

MSE School Counseling Program Handbook

Arkansas State University

2025-2026



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School Counseling Program Handbook

Welcome to the online MSE School Counseling Program at Arkansas State University! The school counseling faculty have designed this Handbook to provide you with important information regarding program policies, procedures, curriculum, guidelines for professional behavior, and other information that will help you understand the program. The Handbook supplements, but does not replace, Arkansas State University's Graduate Bulletin or any other official university documents.

Students should become familiar with the entire Handbook at the beginning of the program and keep it as a reference throughout their graduate studies in school counseling. The faculty will make every effort to communicate with you by various means about your program of studies. These means of communication include email, orientation meetings, personal advising, Canvas Announcements, and the program website. Please be sure to check your Arkansas State University email daily so that you are aware of any urgent updates or important information.

You have embarked upon a course of graduate study which will prepare you for a professional career that involves helping people. Undoubtedly, you sometimes will be working in stressful environments. You are expected to maintain a strong professional disposition and demeanor throughout your graduate studies in the School Counseling Program. Please note that professional disposition is very important to our program and to your ongoing professional development as a school counselor and professional in the field. You will be continually evaluated in this area throughout your time in the MSE School Counseling Program. Thus, please be sure to display the upmost respect for your peers, for faculty members, and for our supportive administrative staff at all times, including all email correspondence and discussion post interactions.

Mission Statement

Our mission is to train graduate students to develop in their professional identities as ethically sound and culturally competent professional school counselors. This school counseling program prepares school counselors to develop and implement comprehensive school counseling programs designed to maximize the academic, career, and personal/social potential of all students so that they may be successful in school and beyond.

Program Outcomes

- Students will strongly identify as a professional school counselor.
- Students will possess the knowledge, skill, and awareness to help a diverse range of students and their families in the school setting
- Students will be equipped to practice ethically and legally in the school setting while relying on evidence-based practices in their work with diverse students and their families.

Expectations of MSE School Counseling Students

- Students are expected to check their Arkansas State University email every day to stay current on all faculty announcements and program updates. Furthermore, this is the only email address utilized for official university correspondence. Students are expected to login to the online classroom at least three times per week in order to ensure that they meet all deadlines outlined in the course syllabi.
- Students are expected to review **ALL** announcements made in Canvas Organization Portfolio so that they are mindful of relevant information and updates
- Students are expected to maintain a professional disposition in all aspects of their interactions with to

faculty members, their peers, and all Arkansas State University administration and staff. All communication should be respectful and professional and diverse perspectives should be honored.

- Students are expected to maintain academic integrity and adhere to Arkansas State University's Standards of Student Conduct found here:
<https://www.astate.edu/a/academic-affairs-and-research/Academic-Integrity/>
- In regard to academic integrity and plagiarism, the first time plagiarism occurs a student will receive a **Zero** on an assignment and an **Academic Misconduct Form** will be submitted. If plagiarism occurs a second time, **expulsion** from the MSE School Counseling Program will be recommended.
- In regard to integrating Artificial Intelligence (AI) / ChatGPT **ALL** sources **must** be referenced and peer reviewed sources **must** be used. Use of ChatGPT is not recommended in lieu of research and **cannot** be used as one's own work. Please note AI should not be used instead of or in place of primary sources.
- Students are expected to write at a graduate level in all assignments and discussion posts. Students are expected to utilize APA 7th edition formatting in their writing and refer to the professional literature to support their assertions.
- Students are expected to secure their own practicum and internship sites with a qualified site supervisor. They are also expected to personally experience ten hours of group counseling in their community in order to pass COUN 6233 Internship II.
- Students are expected to contact their state's Department of Education in order to learn their state's requirements for licensure. Students are responsible for ensuring that Arkansas State University's School Counseling Program will meet these requirements for licensure. The MSE School Counseling Program is CAEP accredited **NOT**

CACREP accredited.

*Please note that attendance for Zoom sessions is **STRONGLY ENCOURAGED** for COUN 6123 Group Counseling and COUN 6663 Techniques and School Counseling Interventions*

COUN 6123 Group Counseling

- Group Counseling Zoom sessions will be held one time per week for 60 minutes
- Instructor will be facilitating a mock counseling group and students act as group participants and group facilitators so that they have an opportunity to observe and learn group counseling skills
- Encouraging attendance is crucial so that students are prepared to facilitate group counseling sessions during Practicum, Internship 1, Internship 2, as well as throughout their career
- Zoom session will be facilitated after 3PM CST in order to meet needs of students working full time

COUN 6663 Techniques and Interventions

- Bootcamp Zoom sessions will be held one time per week for 60 minutes
- Instructor will be facilitating a Bootcamp session for students to review each of the core skills, as well as practice executing each of the core skills
- Students will be responsible for completing weekly Bootcamp Handouts in order to practice formulating each of the core skills. Responses are reviewed during the Bootcamp Session
- Encouraging attendance is critical for enhancing student learning, knowledge, and retention of core counseling skills used throughout Practicum, Internship 1, Internship 2, as well as their career
- Zoom session will be facilitated after 3PM CST in order to meet needs of students working full time

Policy Regarding Work Submission

There will be a **10 Point reduction** in students' grades for each day an assignment is late. Please be sure to submit work prior to the deadline.

Policy For Student Retention, Remediation, and Dismissal from Program

Every effort will be made to support and encourage all students to succeed in the online school counseling program and to create and maintain an inclusive learning community. Students can expect that faculty members will encourage their efforts to grow in their professional identity and academic endeavors. If a student does not meet the expectations of school counseling students listed above or does not abide by Arkansas Educators Code of Ethics, ACA's Code of Ethics or ASCA's Code of Ethics both as a counseling student and a practitioner in the field, then she/he will be referred to the school counseling program director to discuss remediation measures.

Students are strongly encouraged to earn a B or higher in ALL courses. Although at this time students cannot be required to retake courses in which a C is earned, the MSE School Counseling Program faculty urge students to consider retaking these courses for their own personal and professional development, as well as for hiring purposes once students graduate from the program.

According to the Arkansas State University student handbook, the decision to dismiss a student from the program is made by the program director. Ultimately, the subsequent decision to dismiss or suspend a student from the University is made by the dean.

Graduate School Appeals and Grievance Process

Graduate student appeals and grievance processes are outlined in the A-State Student Handbook located here:

<https://www.astate.edu/a/student-conduct/student->

standards/handbook-home.dot. All grievances should first be taken to the student's graduate advisor, who will inform the student of the correct procedures to follow. Following proper channels for appeals and grievances is essential to obtain a timely and efficient resolution.

Professional Organizations and Student Involvement

School Counseling Program faculty encourage students to begin their identification with and involvement in the activities of local, state, regional, and national professional associations as soon as they enroll in the School Counseling Program. The school counseling faculty model involvement through attending conventions, conferences, and other meetings as well as providing leadership at various levels within professional counseling associations. Students are informed about similar involvement opportunities and encouraged to take advantage of these opportunities while they can make use of student membership and registration rates.

To aid students in learning about professional organizations most relevant to school counseling, summary information is included within this handbook in Appendix A. Students are referred to association websites where membership application forms can be accessed.

Technical Support

Technical support is available to you 24 hours per day, 7 days per week. If you need technical assistance you can call or email a trained university technician to assist you. Please visit this webpage to find the contact information for these technical support services:

<https://degree.astate.edu/student-services.aspx#tech-support>.

Because this constant support is available to you, technical issues are not an excuse for submitting late assignments or discussion posts in the School Counseling Program courses.

Program Admission Procedures

Admission for the School Counseling program is based on (1) relevance of career goals, (2) aptitude for graduate-level study, (3) potential success in forming effective counseling relationships, and (4) respect for cultural differences.

Here are the steps for completing the application process:

Download an application materials packet from <https://degree.astate.edu/programs/graduate.aspx>.

Submit to the Graduate School all application materials, including:

- Completed Graduate School application form with specified application fee, proof of immunization for measles and rubella (if date of birth is January 1957 or later), selective service status form, and separate official transcripts of all undergraduate and graduate work from all colleges and universities attended.
- An essay that addresses (1) Your reasons for applying to Arkansas State University's online School Counseling Program (2) Importance for school counselors to be culturally competent and data driven and (3) Student ability / qualities possessed that will enable students to be successful in an online graduate program
- Two completed recommendation forms, with one completed by a work supervisor and one completed by a faculty member in the applicant's most recent academic program of study. (When the applicant has not completed that program of study, a statement of status in that program also is required.) Applicants who have not been enrolled in an academic program for more than five years may substitute a reference from a current or recent employer for the faculty recommendation.

The application file is reviewed by the Graduate School and, if applicant qualifies for admission to the Graduate School, the file (including all materials listed above) is forwarded to the School Counseling Program Coordinator in the Department of Psychology and Counseling.

The application file is reviewed by the School Counseling Program Committee on Admissions. This committee evaluates all materials submitted by the applicant, decides whether the applicant meets program requirements and expectations, sets any conditions of admission, and appoints an academic advisor for the applicant who is admitted to the program.

A notice of Admission is returned to the Graduate School for notification to the applicant of the admission status. For applicants who are admitted, the notice will include conditions of admission, if any, and identification of academic advisor.

Program Admission Requirements

To be considered for admission to the School Counseling Program, applicants must present evidence of qualities consistent with those required for effective school counseling practice. The written statement prepared by the applicant, the appraisal/recommendation forms from the applicant's references, and pre-decision interactions with the applicant will be used as the basis for committee members' judgment of the applicant's personal and interpersonal qualities. All persons admitted to the program are required to meet the same standard in regard to these qualities. Applicants also must present evidence of potential ability to perform academic work at the graduate level. Past grade performance provides the primary data for judging academic ability; other indicators, such as quality of writing in the applicant's prepared statement, also will be considered.

Approval to Register for Clinical Courses

Eligibility to enroll in professional practice courses (i.e., 6213, 6223, and 6233) is subject to approval of the faculty. All required documentation must be uploaded to Canvas. Students also must have a fully approved Background Check through the Arkansas Department of Education (ADE).

Eligibility for Graduation

Students must complete all courses required for the School Counseling Program and possess a cumulative grade point average of at least a 3.00. Students who have completed all coursework, earned a grade of "B" or better for professional practice courses (Practicum, Internship I and II), have submitted their Intent to Graduate Form, have passed the Comprehensive Exam with a score of 80%, as well as have taken the PRAXIS II 5422 Exam will be eligible for graduation. Students are not required to pass the PRAXIS

II 5422 to graduate, however, they must pass the PRAXIS II 5422 Exam for licensure. The PRAXIS II Exam should also be taken toward the **end of the program during Practicum, Internship I**, or during **the beginning of Internship 2 during the final semester** of the MSE School Counseling Program so that students complete the majority of their coursework and possess the knowledge necessary to demonstrate competency. Please note that students are also required to complete the School Counseling Program Exit Survey before graduation.

Students who are on track to meet these program requirements will be given a permit to register for their last course and will be sent graduation information once they have registered for their last course. Students will be required to complete an “Application/Intent to Graduate” form which is found in the student’s Banner Self-Service. Students will be required to pay the non-refundable Graduation fee. Students will be charged another Graduation fee if they change terms of graduation once the intent to graduate is filed. Students will be given the option to walk at the Graduation ceremony; however, if final grades are not in at the time of Graduation, a diploma will not be distributed that day. The diploma will be mailed to the student once final grades are in and verified.

Academic Credit

The Arkansas State University Graduate School policy prohibits academic credit toward degree requirements for any courses completed more than six years prior to completion of the degree program. It also limits academic credit toward degree requirements for courses used to satisfy the requirements of another degree program. In addition to these Graduate School requirements, both degree seeking and nondegree-seeking students enrolling in COUN and PSY courses are expected to provide evidence that prerequisite knowledge is sufficiently current to support successful academic and/or professional practice performance. Thus, students with dated courses may be asked to repeat such courses whether or not these courses have been used to fulfill requirements of another degree. For current program courses, **please note that students are strongly encouraged to earn a B or above in all of their courses**, as this is

imperative for personal and professional growth, as well as competency. Any Grade Change Report form will be accepted only if submitted prior to the close of the semester immediately following the one in which the original grade was recorded.

Curriculum Requirements

The MSE degree with a major in School Counseling requires of a minimum of 48 semester hours credit. Please note that students are **REQUIRED to take SIX pre-requisite courses prior to being able to submit documentation and enroll in Practicum including:**

COUN 6603: Foundational Knowledge of Professional School Counseling and Professional Practice

COUN 6843: Theories of Professional School Counseling

COUN 6053: Ethical and Legal Issues in Professional School Counseling

COUN 6123: Group Counseling

COUN 6033: Social and Cultural Foundations of Counseling

COUN 6663: Techniques and Instructional School Counseling Intervention—**MUST** be taken in the semester directly before Practicum

Coursework for the degree program includes:

COUN 6603: Foundational Knowledge of Professional School Counseling and Professional Practice

COUN 6843: Theories of Professional School Counseling

COUN 6623: Data-Informed Professional School Counseling

COUN 6663: Techniques and Instructional School Counseling Intervention

COUN 6873: Program Development in Professional School Counseling

COUN 6053: Ethical and Legal Issues in Professional School Counseling

COUN 6123: Group Counseling

COUN 6473: Counseling Children and Adolescents

COUN 6033: Social and Cultural Foundations of Counseling

COUN 6543: Psycho-Social Aspects of Development

Crisis and Trauma Track:

COUN 6883: Introduction to Crisis and Trauma in Children and Adolescents

COUN 6893: School-Based Crisis Planning and Intervention

COUN 6803: Multicultural Issues in Crisis and Trauma

Special Populations Track:

COUN 6813: Counseling Students with Disabilities in the School Setting

COUN 6703: Counseling English Language Learners in the School Setting

COUN 6003: Counseling Students who are Gifted and Talented in the School Setting

Clinical Courses:

COUN 6213: Counseling Practicum

COUN 6223: Counseling Internship

COUN 6233: Counseling Internship

* See Course Descriptions in Graduate Bulletin for prerequisite or corequisite requirements*

General Track

COUN 6603: Foundational Knowledge

COUN 6033: Social Cultural Foundations of Counseling

COUN 6543: Psycho-Social Aspects of Development / Human Development

COUN 6043: Career Development & Services / Career Counseling

COUN 6053: Ethical, Legal, and Professional Issues in Counseling

COUN 6843: Theories of Counseling

COUN 6123: Group Counseling

COUN 6883: Intro to Crisis and Trauma Counseling

PSY 6613: Professional Consultation

COUN 6483: Family Counseling

COUN 6663: Techniques and School Counseling Interventions (LAST

pre-requisite prior to Practicum)
COUN 6063: Diagnosis and Treatment
COUN 6653: Research & Assessments
COUN 6213: Practicum MUST be taken with D&T COUN 6063
COUN 6223: Internship I MUST be taken with Research & Assessment
COUN 6653
COUN 6233: Internship 2

Students may not schedule or complete core school counseling courses **AFTER** they have completed COUN 6233 Internship II.

Evaluation of Students

School counseling students are evaluated by performance on tests, papers, discussion posts and responses, site supervisor and faculty supervisor evaluations, and/or projects required for individual classes. In addition, there will be a comprehensive exam at the end of the program. Only students who have earned an overall graduate **grade point average of 3.00 overall within the MSE School Counseling program will be eligible to graduate. Additionally, in order to take the Comp Exam, students must be enrolled in their final semester of the program and must complete and submit their Intent to Graduate Form.**

In turn, students have the opportunity to provide feedback regarding the School Counseling program via end of the course evaluations as well as a School Counseling Program Exit Survey. Students will be asked to evaluate their practicum and internship site supervisors as well. The school counseling program faculty welcome any additional feedback from students that assists in helping us to reflect on what is going well and what areas we can improve upon.

Attendance Policy

Active participation and completion of assignments early in A-State Online Program courses is critical because of the accelerated course schedule. Students who have not accessed their courses once the course begins (start date) will be dropped from the course after the 6th business day of the course. Students will be considered dropped

for inactivity if they have not accessed the course from when the course starts until the 6th business day after. Students must access the actual course within Canvas only logging in to Canvas will not count as accessing the course. Students who have accessed the course prior to the start date, such as during early release, but have not accessed the course since, will be dropped for inactivity.

Instructors of courses have the discretion to drop students for inactivity if the students have failed to turn in assignments by the 6th business day of courses.

Instructors will contact AOS to drop students for inactivity based on not turning in assigned work. Traditional students in “companion” sections can be dropped for inactivity and must adhere to all dates set forth in AOS policy. Students dropped for inactivity will be issued a grade of ‘WN’ and a full refund for the course. Students dropped for inactivity will not be added back to the course.

Course Access

Courses must be paid for in full by payment deadline. Payment deadlines are scheduled before the start of courses and can be found here: degree.astate.edu/calendar.aspx. A-State Online Students are not eligible for university payment plans. Students will have access to the course on the Monday prior to the week of the course start date (Pre-Release week). Students will not be allowed to begin their course until it is paid. Even if the financial aid process is in progress. You must pay for your course by the tuition deadline if your financial aid has not arrived. No exceptions can be made to this policy.

Deadline Dates

Due to the rigorous nature of the courses in this program, all deadline dates will be strictly observed. There will be no exceptions to the deadline dates. Deadline dates are published on the Academic Calendar found on the Academic Partnership website at - degree.astate.edu/calendar.aspx

Course Drop / Withdrawal During Scheduled Refund Period

Students may drop a course on-line in the same manner they registered for the course by clicking on ‘drop’ beside the correct

CRN number unless it is their last course in a semester in that case you will need to email apartnershipregistrar@astate.edu to drop. Students may drop a course up through the following refund schedule for a refund: <https://degree.astate.edu/faqs.aspx>. If a student is unable to process the drop online through self-service, then an email must be sent from the student's Arkansas State University student email address the A-State Online Services Registration Team at apartnershipregistrar@astate.edu no later than 11:59:59 p.m. on the day according to the refund schedule above.

Course Drop / Withdrawal with Financial Obligations

Students may continue to drop their course until the last day-to-drop a course, but will have the full financial obligation of the course and will not receive a refund. Students will have to pay additional tuition when they attempt the course again in the future.

Course Drop Deadline

Students may drop a course through the end of the last day-to-drop a course. Students have until 11:59:59 p.m. on the last day –to- drop a course. The Last day-to-drop a course can be found here: degree.astate.edu/calendar.aspx. If the student is unable to process the drop online through self- service, then an email must be sent from the student's Arkansas State University student email address to the A-State Online Services Registration Team at apartnershipregistrar@astate.edu no later than 11:59:59 p.m. on the last day-to-drop a course. Students who drop a course after the first day of class up until the last day-to drop, will receive a grade of 'W'. Students who drop a course will have to pay additional tuition when they attempt the course again in the future.

Program Drop / Withdrawal

Students may discontinue or drop from an A-State Online Program according to drop dates listed here: - degree.astate.edu/calendar.aspx. Students who wish to be completely withdrawn from their program will need to send an email

from their Arkansas State University student email address to the A-State Online Services Registration Team at apartnershipregistrar@astate.edu. Students who send requests from other email accounts will be instructed to resend from their official University email account. Students who drop completely will need to re-apply to their program if they plan to return. Students who drop during the scheduled refund period will be eligible for a refund on that course.

Incomplete Grades

Incomplete Grades can only be assigned by the instructor. The Incomplete Grade (I Grade) must be completed no later than 60 calendar days from the submission of the incomplete grade. Students who do not complete the work in the 60-day time period will receive an F in the course.

Probation

Any graduate student whose cumulative GPA on all courses taken for graduate credit falls below 3.00 at the end of a semester will be placed on probation. Students may be removed from probation by raising their cumulative GPA to 3.00 or better at the end of a semester. Failure to make a grade of "B" or better in each course taken while on probation will result in suspension from further graduate work. A graduate student on probation may not hold an assistantship and is not eligible for graduation.

Suspension

Any graduate student who receives a grade of "F" in any graduate-level course will be ineligible to register for further graduate work. A grade of "I" will be converted to "F" if it is not removed before the last day to withdraw during the next semester in which the student is enrolled at the university or within one calendar year if the student does not enroll.

Readmission of Suspended Students

After one regular semester or full summer in suspended status, students may be readmitted on probation, but only upon recommendation of their adviser and department chair and with the

approval of the dean of the Graduate School. Readmission to Graduate School does not imply readmission to a particular degree program. The student must reapply to the program.

Final Grading Policy

Final grades will be available on the student's transcript within 2 weeks after the course ends. Once grades are available, an email will be sent to the student's ASU email account with instructions on ordering a transcript.

Incorrect / Grade Change

Students who feel the grade received on a course is incorrect or does not match the grade shown in Canvas will need to contact the Course Instructor. If the instructor determines a grade is incorrect, a Grade Change Form will be completed and signed by the Instructor, Chair, and Dean of the department. Forms are sent to the Registrar's Office for processing. Students will need to check their transcript in Self-Service to confirm this change has been completed.

The load of full-time graduate students may not exceed 12 credit hours per semester, with a maximum of two courses per term.

Graduate Student Academic Load

Students taking six credit hours or more in the Fall, Spring, and Summer semesters are considered full-time. Transfer credit will be accepted only in certain instances, due to the very structured and specific nature of the program regarding its close alignment with the ASCA National Model. A maximum of nine semester hours of credit will be considered for transfer credit in compliance with Graduate School policies. The program director and/or academic advisor may require that a copy of the syllabus and other materials be submitted for review prior to granting approval of the proposed transfer credit. An official transcript must be submitted to the Graduate School before transfer credit will be awarded.

Subject to the approval of the student's advisor and program director, a student who has a "B" grade average or above in graduate work from another approved institution may be permitted to transfer a maximum of nine semester hours of credit. Only work with "B" or

better grades earned at an accredited graduate school and acceptable toward a graduate degree at that institution will be considered for transfer. No correspondence courses may be transferred.

Application for the Degree

All candidates for a degree are required to submit an intent to graduate notification and pay the graduation fee at the time they enroll for the final registration period prior to completing the degree requirements, except that students who expect to complete the requirements for a degree during the second summer term must submit an intent not later than the registration date for the first summer term. A new intent to graduate notification must be submitted if the degree is not completed in the term within which the original application was filed. Acceptance of candidates' intentions is determined by the students' advisors and the graduate dean.

Time to Degree

The time allowed for completion of the master's degree is six (6) years from first enrollment in the program, exclusive of time spent in the armed forces of the United States. Graduate work completed outside of the six-year time frame cannot be used to satisfy degree requirements. Transfer credit taken prior to admission at A-State may be included in the six-year limit.

Advisement

An advisor is assigned to each student at the time of admission to the School Counseling Program. The advisor is responsible for: 1. Helping students plan their program of study and advising them on other matters as needed. 2. Recommending students for conferral of the degree. Academic planning is best achieved through a cooperative effort between the student and the advisor. All students in the School Counseling Program are required to communicate with their assigned academic-advisor-prior to registration each semester; this is enforced through an advising hold placed on the student's access to registration processes. Advisement may occur in face-to-face meetings, by phone, via Zoom, or by email.

Information and Technology Services

Every student is required to have email and internet access throughout the program. All assignments should be submitted as a Microsoft Word document. Students are encouraged to communicate with each other and their instructors by way of email and to utilize the Arkansas State University library to access literature relevant to research requirements and class assignments.

Style Manual

The School Counseling Program faculty has adopted the **American Psychological Association's 7th Edition Manual** as the style manual for preparation of assignments in the program. You will need to have access to and make use of the 7th edition of this manual.

Professional Practice

The School Counseling Program requires nine hours of professional practice in the Practicum (COUN6213) and Internship I and II (COUN 6223 and COUN 6233) courses. This sequence of supervised experience represents synthesis and culmination of the preparation a developing counselor has achieved. It offers a chance for the counselor trainee to practice under supervision before embarking on an independent career in school counseling. A grade of "B" or better is required in each course before advancing to the next course in the sequence. None of these courses can be completed out of sequence. Students **MUST** complete their Practicum and Internship hours in the same setting throughout the semester and once their clinical course starts, students cannot change sites during the semester. Students can only change Practicum or Internship sites once the semester is completed.

Professional Liability Insurance

Students enrolled in practicum and internship must acquire professional liability insurance coverage and must provide proof of coverage prior to beginning the Practicum and Internship I and II courses. Professional liability insurance is a benefit of student membership in either the American Counseling Association or the

American School Counselor Association. Information about the liability insurance available through ACA is available at <http://www.counseling.org/Students/>, and information about ASCA's insurance is available at <http://www.schoolcounselor.org/content.asp?contentid=185>.

Ethical Standards

The School Counseling Program faculty have adopted the American Counseling Association's Code of Ethics (2014) and the Ethical Standards for School Counselors of the American School Counselor Association (2016) to govern the professional behavior of students and faculty. These ethical standards are introduced, discussed, and/or integrated in most courses and curricular experiences. Students are expected to conduct their work in accord with these ethical codes, particularly in their student contacts, field practice or intern assignments, research activities, and other experiences involving contact with the public. Failure to do so can bring faculty censure of the student and/or expulsion from the program.

Endorsement Policy

The School Counseling Program trains students to be P-12 school counselors, and faculty will endorse students only for activities within the scope of their training experience. This policy applies to recommendations for certification/licensure and recommendations for employment.

Site Supervisor Relationships

Any student in the program who accepts employment as a school counseling practitioner prior to completion of the program is required to establish and maintain a formal relationship with a fully-credentialed school counselor in the same or a neighboring district. Any student who is enrolled for practicum or internship credit also must have an established, formal relationship with a fully credentialed school counselor in the same or a neighboring district. The purpose of these requirements is to provide mentoring, consultation, and peer supervision needed to enable the counseling student and/or trainee to perform school counseling activities effectively. A copy of the form to document that the requisite

relationship has been established is available from the student's academic advisor or the School Counseling Program Coordinator.

Application Information for Practicum, Internship 1, and Internship 2

Applications for Spring 2026 and moving forward will need to be upload based on the schedule below:

The Application Window for submitting your paper for Practicum, Internship I, and Internship II is as follows:

- Fall Practicum and Internship Application Window: June 1st through July 1st
- Spring Practicum and Internship Application Window: November 1st through December 1st
- Summer Practicum and Internship Application Window: March 1st through April 1st

Any application documents provided outside of the window for that semester will be denied.

The deadlines have not changed Fall July 1st, Spring December 1st, and Summer April 1st.

Background Checks

All students in the MSE School Counseling Program whether they reside in Arkansas or reside in other states nationwide are mandated by the state to have a State of Arkansas Background Check completed.

1-Students who are working as educators in Arkansas and **already possess a State of Arkansas Background Check DO NOT** have to complete another one, as clearance from these Background Checks are valid for 5 years

2-Students who **DO NOT** have a State of Arkansas Background Check

are strongly encouraged to have this completed by the **end of their first semester** in the program. **Students must have their Background Check completed and fully approved in order to apply for Practicum.**

3-Information regarding the State of Arkansas Background Check can be found below:

<https://dese.ade.arkansas.gov/Offices/educator-effectiveness/educator-licensure/background-checks>

4-**Ms. Robyn Klerk** at Arkansas State University is the contact person for the fingerprint cards. The email address for background checks is backgroundchecksc@astate.edu. It is imperative that students request ADE pre-printed fingerprint cards by providing their name, mailing address and student ID in their email. She will not be able to process student requests without this information.

10-Hours of Group Counseling Participation

School counseling students are expected to find a counseling group in their local area **or** online to participate in for 10 clock hours. These direct experiences must be approved by the program faculty teaching the COUN 6123 Group Counseling course and the hours must be logged and completed by the end of the COUN 6233 Internship II course. Failure to complete these hours will result in failure of the COUN 6233 course as well as failure to graduate from the MSE School Counseling Program. Students are required to complete these experiential hours upon completion of the COUN 6123 Group Counseling course and prior to the completion of COUN 6233 Internship II course. Students must document their hours on the Group Plan of Action Hours Log and email to Dr. Paolini upon completion.

Professional Practice

Professional practice, which includes practicum and internship, provides for the application of theory and the development of counseling skills under supervision. These experiences will provide

opportunities for program students to counsel students in schools who represent the ethnic and demographic diversity of their community.

Practicum

Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term. Practicum students complete at least 40 clock hours of direct service and 60 indirect hours with actual students that contributes to the development of counseling skills.

Practicum students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.

Practicum students participate in an average of 1½ hours per week of live group supervision via Zoom on a regular schedule throughout the practicum. Group supervision is provided by a counselor education program faculty member.

Internship

After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with students. Internship I is a total of 300 hours and Internship II is a total of 300 hours. There are a total of 120 Direct Hours and 180 Indirect Hours in each course. **Internship I and II must be completed separately due to scaffolding.** Information and experience obtained during Internship I is integrated into Internship II. During Internship I and II, students complete at least 240 clock hours of direct service.

Internship students have weekly interaction with a site supervisor that averages one hour per week of individual supervision throughout the internship.

Internship students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the internship.

Group supervision is provided by a counselor education program faculty member live via Zoom.

Site Supervisor Qualifications

School Counseling Program students must secure a practicum and internship site in their local area with the following qualifications of the site supervisor:

- Minimum of a master's degree, preferably in counseling, or a related profession
- A school counseling license
- A minimum of two years of experience as a professional school counselor
- Knowledge of the School Counseling Program's expectations, requirements, and evaluation procedures for students
- Relevant training in counseling supervision (which can be provided by the School Counseling Faculty)

Comprehensive Exam

School counseling students must pass a comprehensive examination to graduate from the program. Students who have earned an overall grade point average of 3.00 on all work in graduate school, have completed and submitted their Intent to Graduate Form, and are enrolled in their final semester of study will be eligible to sit for the comprehensive examination.

In regard to preparation for the
, students are **REQUIRED** to purchase the following study guide:

https://www.amazon.com/School-Counselors-Reference-Credentialing-Examination-ebook-dp-B078KJJ6DS/dp/B078KJJ6DS/ref=mt_other?encoding=UTF8&me=&qid=

Schellenberg, R., (2017). *The School Counselor's Desk Reference and Credentialing Examination Study Guide*. Taylor & Francis

The Comp Exam aligns with the study guide and addresses the following topics:

- Foundations of School Counseling / ASCA Model
- Ethical / Legal Issues
- Lifespan and Human Development
- Counseling Theories
- Crisis Prevention / Intervention
- Social-Cultural Foundations / Multicultural Counseling
- Group Counseling
- Assessment / Data / Program Evaluation
- Counseling Skills / Techniques
- Counselor Responsibilities
 - Direct / Indirect Services
 - Consultation / Collaboration / Referral

In regard to the exam format, are 100 multiple-choice questions. In order to pass the exam, students need to earn a score of 80% or higher. Therefore, students need to answer 80 **responses correctly** in order to score the minimum 80% needed to pass the exam.

According to MSE School Counseling Program policy, students are only allowed to take the Comp Exam **TWICE**. If students do not pass the exam the first time (earn a 80%), they are able to retake the exam the following week. However, if students do not pass the Comp Exam a second time, this will then lead to an automatic dismissal from the MSE School Counseling Program.

Students **MUST** pass the Comp Exam to complete the MSE School Counseling Program. Beginning in Internship II, the final semester prior to graduation, students take the exam. Students send their Comp Exam score. Please take a screenshot of your Comp Exam Score. Also, students will send a copy of their PRAXIS II 5422 Official Score Report to the Administrative Assistant.

The Comp Exam is offered **THREE** times during the year:

October, March, and June

The Comp Exam will be offered during:

- First week of October for Fall graduates
- First week of March for Spring graduates
- First week of June for Summer graduates

Important Information

1-Only students who do **not** pass the exam the first time are able to retake the test during the retake test dates

2-Only students who **submit their Intent to Graduate Forms** are eligible to take the test. Please make sure you submit your Intent to Graduate Form **ON TIME**.

3-The Comp Exam will only be made available to those students who have submitted an Intent to Graduate Form

4-Students who miss the deadline of the test they are planning to take will then have to wait until the next time the test is offered. Again, the retest dates are **ONLY** for students who do not pass the exam the first time

PRAXIS II 5422 Exam

Students can use similar resources to prepare for the PRAXIS II Exam as they do for the Comp Exam. The required study guide helps students to prepare for both exams. Please also refer to the resources provided for preparation for the PRAXIS II Exam on the School Counseling Information Center on Canvas. The PRAXIS II Exam should also be taken toward the **end of the program during Practicum, Internship I, or during the beginning of Internship 2 during the final semester** of the MSE School Counseling Program so that students complete the majority of their coursework and possess the knowledge necessary to demonstrate competency. **Passing the PRAXIS II Exam is NOT required for graduation from the program, however, passing the exam is required for licensure. The passing score is 146.** Students must send their Official Score Report to the Administrative Assistant prior to graduation.

The MSE School Counseling faculty strongly encourage students to not wait to take the PRAXIS II 5422 a month before scores are due, as

obtaining scores can be a timely process. Again, students should take the exam **several months before the scores are due**, as obtaining scores can be at timely process

Submission Dates for PRAXIS II 5422 Official Test Score Report:

Fall Graduates: December 1st

Spring Graduates: April 1st

Summer Graduates: July 1st

Trainings: Graduation Requirements

- All students who have **not completed** the Science of Reading Training in Canvas are required to complete the Science of Reading requirement prior to graduation. Science of Reading Modules 1-4 are located in the Canvas Organization Portfolio. All students who have not yet completed the Science of Reading are required to review the PowerPoints within Module 1-4, as well as complete a 25-question assessment. Students must score a 20/25 on the Science of Reading Assessment. Once completed, the score on the assessment will automatically populate in the Canvas Organization Portfolio Gradebook. The Science of Reading requirement must be completed prior to graduation. Again, this requirement is for all students who have **not yet** completed the Science of Reading requirement
- Students who are **First Time Licensure** seeking students, as well as **students who have not yet completed these trainings** are required to complete required trainings prior to graduation. Students are required to create an account in ArkansasIDEAS and will need their Case ID # from their approved Background Check to do so. Once students create an account in ArkansasIDEAS, they will have access to each of the below trainings. Upon completion of the required trainings, students will download their Record of Learning in their ArkansasIDEAS account dashboard to demonstrate completion of the trainings and upload their Record of

Learning Document to the Canvas Organization Portfolio
Gradebook.

All students must complete the following required trainings for graduation from the MSE School Counseling Program:

Training Topics Materials	Corresponding Training Course /
Science of Reading Teacher Excellence and Support System (TESS)	Review Science of Reading 4-Modules and complete Assessment in Canvas Review TESS PowerPoint: Law and Process, located within the Canvas Organization Portfolio. Please initial and date that you have reviewed the TESS PowerPoint on your Record of Learning
Child Maltreatment	Be the Reason: The Educator's Role in Combating Child Maltreatment CID: ERB21002
Human Trafficking	Human Trafficking: Arkansas Act 765 of 2017 – US Department of Homeland Security Blue Campaign CID: ERB18063
Bullying Awareness and Prevention	Sit With Us: Anti-Bullying Strategies for Arkansas Schools CID: ERC20073
Teen Suicide Awareness and Prevention	Something to Talk About: Suicide Awareness CID: HWB15054 Dyslexia: A Three-Part Professional
Dyslexia	Awareness CID: HWG14003

Licensure

Please note: Degree or Certificate Conferral Dates **MUST** be posted before submitting an application for licensure. Students must have met all requirements for licensure prior to applying, including testing. All out of state applicants should contact their state's Department of Education prior to applying for licensure. If a form is required to be completed by A-State, that form will satisfy the first bulleted item on the Out-of-State checklist.

Trainings: Licensure Requirements

Please direct all licensure related questions to Ms. Sara Woolard at swoolard@astate.edu, as Ms. Woolard oversees all issues related to licensure. All **First-Time Licensure Seeking students** must also complete the following trainings in order to be eligible for licensure:

- Professional Licensure Standards Board (PLSB) – Arkansas Code of Ethics
- Training Video Course ID #: ERC 19048 (1 hour)
- Professional Licensure Standards Board (PLSB) - Code of Ethics for
- Arkansas Educators: Ethical Scenarios in Education (2020) Course ID#:
- ERC20059 (1 hour)
- Professional Licensure Standards Board (PLSB) - Social Media Guidelines
- Course ID#: TCC14435 (3 hours)

Principles of Learning and Teaching (PLT) Exam

The Principles of Learning and Teaching (PLT) Exam is required for all **non-licensed candidates seeking a first-time license**. Our program approval to Arkansas DESE and our accreditor require that our applicants complete a pedagogical component to demonstrate pedagogical competence. At Arkansas State University, we chose to have our applicants complete the PLT Exam to meet the pedagogical competence requirement. First-Time Licensure Seeking students must take and pass the PLT Exam in order to be licensure eligible in the state

of Arkansas. This is not a graduation requirement, however, passing the PLT Exam is a requirement for first-time licensure seeking students.

Please note that students must be licensure eligible in the state of Arkansas before they can be eligible for licensure reciprocity in their state of residence

- Principles of Learning and Teaching Early Childhood PRAXIS 5621
- Principles of Learning and Teaching Grades K-6 PRAXIS 5622
- Principles of Learning and Teaching Grades 5-9 PRAXIS 5623
- Principles of Learning and Teaching Grades 7-12 PRAXIS 5624
- Students are encouraged to take the PLT that most closely aligns with their future profession
- Please contact Ms. Sara Woolard at swoolard@astate.edu or Audrey Bowser abowser@astate.edu with all questions related to licensure <https://www.astate.edu/a/prof-ed-programs-office/index.dot>

PLT Information: <https://www.ets.org/praxis/prepare/materials/5622>

Students in the School Counseling program **must research** the requirements for licensure in their desired state of school counseling employment in order to become familiar with the state's school counseling licensure requirements. These requirements may include taking the PRAXIS II 5422 Exam upon graduation. Please contact the Department of Education in the state(s) that you intend to practice school counseling in to determine whether Arkansas State University's MSE School Counseling Program will assist you in meeting the state requirements for licensure.

Note: To verify that an applicant can be recommended for licensure in another state, he / she must first be eligible for professional licensure in the state of Arkansas.

It is the responsibility of the student to confirm the requirements for licensure in his / her state as it applies to the participation in an out-of-state degree program

Here is the link for Arkansas' Department of Education webpage, where you will find helpful information regarding state licensure:

<https://dese.ade.arkansas.gov/Offices/learning-services/guidance-and-school-counseling>

In addition, the American School Counselor Association provides a resource for researching school counseling licensure in your state:

<https://www.schoolcounselor.org/About-School-Counseling/State-Requirements-Programs/State-Licensure-Requirements>

Financial Assistance

Students at Arkansas State University receive financial assistance through scholarships, grants, loans, waivers, work-study, and on-campus student employment. Approximately 90% of students receive some form of financial assistance. Please visit the Financial Aid and Scholarships website for more information about accessing financial assistance: <http://www.astate.edu/a/finaid/> and about the financial aid application process: <https://degree.astate.edu/financial-aid.aspx>.

Library Holdings and Resources

Arkansas State University's Dean B. Ellis Library contains a wealth of information and resources that support the online School Counseling program. All A-State Online students have access to the library's wide variety of online resources and services—24 hours a day, 7 days a week. The library provides access to scholarly journals, research databases, e-books, and many other materials vital to high quality research. In addition, you are able to schedule a research consultation via Skype or email with a librarian. Specific information about the library services and online resources can be found at <https://www.astate.edu/a/library/>.

Counseling Services

Arkansas State University's Counseling Center provides counseling services and crisis resources to students **living in the state of Arkansas.** In addition, the counseling center provides Therapy Assisted On-Line (TAO) treatment.

Please find information about these free and easily accessible resources at the Counseling Center's webpage:

<https://www.astate.edu/a/counseling-services/>

Writing Center

The Arkansas State University Writing Center is a comfortable learning space in which ALL members of the A-State community can receive feedback on their writing. The qualified, friendly writing consultants will help you at any stage of the process, from deciphering assignment sheets to providing feedback on writing projects that are nearly finished. They will help you with any writing occasion, whether it be personal, academic, or professional.

Please visit the Writing Center's webpage at <https://www.astate.edu/college/liberal-arts/departments/english-and-philosophy/writing-guide/writing-lab/> to set up an appointment via phone or Skype.

Personal Growth Expectations

In this master's degree program you will be challenged to grow in your self-awareness, especially as it involves your ability to work with students and families from different cultural backgrounds. This growth may not always be easily attained, but it is a necessary process to expand your cultural understanding and awareness.

Throughout the program you will be asked to consider how your values, background, and culture affect the ways in which you will interact with your students. In addition, you will explore culturally competent counseling techniques and approaches to working with students and will be required to practice these approaches in your

practicum and internship experiences.

Please take the time to process all that you are learning about yourself throughout the program. The school counseling program faculty are willing to discuss your personal growth in these areas with you and to create an action plan to address these issues, if deemed necessary.

Personal Communication and Interactions

Students must check their A-State email daily. Faculty, staff, and the university use email for general and official communications. Students can generally expect responses to inquiries during normal business hours. They should allow 1-3 days for responses. Faculty and staff are generally not available evening and weekends.

Students' verbal and written communication (ex. emails) will reflect appropriate academic etiquette, consistent with semi-formal behavior in a professional work environment. When in doubt they should error on the side of formality. Students should be cognizant of the tone of email communications given that these professional exchanges convey your professionalism. Students should be courteous.

Solicitations to faculty and staff in terms of requests should be polite and not demanding. Written requests call for complete sentences with correct grammar, spelling, and punctuation. Emails should

contain a brief descriptive subject line, greeting, a clear and concise body, and closing.

Students should not send unnecessary emails to faculty or staff such as requesting or confirming information provided in syllabi, assignment rubrics/guidelines, bulletins, handbooks, Canvas, or university websites. This is information that students are capable of accessing on their own using appropriate problem-solving skills.

Students will not make unreasonable requests of faculty such as requesting modifications to syllabi or requirements and they will also not request exceptions associated with the late policy.

Use of Social Media

Student use of the internet and social media has implications for training and professional behavior. The program acknowledges that it is neither possible nor practical to actively monitor students' use of social networking. Instead, the following recommendations to support students' ongoing professional development and identity within and beyond program-sanctioned activities are provided:

- It is likely that supervisors, potential practicum and internship sites, and future employers may be interested in searching or accessing online information about you.
- Online photo and video sharing, including those within social networking sites should be considered public venues. One should use discretion when posting such information.
- Social networking with instructors in the A-state Department of Psychology and Counseling is prohibited while students are enrolled in the school counseling program.
- Consider using privacy settings to limit access to your pages and personal information. Use thoughtful discretion when considering "friend" requests (ex. students, supervisors, or others) that you have an evaluative relationship with.
- Note that all email is potentially retrievable. Emails sent by the A-State email system are considered public record and the property of the university. Email is not an appropriate venue to discuss confidential information.
- Be mindful of the wide audience when posting to listservs, blogs, or social media groups (e.g., posts can be reposted). Make sure your communication on such media protect the confidentiality of clients/consultees, preserve the reputation of your training program, and reflect the professional persona you wish to present.
- Email signatures should be professional and appropriately represent one's status and credential.

- Be mindful of voicemail greetings if you use a private phone for any professional purposes. Again, make sure that such messages portray the professional persona that you wish to present.

If the program faculty become aware of a verifiable online activity that violates ethical standards; the Arkansas State University Code of Student Conduct; local, state, or federal laws; or relevant policies contained in this handbook the incident may be investigated by the program and may result in an annual review and if warranted referral to the university Office of Student Conduct.

Dress Code

School counseling students are required to dress in a professional manner. When visiting or working in a school, agency, and/or clinic students must adhere to any dress code in effect for that setting. In addition, students should refrain from wearing any clothing, apparel, or jewelry that would be distracting to others in such settings. School counseling students should also be mindful that certain jewelry such as large earrings, necklaces, or any other jewelry can be a hazard to you or to a child. Jewelry can be damaged, or you can be hurt with the jewelry. Take appropriate cautions to minimize the hazards.

Smoking Policy

Students are required to adhere to the smoking policy of the university and the relevant school, agency, and/or clinic when present in those settings.

General Behavior Expectations

In addition to the adhering to formal ethical principles and codes of conduct, school counseling students are required to behave in a professional manner at all times. Personal stability and maturity is expected of all students. Students who in the opinion of the School Counseling Program faculty do not meet these expectations may be

subject to intervention, suspension, or removal from the program.

Appendix A: Professional Organizations

American Counseling Association (ACA) is a not-for-profit, professional, and educational organization that is dedicated to the growth and enhancement of the counseling profession. Founded in 1952, ACA is the world's largest association exclusively representing professional counselors in various practice settings. By providing leadership training, publications, continuing education opportunities, and advocacy services to nearly 45,000 members, ACA helps counseling professionals develop their skills and expand their knowledge base. ACA has been instrumental in setting professional and ethical standards for the counseling profession. The association has made considerable strides in accreditation, licensure, and national certification. It also represents the interests of the profession before congress and federal agencies and strives to promote recognition of professional counselors to the public and the media. ACA has 56 chartered branches in the U.S., Europe, and Latin America. It also has 19 chartered divisions that provide leadership resources and information unique to specialized areas and/or principles of counseling. Divisions chartered by ACA elect officers who govern their activities independently and carry a voice in national ACA governance. You can access more information about ACA and join the association at www.counseling.org.

American School Counselor Association

American School Counselor Association (ASCA) was chartered as a division of ACA in 1953. ASCA promotes school counseling professionals and interest in activities that affect the personal, educational, and career development of students. ASCA members also work with parents, educators, and community members to provide a positive learning environment. ASCA provides professional development, publications and other resources, research and advocacy to more than 28,000 professional school counselors around the globe. Its mission is to represent professional school counselors and to promote professionalism and ethical practices. You can access more information about ASCA and join the association at www.schoolcounselor.org.

Chi Sigma Iota

Chi Sigma Iota (CSI) is the international honor society for students, professional counselors and counselor educators. Its mission is to promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and professional practice experience in the profession of counseling. There are over 260 campus-based chapters, 13,000 student and professional active members, and over 68,000 initiated members as of March, 2010. More information is available at www.csi-net.org.

Arkansas Counseling Association

Arkansas Counseling Association (ArCA) is a branch of the American Counseling Association and is the largest association representing professional counselors in various Arkansas practice settings. ArCA's mission is to promote public confidence and trust in the counseling profession and to support the membership through representation and training. Core values include caring for self and others, promoting ethical practices, respecting diversity, encouraging positive change, acquiring and using knowledge, encouraging and enhancing leadership, and promoting collaboration. ArCA has six divisions that provide leadership and information unique to specialized areas and/or concerns in counseling. ArCA represents the interests of approximately 1,000 members across these six divisions in relevant matters before the state legislature. You can access more information about ArCA and join the association at www.arcounseling.org.

Arkansas School Counselor Association (ArSCA) is the largest of the divisions of Arkansas Counseling Association and is organized into six regions that serve different areas of the state. Membership in ArSCA also includes regional membership based on the geographic location of the member. ArSCA initiates and supports the improvement of school counseling programs through information, research, legislation, professional development, and ethical standards while upholding and encouraging continued improvements in standards for education. You can access more information about ArSCA at <http://arsca.k12.ar.us>. Members of ArSCA must be members of ArCA, too, so membership in ArSCA is accessed at the ArCA website

Appendix B: Practicum and Internship Requirements

Students are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship

- Supervision of practicum and internship students includes video recordings and/or live supervision of students' interactions with students in the school. Permission will need to be secured from the students' parents/guardians in order to record them. The videos will be viewed only by the counseling student's supervision group and faculty supervisor.
- Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are conducted as part of the student's practicum and internship by the site supervisor.
- As a part of their internship and practicum school counseling students must have the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their practicum and internship.
- In addition to the development of individual counseling skills, during internship students must lead or co-lead a counseling or psychoeducational group for a total of ten hours at their site.

Practicum

- Students complete supervised counseling practicum experiences that total a minimum of 100-clock hours (10 hours/week) over one full academic semester.
- Practicum students complete at least 40 clock hours of direct service with actual students in the school that contributes to the development of counseling skills.
- Practicum students have weekly interaction with their site supervisor that averages one hour per week of individual supervision.

- Practicum students participate in an average of 1½ hours per week of live supervision (online via Zoom) on a regular schedule throughout the practicum with an Arkansas State University school counseling faculty member

Internship

- After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with students relevant to their specialty area over the course of two full semesters Internship I and II students complete at least 240 clock hours of direct service. Students are required to complete 120 Direct Hours during each internship
- Internship students have weekly interaction with site supervisors that averages one hour per week
- Internship students participate in an average of 1½ hours per week of live group supervision (online via Zoom) on a regular schedule throughout the internship with an Arkansas State University school counseling faculty member

Appendix C: Policy for Dispositional Issues

Once the A-State Didactic or Field Work Referral Form is completed by a faculty member and is provided to either the Program Director or the Practicum and Internship Coordinator, the following process will begin.

The MSE School Counseling Faculty will confer on all dispositional related issues at a Dispositional Issues Meeting in order to determine and evaluate the issue, as well as provide specific recommended remediation steps with a time line for completion to offer support and foster growth. When necessary, this team will consult with other administrative personnel at the university level.

Electronic Signature Page

Please sign and date below to acknowledge that you have thoroughly reviewed the Program Handbook, as well as have an understanding about the Background Check process including procedures and timeline. **ALL students in the program MUST have an APPROVED Background Check to register for Practicum.**

A second Background Check is completed for licensure related purposes during the **final semester in the program a DAY AFTER INTERNSHIP 2 STARTS**. All students must have an updated Background Check within a year of applying for licensure.

Upon completion, please upload this page to the Canvas Organization Portfolio to demonstrate completion.

*Please review the section addressing Licensure in the Program Handbook written in **red** noting that students are **responsible** for contacting their respective state's Department of Education to determine their state's licensure requirements, as well as to determine the necessary coursework for licensure eligibility in student's state of residence. Prior to starting the program, students must determine if A-State's MSE School Counseling Program meets their state of residence licensure requirements*

Signature:

Date: