Department of Counselor Education

Student Handbook

2020-2021

MISSION STATEMENT

The Mission of the Department of Counselor Education at Northeastern Illinois University is to provide a quality graduate education in Clinical Mental Health, Couple and Family, Rehabilitation, and School Counseling. Through a reflective, collaborative pedagogical approach, graduate students acquire transformative as well as culturally-sensitive knowledge and skills that promote personal, interpersonal, and professional development. The program trains graduate students to become skilled counselors in a diverse and changing world.

Mission Objectives

1. The Department of Counselor Education will recruit qualified applicants from culturally diverse backgrounds and will train counselors-in-training to be self-reflective, effective, and competent providers of services.
2. Program faculty will endeavor to include the most current evidence-based and outcome-based research in their coursework.
3. Syllabi will include current CACREP standards, as well as information from other sources to maintain an open and engaging curriculum that equips students to work in a variety of counseling settings.
4. The Department will conduct program evaluations, including recommendations and feedback from advisory board meetings, employers, program faculty, and current and former students. The information obtained will be reviewed annually for program evaluation purposes and incorporated into the program as appropriate.

OBJECTIVES OF THE DEPARTMENT OF COUNSELOR EDUCATION

The professional counselor works from an integrated understanding that combines theory and practice. The Counselor Education Department includes objectives with a knowledge base and a range of counseling proficiencies. The knowledge objectives are formulated based on the eight CACREP curriculum areas: professional orientation, human growth and development, diversity, helping relationships, group work, career development, a

(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

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-

Graduation

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.

Required Courses—Clinical Mental Health	Hours
COUN 407 Advanced Clinical Mental Health Counseling	3
COUN 415 Children & Youth in School and Family Systems	3
COUN 420 Introduction to Family Counseling	3
COUN 425 Diagnosis and Treatment of Addictive Disorders	3
COUN 427 Diagnostic Systems for Counseling	3
COUN 429 Psychopharmacology	3
COUN 438 Trauma and Crisis Counseling	3
COUN 439 Case Conceptualization & Treatment Planning	3

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

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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 faculty advisor to review readiness for Practicum and to sign the application form. Applications for clinical experience are distributed at the mandatory Practicum Orientation meeting or may be printed from the *Student Resources* tab of the Department website. 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. The date and the place of the orientation meeting are posted on the Department website, listserv, and Departmental bulletin boards. All applications must be reviewed and signed by the student's faculty advisor. The student may then submit the signed application and the student's resume to the Coordinator of Clinical Experiences.

Practicum

Practicum is a 100 hour, field-based experience which requires a minimum of 50 hours of clinical contact with clients (contact hours), and is a prerequisite for Internship. Practicum is offered in the Fall semester.

Internship

Internship is a 600 hour, field-based experience which requires a minimum of 250 hours of clinical contact with clients, of which 150 must involve direct work with couples and families. Students are strongly encouraged to complete all coursework prior to beginning Internship. Students earn six credit hours for internships I and II.

Departmental Proficiency Examination (DPE)
Prior to graduation, students are required to pass a comprehensive examination. The DPE application must be completed and signed by the student and their faculty advisor and submitted to the Department of Counselor Education no later than two weeks prior to the exam date. Students in the Couple and Family Counseling program may take the examination after completion of 39 credit hours of the following 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 415 Children & Youth in School & Family Systems
- COUN 420 Introduction to Family Counseling
- COUN 421 Advanced Marriage & Family Counseling
- COUN 430 Social & Cultural Diversity in Counseling
- COUN 431 Couple & Family Systems Study

Required Courses for Rehabilitation Counseling

Students in Rehabilitation Counseling are required to take 21 credit hours, in addition to the core courses, to provide them with the entry-level knowledge and experience to work in rehabilitation counseling settings.

Required Courses—Rehabilitation	Hours
COUN 427 Diagnostic Systems for Counseling	3
COUN 434 Medical and Psychosocial Aspects of Disability	3
COUN 435 Work and Disability	3
COUN 436 Case Management for Rehabilitation Counseling	3
COUN 446 Practicum: Rehabilitation Counseling	3
COUN 463 Internship I: Rehabilitation Counseling	3
COUN 473 Internship II: Rehabilitation Counseling	3
Total Hours	**21**

Program Completion Requirements for Rehabilitation Counseling

Rehabilitation Counseling students must complete all course requirements, successfully pass each transition level, and meet the graduation requirements.

Program Transition Levels

Students must successfully complete all the program transition levels. Students cannot obtain more than two grades of “C” in graduate work per GCSR policy. Students are required to earn a grade of "B" or better in their clinical courses (e.g., COUN 405, COUN 406, Practicum and Internship).

Transition Level I

- Successful completion of prerequisites for clinical skills training courses
- Completion of first-semester student survey
- Demonstration of appropriate professional and ethical behaviors and dispositions
- Minimum GPA of 3.00
- Passing key program assessments for Level I

Transition Level II

- Successful completion of clinical skills training coursework
- Demonstration of appropriate professional and ethical behaviors and dispositions
- Minimum GPA of 3.00
- Satisfactory rating on professional disposition evaluation
- Complete the Practicum application and submit to the Coordinator for Clinical Experiences
- Passing key program assessments for Level II

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 faculty advisor to review readiness for Practicum and to sign the application form. Applications for clinical experience are distributed at the mandatory Practicum Orientation meeting or may be printed from the *Student Resources* tab of the Department website. 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. The date and the place of the orientation meeting are posted on the Department website, listserv, and Departmental bulletin boards. All applications must be reviewed and signed by the student's faculty advisor. The student may then submit the signed application and the student's resume to the Coordinator of Clinical Experiences.

Practicum

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. Practicum is offered in the Fall semester.

Internship

Internship is a 600 hour, field-based experience which requires a minimum of 240 hours

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 advisor and submitted to the Department of Counselor Education no later than two weeks prior to the exam date. Rehabilitation Counseling students may take the examination after completion of 27 credit hours of coursework:

- 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
- COUN 433 Foundation of Rehabilitation Counseling

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 (48 credit-hour School Counseling program for students admitted to School Counseling prior to 2018), along with passing the #181 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 #181 Content Test for School Counselors. These additional courses** are listed below:

Required Courses for all School Counseling Students	Hours
COUN 410 Seminar in School Counseling	3
COUN 411 Post-Secondary College & Career Counseling	3
COUN 412 Topics in School Counseling	3
COUN 415 Children & Youth in School & Family Systems	3
COUN 425 Diagnosis and Treatment of Addictive Disorders	3
COUN 427 Diagnostic Systems for Counseling	3
COUN 442 Practicum: Group Supervision in School Counseling	3
COUN 462 Internship I: School Counseling	3

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 Counseling, 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 or a Closely Related Mental Health Field or for Current Counselor Education Students	Hours
COUN 420 Introduction to Family Counseling	3
COUN 421 Advanced Marriage & Family C:3 (s)-5<</MCID 7 >>:3 (s)-	

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

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:	
COUN 422 Relational Interventions For Grief & Complex Trauma	3
COUN 424 Resiliency, Wellness, And Self-Care In Trauma Counseling	3
COUN 428 Counseling Strategies & Assessment of Co-Occurring Disorders	3
COUN 437 Trauma-Focused Assessment And Integrative Counseling Interventions	3
COUN 438 Trauma and Crisis Counseling	3
Choose from one of the following electives courses (3 credit hours):	3
COUN 429 Psychopharmacology	
COUN 439 Case Conceptualization & Treatment Planning	
COUN 432 Couples Counseling And Human Sexuality	
COUN 412 Topics In School counseling	
COUN 434 Medical & Psychosocial Aspects Of Disability	
PH-410 Epidemiology	
Total Hours	**18**

Required Courses for the Non-Degree School Counselor Endorsement

Students admitted to the non-degree School Counselor Endorsement program are required to complete the following courses:

Required courses for the Non-Degree School Counselor Endorsement Who Hold a Professional Educator License (PEL)—21 credit hours	**Hours**
COUN 410 Seminar in School Counseling	3
COUN 411 Post Secondary College/Career Counseling	3
COUN 412 Topics in School Counseling	3
COUN 415 Children/Youth in School and Family Systems	3
COUN 442 Practicum: Group Supervision in School Counseling	3
COUN 462 Internship I: School Counseling	3
COUN 472 Internship II: School Counseling	3
Passing score of the #181 Content Test for School Counselors	
Total Hours	**21**

Required courses for the Non-Degree School Counselor Endorsement Who Do Not Hold a Professional Educator License (PEL)—33 credit hours	**Hours**
BLBC 440 Methods /Teaching ELL in Diverse Classrooms	3
SPED 404 Survey of the Field of Special Education **OR**	3
SPED 509 Methods I: Special Curriculum in Special Education	
LTCY 402 Issues in Literacy Instruction **OR**	3
LTCY 501 Literacy Instruction in Elementary Grades	
LTCY 502 Literacy Instruction Content Area Secondary Grades **OR**	3
LTCY 513 Literacy Instruction for Middle Level Grades	
COUN 410 Seminar in School Counseling	3
COUN 411 Post Secondary College/Career Counseling	3
COUN 412 Topics in School Counseling	3
COUN 415 Children/Youth in School and Family Systems	3
COUN 442 Practicum: Group Supervision in School Counseling	3
COUN 462 Internship I: School Counseling	3
COUN 472 Internship II: School Counseling	3
Passing score of the #181 Content Test for School Counselors	
Total Hours	**33**

Elective Courses

Students in *School Counseling* are eligible to take *two elective courses*. Students in *Clinical Mental Health, Couple and Family,* and *Rehabilitation Counseling* may take elective courses beyond the 60 or 48 credit-hour program requirements. For example, students may have an interest to further enhance their preparation for work in other fields or specialties. A student in clinical mental health counseling may be interested in advanced courses in couples and family counseling. A student in rehabilitation counseling may be interested in drug and alcohol counseling. There are many options

the remediation plan would take place to evaluate if the plan had been successfully achieved. Achievement of the plan will be assessed by the faculty advisor and the Clinical Experiences Coordinator, 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.

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

Associate Marriage and Family Therapy (AMFT) Requirements

- A degree in marriage and family counseling from a regionally accredited educational institution.
- No examination is required.

Licensed Marriage & Family Therapist (LMFT)

- A degree in marriage and family counseling from a regionally accredited educational institution.
- Completion of at least 3000 hours of professional work experience in not less than a 2-year period. See the Illinois Department of Financial & Professional Regulations (IDFPR) at http://www.idfpr.com for specific supervision requirements.
- Passing the Marriage & Family Therapist Exam.

CRC Requirements

- Contact the Certified Rehabilitation Counselor Commission (CRCC) at www.crccertification.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 http://www.idfpr.com.

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 (ISBE). Information is available at www.isgbe.state.il.us. Also, see the website for the Educator Licensure Information System (ELIS) at https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx.

PROFESSIONAL ORGANIZATIONS

Vital to any profession are the organizations it creates to further its standards, ethics, research, accreditation, and governance. Students are urged to join appropriate professional organizations at the national and state levels. Full-time students are eligible for membership at reduced rates in these organizations.

American Counseling Association (ACA). The ACA is the national professional association for counselors from a wide variety of practice settings. It represents the interests of the profession to government organizations and to the general public.

American Mental Health Counselors Association (AMHCA). The AMHCA is a national association interested in enhancing the profession of clinical mental health counseling.

APPENDIX

Department of Counselor Education

Student Review Prior To Practicum

Name of Student:_____ Date of Review:_____

Faculty 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 faculty advisor and Clinical Experiences Coordinator 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: