rehabilitation Counseling Certification (CRCC).

GRADUATE ACADEMIC POLICIES

For a complete statement on grades, credits, retention, etc., see the College of Graduate Studies and Research (CGSR) website's CGSR Academic Policies.

Grades

A grade point average (GPA) of 3.0 on a 4.0 scale is required for continuing enrollment in the program. The CGSR does not permit a student to earn more than two "C" grades in program courses. Courses with grades below "C" do not count toward satisfying program requirements. If the student's GPA drops below 3.0 or if she or he earns more than two "C" grades, the CGSR may initiate dismissal procedures.

Note: Students must earn grades of "A" or "B" in the following courses: COUN 405 Individual Counseling Skills, COUN 406 Group Counseling, and all Practicum/Internship courses. Students who earn grades of "C" in any of these courses must repeat the course.

Retention

Students must demonstrate satisfactory progress, both academically and interpersonally. Therefore, an on-going evaluation for the purposes of making retention decisions is made of all students in the areas of academic achievement, professional growth, and personal growth.

Although evaluation will take place during every class, formal evaluation procedures are applied on an annual basis and prior to Practicum. Each student will be evaluated prior to being authorized to register for Practicum in terms of clinical skills, interpersonal abilities, professional behavior, and personal development.

Should the student be denied retention in the program by the Professional Standards Committee, the student's program advisor will communicate the reasons to the student in writing. Further, depending upon the circumstances, the program advisor may develop specific remedial steps that must be taken for continuing enrollment in Counselor Education or inform the student of the procedures for appealing the committee's decision. Students who exhibit inappropriate behavior or unsatisfactory academic progress in clinical skills may be recommended for non-retention by the CGSR.0

be granted by the CGSR (Forms for Graduate Students). The student's program advisor and Department chairperson of the Department of Counselor Education must approve the petition for a time extension and submit it to graduatestudies@neiu.edu.

Appeals

An appeal of a decision of dismissal or non-retention may be made to the CGSR through a letter of petition. An appeal must be filed within sixty days after the no retention decision. The petition will be reviewed by the Dean of the CGSR, Department chairperson, and faculty program advisor. The student will be informed of the final decision within a timely fashion after the petition has been received.

Other appeals, such as grade appeals and time extensions, may be addressed through specific procedures provided by the University. Information regarding such appeals may be obtained from the NEIUs Academic Catalog and University Student Handbooks.

Student Advising

Students are required to attend an orientation session for new students after being admitted to the program. Students will receive notification of the meeting date and time with their letters of admission and/or through email. Students are assigned faculty program advisors based on their respective programs. The student should meet with the faculty program advisor and prepare a tentative course plan. Students have the responsibility of maintaining regular contact with their program advisors as they progress through the program.

Timelines

Practicum

The student should apply for the Fall Practicum by December 1 of the preceding year. A mandatory orientation will be held in November, at which time all relevant forms will be distributed to students.

Departmental Proficiency Examination

Students should apply to the Department to tale(S)1 (t)2 (u16 (e pr)10u64 (t)12 (ud>BDC9)161u8616

School Counseling #235 Content Test
Students in the School Counseling program must pass the state #235 School Counselor Content exam prior to completing Internship II. School Counseling students must also apply online to the Illinois State Board of Education (ISBE) for the Professional Educator License (PEL) with a School Counselor Endorsement after graduation, typically in May. Instructions for completing application towards the School Counselor Endorsement will be given in Internship II.

Graduation
Most of the students in Counselor Education complete their programs and graduate in August (School Counseling students complete their program and graduate in May). Deadlines for applications may change, but currently, the filing period for students graduating in August is February 1-April 1. For students graduating in May, the filing period is September 1-November 1. Consult the CGSR website for dates, deadlines, and graduation forms.

Program Completion
All program requirements must be completed within a six (6) year time period, starting with the first course taken in the program.

THE CURRICULUM

Required Core Courses for Clinical Mental Health, Couple and Family, Rehabilitation, and School Counseling

A core curriculum of 33 credit hours provides a common knowledge-base for the counseling profession and is required of all students pursuing a master's degree in Clinical Mental Health, Couple and Family, Rehabilitation, and School Counseling. The core courses include:

Required Core Courses—Clinical Mental Health, Couple and Family, Rehabilitation, and School	Hours
COUN 401 Professional Orientation & Legal/Ethical Practices*	3
COUN 402 Developmental Counseling	3
COUN 403 Theories of Counseling	3
COUN 404 Assessment & Evaluation in Counseling	3
COUN 405 Individual Counseling Skills	3
COUN 406 Group Counseling	3
COUN 408 Research Seminar	3
COUN 409 Career Development	3
COUN 425 Diagnosis & Treatment of Addictive Disorders	3
COUN 427 Diagnostic Systems for Counseling	3
COUN 430 Social & Cultural Diversity in Counseling	3

Required Courses for Clinical Mental Health Counseling

Students in Clinical Mental Health Counseling are required to take 33 credit hours, in addition to the core courses, to provide entry-level knowledge and experience to work in community mental health settings.

Transition Level III

- Successful completion of clinical experiences, including Practicum and Internship
- Completion of minimum of 100 hours of Practicum
- Completion of minimum 600 hours of Internship
- Satisfactory ratings on all evaluations from site and university supervisors
- Demonstration of appropriate professional and ethical behaviors and dispositions
- Minimum GPA of 3.00
- Passing key program assessments for Level III

Transition Level IV

- Completion of student exit survey
- Passing the DPE prior to graduation

Exit Requirements for Degree Completion

- Successful completion of all transition levels and required credit hours
- Minimum GPA of 3.00

Clinical Experience

During the fall semester of the year before planning to do Practicum/Internship, students meet with their program advisor to review readiness for Practicum and to sign the application form. Applications for clinical experience are distributed at the mandatory Practicum Orientationmur 90 6504 (c)4f6 (ons)4.1 -3 (t)2 (i)-Cn Applicati at icum0.dg (ed(P)1vt)2 (i)-C

Departmental Proficiency Examination (DPE)
Prior to graduation, all students are required to pass a comprehensive examination. The DPE application must be completed and signed by the student and their program advisor and submitted to the Department no later than two weeks prior to the exam date. Students in the Clinical Mental Health Counseling program may take the examination after completion of 27 credit hours of coursework:

- COUN 401 Professional Orientation & Legal/Ethical Practices
- COUN 402 Developmental Counseling
- COUN 403 Theories of Counseling
- COUN 404 Assessment & Evaluation in Counseling
- COUN 405 Individual Counseling Skills
- COUN 406 Group Counseling
- COUN 408 Research Seminar
- COUN 409 Career Development
- COUN 430 Social & Cultural Diversity in Counseling

Required Courses for Couple and Family Counseling

Students in Couple and Family Counseling are required to take 33 credit hours, in addition to the core courses, to provide them with the entry-level knowledge and experience to work in family counseling settings.

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Required Courses—Couple and Family	Hours
Elective #1	3
COUN 415 Children & Youth in School and Family Systems	3
COUN 420 Introduction to Family Counseling	3
COUN 421 Advanced Marriage and Family Counseling	3
COUN 431 Couple and Family Systems Study	3
COUN 432 Couples Counseling & Human Sexuality	3
COUN 445 Practicum: Grp Supervision in Couple and Family Counseling	3
COUN 465 Internship I: Grp Supervision in Couple and Family Counseling	3
COUN 475 Internship II: Grp Supervision in Couple and Family Counseling	3
Total Hours	**27**

Transition Level III

- Successful completion of clinical experiences, including Practicum and Internship
- Completion of minimum of 100 hours of Practicum
- Completion of minimum 600 hours of Internship
- Satisfactory ratings on all evaluations from site and university supervisors
- Demonstration of appropriate professional and ethical behaviors and dispositions
- Minimum GPA of 3.00
- Passing key program assessments for Level III

Transition Level IV

- Completion of student exit survey
- Passing the DPE prior to graduation

Exit Requirements for Degree Completion

- Successful completion of all transition levels and required credit hours
- Minimum GPA of 3.00

Clinical Experience

During the fall semester of the year before planning to do Practicum/Internship, students meet with their program advisor to review readiness for Practicum and to sign the application form. Applications for clinical experience are distributed at the mandatory Practicum Orientation meeting. Applications for Practicum/Internship are due December 1 for fall placements of the following year. Students must attend a mandatory orientation meeting before s 0 Td [(D) 0.9 0 T Td [(D) 0.(y)14 ( )]TJ -0.002 Tw -3.682r to revie (be)-127 (es)4 ((an

Required Courses for School Counseling

Students in School Counseling are required to take 33 credit hours, in addition to the core courses, to provide them with the entry-level knowledge and experience to become school counselors.

Note: Illinois State Board of Education (ISBE) guidelines allow two routes to obtain the Professional Educator License (PEL) with the School Counselor Endorsement:

1. Students who hold a current, valid Illinois PEL are eligible to obtain the School Counselor Endorsement by completing the 60 credit-hour School Counseling Program along with passing the #235 Content Test for School Counselors.
2. Students who do not hold a current, valid Illinois PEL are eligible to obtain the PEL with School Counselor Endorsement by completing the 60 credit-hour program AND an additional 12 credit hours (4 courses) in the Departments of Bilingual/Bicultural Education, Literacy, and Special Education, along with passing the #235 Content Test for School Counselors. These additional courses** are listed below:

additional information regarding this application process will be shared at the **mandatory Practicum Orientation** meeting. Applications for Practicum/Internship are due December 1 for fall placements of the following year. Students must attend a mandatory orientation meeting before submitting the application form and a mandatory pre-practicum meeting prior to beginning Practicum. The date and the place of the orientation and pre-practicum meetings are posted on the Department website, listserv, and Departmental bulletin boards. All applications must be reviewed and signed by the student's program advisor. The student may then submit the signed application and the student's resume to the Director of Clinical Training.

Practicum: COUN 442

Practicum is a 100 hour, field-based experience which requires a minimum of 40 hours of clinical contact with clients (contact hours), and is a prerequisite for Internship.

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Required Courses for the Certificate in Couple and Family Counseling

Students who hold a master's degree in counseling or a closely-related mental health field degree from an accredited university **OR** current students admitted to Clinical Mental Health, Rehabilitation, or School Counseling AND are admitted to the non-degree Certificate in Couple and Family Counseling program are required to complete the following courses:

Required courses for the Certificate in Couple and Family Counseling for Individuals with a Master's Degree in Counseling

Required Courses for the Addiction Counseling Certificate

Students who hold a master's degree in counseling or a closely-related mental health field degree from an accredited university **OR** current Counselor Education students who are admitted to the Addiction Counseling Certificate program are required to complete the following courses:

Required courses for the Addiction Counseling Certificate for Individuals with a Master's Degree in Counseling or a Closely Related Mental Health Field or for Current Counselor Education Students	Hours
Core Courses:	
COUN 425 Diagnosis and Treatment of Addictive Disorders	3
COUN 426 Advance Treatment of Addictive Disorders	3
COUN 428 Counseling Strategies & Assessment of Co-Occurring Disorders	3
COUN 429 Psychopharmacology	3
COUN 438 Trauma and Crisis Counseling	3
Clinical Courses:	
Completion of 500 supervised clinical experience at an approved addiction counseling site. Students may choose from one of the four counselor education programs' practicum and internship courses:	
Clinical Mental Health Counseling:	
COUN 444 Practicum: Grp Supervision in Clinical Mental Health Counseling	3
COUN 464 Internship I: Clinical Mental Health Counseling	3
OR	
Family Counseling:	
COUN 445 Practicum: Grp Supervision in Couple and Family Counseling	3
COUN 465 Internship I: Grp Supervision in Couple and Family Counseling	3
OR	
Rehabilitation Counseling:	
COUN 446 Practicum in Rehabilitation Counseling	3
COUN 463 Internship I: Rehabilitation Counseling	3
OR	
School Counseling:	
COUN 442 Practicum: Group Supervision in School Counseling	3
COUN 462 Internship I: School Counseling	3
Total Hours	**21**

Required Courses for the Certificate in Trauma-Informed Counseling

Students who hold a master's degree in counseling or a closely-related mental health field degree from an accredited university **OR** current Counselor Education students who are admitted to the Trauma-Informed Counseling Certificate program are required to complete the following courses:

Required courses for the Certificate in Trauma-Informed Counseling for Individuals with a Master's Degree in Counseling or a Closely Related Mental Health Field or for Current Counselor Education Students	Hours
Core Courses:	

Student Assistants used as supervisors for clinical and other courses may receive a merit tuition waiver that covers the cost of one 3 credit-hour graduate course taken in the semester in which the student is used as an assistant.

CLINICAL EXPERIENCE: PRACTICUM AND INTERNSHIPS

Note: Please refer to the Practicum/Internship Handbook for a more detailed explanation.

During the clinical experience courses, students will be involved in a Practicum course in the fall semester, followed by two Internship courses (spring and summer semesters for Clinical Mental Health, Couple and Family, and Rehabilitation students, and spring semester for School students). Although each course has its own expectations and requirements, the total clinical experience requires a minimum of 700 clock hours. It is expected that both the Practicum and Internships will be completed at the same off-campus site. Practicum requires at least 100 hours and each of the Internships requires 300 hours (100 + 300 + 300 = 700). The Practicum course requires students to attend a weekly seminar class. For Internships, the seminar class meets every other week.

Students in all programs begin their clinical experience in the fall semester (late August) and, for students in Clinical Mental Health and Couple and Family Counseling, continue to the end of the following summer semester (middle of August). Students in Rehabilitation Counseling will complete Internship II by the end of June. Students in School Counseling will complete Internship II by the end of May.

Application for Clinical Experiences

Students who plan to begin practicum and internship must complete and submit a practicum application to the Director of Clinical Training by December 1 of the preceding year in which the student plans to begin Practicum. The application form, along with other information regarding the practicum/internship experience, will be available at the mandatory Practicum Orientation meeting held in the month of November. Applications for practicum/internship are due by December 1 for practicum placements during the following year. The practicum/internship application AND current resume should be submitted to the student's program advisor for approval and signature. Students must then attend a mandatory orientation session. The orientation is typically held during the month of November.

By June 1 preceding the fall Practicum, students must provide documentation that they have secured liability or malpractice insurance to be allowed to begin Practicum. Information on how to obtain malpractice insurance may be obtained from the Director of Clinical Training.

Cooperative Agreement forms that have been signed by the appropriate personnel at the off-campus clinical experiences sites are due no later than June 1 preceding Practicum. These forms should be submitted to the Director of Clinical Training.

CONTINUOUS AND SYSTEMATIC EVALUATION OF STUDENTS

Successful completion of a graduate education program in counseling includes characteristics beyond grades and test scores. The faculty of the Department of Counselor Education periodically reviews the progress of its students. This review is designed to identify those students who are having academic difficulty, personal problems, or problems related to interpersonal skills and functioning.

Formal evaluations of students are conducted on a regular basis. This includes academic performance evaluation, counseling skills, and evaluation of professional disposition.

Dispositions and skills are conducted in all clinical courses (COUN 405, COUN 406, COUN 407, COUN 421, Practicum & Internship). In addition, students are evaluated prior to beginning practicum and internship placement approval. Formal assessment of each student is conducted in the following areas: (1) academic performance (competencies and weaknesses); (2) professional disposition; (3) counseling skills and knowledge; (4) cultural awareness and sensitivity; and (5) personal development. In March or April, prior to practicum and internship placement, the Counselor Education faculty conducts a formal review of all students who have applied for practicum/internship for the upcoming academic year. Student reviews will include an evaluation of areas of ethical and multicultural competencies, and attitudes and behaviors required of a professional counselor. If the faculty assessment indicates a significant concern regarding readiness to begin practicum, the program advisor and the Director of Clinical Training will develop a remediation plan with the student. Any area that is rated ‘unsatisfactory’ requires a remediation plan to provide the student with due process and the opportunity to remedy deficits.

The remediation plan may include, but may not be limited to, steps to increase academic and/or personal development (e.g., require academic counseling, personal counseling, meeting with instructors, and other steps). These remediation steps would be stated in writing. Prior to authorizing the student to register for practicum, a review of the remediation plan would take place to evaluate if the plan had been successfully achieved. Achievement of the plan will be assessed by the program advisor and the Director of Clinical Training, with faculty input as appropriate. If the student does not successfully complete the remediation plan, approval of practicum may be denied and/or the student may be recommended for dismissal from the program. A recommendation for dismissal may be appealed to the Dean of the CGSR within 60 days of the termination decision.

The document used for the evaluation by the Professional Standards Committee is available in the Appendix of this Handbook (see Student Review Prior to Practicum).

Please refer to the Practicum & Internship Handbook for information regarding practicum prerequisites.

Endorsement Policy:
Once counseling students complete their program of study and they are eligible to

LICENSURE AND CERTIFICATION INFORMATION

There are two levels of professional counselor licenses in Illinois: Licensed Professional Counselor (LPC) and Licensed Clinical Professional Counselor (LCPC). Separate licensure as a Licensed Marriage and Family Therapist (LMFT) is available for counselors interested in marriage and family counseling. A separate national certification as a Certified Rehabilitation Counselor (CRC) is available for counselors interested in rehabilitation counseling. Persons employed as school counselors in the state of Illinois are required to have a Professional Educator License (PEL) with a School Counselor Endorsement.

Licensed Professional Counselor (LPC) Requirements

- Master's degree in counseling (48 semester hours minimum) from a regionally accredited educational institution.
- Supervised practicum and internship experiences of at least 700 clock hours.
- Passing the National Counselor Examination (NCE)—see the National Board for Certified Counselors (NBCC) website.

Licensed Clinical Professional Counselor (LCPC) Requirements

- Master's degree in counseling (48 semester hours minimum) from a regionally accredited educational institution.
- Two years of fu6 (s)-2(y)14.1 ( )]TJ T* [(ac)4 (c)4 L)v)v)o y(n.)]TJ /TTJ 0 T6 (E)1 (30 1 Tf 0 Tc6.9 7 acernsng (48 ser.9 (ns b-8 (ree.004 Tw -22 a)]TJ (c)4 ded.hour) J T* 10 (and-8 (re)14T) Tc -0 (ns)

CRC Requirements

- Contact the Certified Rehabilitation Counselor Commission (CRCC) at Commission on Rehabilitation Counseling Certification (CRCC).com for information regarding the Certified Rehabilitation Counselor (CRC) credential.

Illinois Department of Financial and Professional Regulation

All information pertaining to licensure as a professional counselor, clinical professional counselor, and marriage and family therapist is available from the Illinois Department of Financial and Professional Regulation at Illinois Department of Financial and Professional Regulation (IDFPR).

Professional Educator License: School Counselor

Students who have successfully completed the School Counseling program may apply for licensure as a school counselor through the Illinois State Board of Education (IS[1Edu.c fSf sfw12.96 7(n)10 (oi)6 ashe Sc(d [(F)5O)10 (n)1 (hav)1d marrind Pdbatie Illa2 547L71 (24h5 P)iser

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ESSENTIAL INFORMATION FOR STUDENTS

Certificate Programs within the Department of Counselor Education

Counselor Education students are eligible to enroll in one of the Department's certificate programs while completing their master's degree program (Certificate in Couple and Family Counseling, Addiction Counseling Certificate, Graduate Certificate in Trauma-Informed Counseling, and the Certificate in Rehabilitation Counseling). Students are encouraged to discuss this option with their program advisor before submitting an application. Financial aid does not cover the cost of certificate courses.

Changing Programs within the Department of Counselor Education

A student who believes that a change of program is in his or her best interest should consult their program advisor. A change can be accomplished by presenting a Program Change Request Application to the student's program advisor for signature. The student's request is evaluated by both current and future program advisors, in consultation with the Department chairperson. Submitting a Program Change Request Application does not guarantee admission into a new Counselor Education program. If the Department approves the request for changing programs, the signed application will be emailed to Graduate Records.

Course Enrollment

Three courses or 9 credit hours are considered full-time at the graduate level. To ensure the best possible learning experience, students may not register for more than 4 courses or 12 credit hours per semester, including summer terms.

Departmental Proficiency Examination (DPE)

Students may apply to take the DPE after completing 27 hours of coursework (Clinical Mental Health, and School programs) and 39 hours of coursework (Couple and Family and Rehabilitation programs). Completed work must include all core courses. The DPE application li34TJ -J -27.08 -udi 5ou(o)9.9 (g)10.198 Tj fg-27.08 15 h(s)4 (per)7i10 (d w)16 (c)4 (o)10
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courses. Students will only receive non-clinical transfer credit for previously completed work in an accredited counseling program if approved by the Department as per university policy within two semesters of the student's enrollment in one of the four

Department of Counselor Education

Student Review Prior to Practicum

Name of Student:_____ Date of Review:_____

Program Advisor:_____

A check mark next to an attribute or skill listed below indicates an area of concern sufficient to prevent the student from successfully initiating an internship. A remediation plan must be developed and reviewed for successful completion by the program advisor and Director of Clinical Training before the student can be authorized to begin practicum.

Personal Attributes	
Has regular attendance/punctuality	
Open and receptive to feedback, flexible in making appropriate changes to feedback	
Communicates effectively orally and in writing	
Able to accurately assess own strengths and weaknesses; seeks help and direction	
Maintains privacy and confidentiality	
Sensitive to multicultural issues; comfortable with people from diverse backgrounds	
Able to collaborate and work cooperatively	
Open to varying viewpoints	
Active participant in learning/professional development	

Provide specific description of observations in area(s) of concern:

Counseling Skills	
Able to establish rapport with others	
Able to communicate empathic understanding	
Chooses and uses a range of counseling modalities/techniques	
Demonstrates a non-judgmental attitude	
Demonstrates ethical behavior	

Provide specific description of observations in area(s) of concern:

Action to be taken:

Signature of Program Advisor

Department of Counselor Education

Informed Consent

In compliance with the American Counseling Association's Code of Ethics regarding counselor training, and because the Department of Counselor Education at Northeastern Illinois University is a graduate degree program and a clinical training program, admission to this Department indicates that an admitted student agrees to the following:

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Department of Counselor Education
Northeastern Illinois University

Annual Course Offerings and Prerequisites

Revised 05/11/21; 8/2/22

Course Number and Name	Prerequisites	Offered In Fall	Offered in Spring	Offered in Summer

Course Number and Name	Prerequisites	Offered In Fall	Offered in Spring	Offered in Summer

Course Number and Name	Prerequisites	Offered In Fall	Offered in Spring	Offered in Summer