



August 15 - February 15

Dear Master of Counseling (M.Coun.) Program Applicant:

The Kasiska College of Health Professions and the Department of Counseling at Idaho State University welcome your application for admission into our Master of Counseling program. Application materials are enclosed for your completion. Read the instructions carefully as incomplete applications *cannot* be considered for admission. Applications must be postmarked by **February 15** to be considered.

Admission to the Department of Counseling graduate degree majors is competitive; satisfactory completion of the entry level Graduate School requirements does not guarantee acceptance.

In addition to the application deadlines for the Master of Counseling program, separate deadlines exist for the Graduate School and for graduate student loan applications.

Look online at <http://www.isu.edu/graduate> for information regarding the Graduate School. You may apply online or request a graduate catalog and an application. Keep in mind that processing of your Graduate School application may take 2-3 weeks, depending on receipt of official transcripts and other materials required by the Graduate School. To avoid missing Department of Counseling deadlines, submit your Graduate School application and request official transcripts be sent to Idaho State University as soon as you make the decision to apply for the Master of Counseling program. The address and phone number of the Graduate School is: Graduate School, Idaho State University, 921 South 8th Avenue–Stop 8075, Pocatello, ID 83209-8075, (208) 282-2150.

When contacting the Financial Aid Office, be sure to indicate that you are a prospective graduate student and include specific information as to the semesters you will need financial aid. Please note that the processing of this application takes up to eight weeks or more. You can reach the Financial Aid Office at: Office of Financial Aid, Idaho State University, 921 South 8th Avenue–Stop 8077, Pocatello, ID 83209-8077, (208) 282-4888 or <http://www.isu.edu/finaid>

Thank you for your interest in the Department of Counseling and Idaho State University. We wish you the best of luck in the admissions process.

Admissions Committee
Graduate Counseling Program

Enclosures - Application Materials

**KASISKA
COLLEGE OF
HEALTH
PROFESSIONS**

**DEPARTMENT
OF COUNSELING**

921 South 8th Avenue
Stop 8120
Pocatello, Idaho 83209-8120

Phone: (208) 282-3156
1-800-477-4781
FAX: (208) 282-2583

**ISU-Meridian
Health Science Center**
1311 East Central Drive
Meridian, Idaho 83642

Phone: (208) 373 -1717
(208) 373-1718

www.isu.edu/hpcouns1

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IDAHO STATE UNIVERSITY
KASISKA COLLEGE OF HEALTH PROFESSIONS
DEPARTMENT OF COUNSELING
POCATELLO, IDAHO 83209-8120

**MASTER OF COUNSELING PROGRAM
GOALS AND OBJECTIVES**

The general objective of the Master of Counseling (M.Coun.) degree is to prepare students to be professional counselors. The Department of Counseling faculty believe that the development of a strong professional identity, a rich knowledge base, and expertise in the skills of counseling are essential to functioning as a professional in each counseling setting.

The Master of Counseling degree is designed to be the strong foundation upon which graduates enter a lifetime career in the helping professions. This program prepares counselors to respond to the multitude of changes in society and to the ever-expanding counseling profession. In addition to knowledge and experience in the following eight common-core areas, graduates also have specialized knowledge and skills as identified in the objectives of the Marital, Couple and Family Counseling, Mental Health Counseling, School Counseling, and Student Affairs Counseling majors.

The Department of Counseling has curricular and professional objectives for each student. Each of these objectives has specific outcome measures.

Curricular Objectives:

1. Students will have knowledge of human growth and development so that they can understand the nature and needs of individuals at all developmental levels.
2. Students will have knowledge of social and cultural foundations to be effective in a multicultural and diverse society.
3. Students will be knowledgeable and skillful in counseling and consultation processes.
4. Students will be knowledgeable about group development, dynamics, counseling theory, group counseling methods, and group work approaches.
5. Students will be knowledgeable and understand career development and related factors.
6. Students will understand and be knowledgeable about individual and group approaches to Assessment and Evaluation.
7. Students will be knowledgeable about various Research Methods and basic Statistics.
8. Students will be knowledgeable about the profession of counseling including history, organizational structures, ethics, standards and credentialing.

Student Professional Objectives: In addition to the above curricular objectives, the Department of Counseling has program wide objectives. These include:

9. School counseling students will obtain certification as school counselors.
10. Students in all majors (Marital, Couple, and Family Counseling, Mental Health Counseling, School Counseling, and Student Affairs Counseling) will obtain the appropriate state licensure.

Idaho State

UNIVERSITY

KASISKA COLLEGE OF HEALTH PROFESSIONS

DEPARTMENT OF COUNSELING

APPLICATION MATERIALS

FOR

MASTER OF COUNSELING PROGRAM

Rev. 8/09

IDAHO STATE UNIVERSITY
KASISKA COLLEGE OF HEALTH PROFESSIONS
DEPARTMENT OF COUNSELING
POCATELLO, IDAHO 83209-8120

INSTRUCTIONS FOR COMPLETING APPLICATION

All application materials for the Master of Counseling program must be postmarked by **February 15** to be considered for admission for the following academic year. If you are interested in admission and the 2/15 deadline has passed, contact the Department of Counseling. A secondary admission process will be conducted on 4/15 if the program has not filled with high quality applicants.

Please carefully read the program information and Graduate Catalog before completing the application.

Transmission of Application Materials

1. Send (***do not use registered or certified mail***) the following materials to:

Graduate School, Idaho State University,
921 South 8th Avenue– Stop 8075, Pocatello, Idaho 83209-8075

- ISU Graduate School Application Form (included in packet but also available online at <http://www.isu.edu/graduate>) OR • ISU International Student Application (if applicable)
- ISU Graduate School Residency Form OR • Non-Resident Tuition Waiver Form
- One official transcript(s) with degree posted of **all** credits earned since graduation from high school (transcripts take 3-4 weeks; please order immediately).
- Official Graduate Record Examination (GRE) scores or Miller Analogies Test (MAT) scores. These scores must be received by February 15.
- \$55 application fee payable to Idaho State University

2. Send (***do not use registered or certified mail***) the following application materials, postmarked by February 15, in **ONE** envelope to:

Department of Counseling Admissions Committee, Idaho State University,
921 South 8th Avenue– Stop 8120, Pocatello, Idaho 83209-8120

- Department of Counseling Application Form
- Signed Conditions for Admission/Retention/Dismissal Form
- Supplemental Application (be sure to follow instructions on form)
- Unofficial copy of GRE or MAT scores
- Three (3) letters of reference* (see instructions below)
- \$30.00 application fee payable to the Department of Counseling

**Give a letter of recommendation form, along with a self addressed stamped envelope (see instructions), to three people who have knowledge of your academic capabilities, work performance, professional potential and character. Letters from professors and employers are recommended. Letters of recommendation will be returned to you in the sealed envelope you provide and are to be included (unopened) in the application materials envelope.*

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DEPARTMENT OF COUNSELING
POCATELLO, IDAHO 83209-8120

**DEPARTMENT OF COUNSELING GRADUATE PROGRAM
APPLICATION FORM**

FOR GRADUATE STUDY IN:

Master of Counseling (M.Coun.)

Marital, Couple, and Family Counseling

Mental Health Counseling

Mental Health Counseling (Boise 2010-2013)

School Counseling

Student Affairs Counseling

Ed.S.

Counseling

NAME: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

CONTACT TELEPHONE NUMBER: (_____) _____

E-MAIL ADDRESS: _____

RESIDENCY (State): _____

(You are responsible for notifying Department of Counseling of address/phone changes.)

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CONDITIONS FOR ADMISSION/RETENTION/DISMISSAL

Requirements for Admission to Master's Degree Study:

Admission into the counseling program is competitive. A preset number of students will be admitted according to faculty resources. The Admissions Committee will make the final decision regarding admission based on grade point and test score rankings as well as the committee's impression of the applicant's interpersonal style and compatibility of personality with the program's training philosophy and written statement.

The applicant must:

1. Have a bachelor's degree from a college or university accredited in the United States or its equivalent from a school in another country. (Must complete degree before onset of classes in the Fall semester in year of acceptance.)
2. Meet the guidelines for admission set forth by the Graduate School and the Department of Counseling. Those individuals meeting both criteria will be invited for an interview. The minimum master's level standards are:

<u>GPA</u> (last 60 credits)	<u>Standardized Test</u>
3.0 to 4.0	40 th Percentile on at least one area of the GRE or 40 th Percentile on the MAT
2.5 to 2.999	Combined Verbal and Quantitative (V + Q) score of 1000 on GRE or 45 th Percentile on the MAT
Below 2.499	No Admission

The method for calculating an admission GPA is based on the last 60± semester undergraduate credits (90± quarter credits).

3. Prospective students are expected to come to campus (Pocatello or Boise) for an interview. Selected applicants will be interviewed by the Department of Counseling Admissions Committee as part of the admissions procedure. Ultimately, one's gpa and test scores qualify one to take part in the interview process.
4. Submit three (3) letters of recommendation from individuals who have knowledge of the applicant's academic capabilities, work performance, professional potential, and character.
5. Submit Graduate School forms and application fee.
6. Submit departmental application forms and application fee.
7. Read and sign the Department of Counseling Conditions for Admission/Retention/Dismissal form.

Only applicants who have submitted all materials on or before the application deadline will have their material reviewed by the Department of Counseling Admissions Committee to determine status as a competitive, qualified applicant (incomplete, late, or inaccurate files/forms will not be reviewed). Due to the competition for limited seats in the Master of Counseling program, satisfactory completion of the entry level requirements does not guarantee acceptance.

Selected applicants will be interviewed by the Department of Counseling Admissions Committee as part of the admissions procedure. The Admissions Committee will make the final decision regarding admission. This decision will be based on grade point and test score rankings as well as the Committee's impression of the applicant's interpersonal style and compatibility of personality with the program's training philosophy.

Master's Degree Retention and Dismissal Policy:

Department of Counseling faculty are confident that each student admitted has the potential to be successful in graduate study. To assure success, the student's major professor plays an important role in giving feedback to the student.

A faculty member may consult with other Department of Counseling faculty as to the apparent impediments to progress of an individual student. If others have made similar observations, the major professor or other faculty will initiate a meeting with the student to discuss the perceived difficulty. Remedies and expected behavior changes will be discussed and outlined in verbal and/or written form.

If after feedback, a student's impediments to any progress are not remedied, the faculty may recommend dismissal from the program. Dismissal of a master's student will be subject to the following:

1. Dismissal criteria established by the Graduate School (see Withdrawal or Dismissal in the Idaho State University *Graduate Catalog*, <http://www.isu.edu/graduate>).
2. Dismissal from the program occurs if any one of the following conditions exist. Students earn:
 - a. three final course grades lower than 2.7 gpa
 - b. OR six credits below 2.7 gpa
 - c. OR below a 3.0 gpa
3. All degree-seeking students in the Department of Counseling will be evaluated near the end of their first semester by Department of Counseling graduate faculty members. Based on this evaluation, students not making satisfactory progress toward the completion of a degree may be: (1) removed from graduate study, (2) provided with an alternate option for graduate study, or (3) placed on departmental probationary status.

This evaluation will include progress on all course work, anticipated gpa, non-academic conditions (outlined in 4 and 5 below) and any other concerns. Students will be notified of any of these actions by written and/or oral communication with the major advisor or the Department Chairperson.

4. Academic dishonesty, including but not limited to, cheating and plagiarism. Academic dishonesty at the graduate level is considered a serious offense and may result in dismissal from a graduate program. For the complete statement on academic dishonesty, please refer to the ISU *Graduate Catalog*, <http://www.isu.edu/graduate> . More information on academic dishonesty is also available at <http://www.isu.edu/references/st.handbook> (Student Conduct) in the ISU *Student Handbook*.

5. An ethical violation is viewed by the faculty of the Department of Counseling as a serious offense and may result in dismissal from the program. The Department uses the latest edition of the *ACA Code of Ethics*. It is the student's responsibility to be knowledgeable of these standards. Refer to the current Master of Counseling Graduate Program Handbook for more information.
6. Admission into the Department of Counseling does not guarantee graduation. Success in academic coursework is only one component of becoming a successful counseling student. The following nonacademic conditions may result in dismissal if they are observed to impair the student's ability to work with others in class, practicum, or internship settings: (1) personal concerns or psychopathology, (2) interpersonal relationship issues, (3) personal attitudes or value systems that conflict with effective counseling relationships, and (4) unethical behavior.

***I HAVE READ AND UNDERSTAND THE
CONDITIONS FOR ADMISSION/RETENTION/DISMISSAL
IN THE MASTER OF COUNSELING PROGRAM.***

Signature

Date

Name (please print)

Address

City

State

Zip

(Sign and return this form with the application materials.)

IDAHO STATE UNIVERSITY
KASISKA COLLEGE OF HEALTH PROFESSIONS
DEPARTMENT OF COUNSELING
POCATELLO, IDAHO 83209-8120

LETTER OF RECOMMENDATION

The applicant, _____, is requesting you to write a letter of recommendation in support of his/her application to the Department of Counseling's Master of Counseling Program at Idaho State University. Letters of recommendation are a vital component of the application process.

The applicant requests that this information be kept confidential. **YES** **NO**

Signature of Applicant _____ Date _____

Please write a brief summary of your impression of the applicant's academic ability, personality, characteristics (e.g., integrity, dependability, interpersonal skills), and potential for success in the counseling profession. If you choose to write on your own letterhead, please attach this completed form to your letter. **Please put this form** (attached to letter on letterhead if applicable) **in an envelope, seal, and sign your name across the seal before returning it to the applicant.**

Printed Recommender's Name: _____

Title/Profession/Position: _____

Name and location in which you have known the applicant: _____

Length of time you have known the applicant: _____

Signature

Date

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Printed Recommender's Name: _____

Title/Profession/Position: _____

Name and location in which you have known the applicant: _____

Length of time you have known the applicant: _____

Signature

Date

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The applicant requests that this information be kept confidential. **YES** **NO**

Signature of Applicant _____ Date _____

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Title/Profession/Position: _____

Name and location in which you have known the applicant: _____

Length of time you have known the applicant: _____

Signature

Date

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**APPLICATION SCHEDULE
MASTER OF COUNSELING PROGRAM**

Suggested Minimum Timeline

Preparation:

- ✓ Master of Counseling Program applications will be accepted through February 15. A secondary admissions process may be conducted if the program has not filled with high quality applicants. Please contact the Department of Counseling for more information.
- ✓ Take GRE or MAT examination. **January 1** is the latest advisable time to take either test. Advanced registration is required for GRE and MAT, and the processing time required for ISU to receive test results is approximately six weeks. Request that official scores be sent to the ISU Graduate School. Make a copy of the test scores and send the copy with your Department of Counseling application.

After August 15:	Current Department of Counseling application available by phone request (208) 282.3156 or a printable copy is available online at http://www.isu.edu/hpcouns1
August 15 - February 15:	Submit application materials. Please note that applications must be submitted to both the Department of Counseling and the Graduate School. You may apply online for the Graduate School at http://www.isu.edu/graduate
February 15 - March 15:	Applications reviewed by Department of Counseling Admissions Committee
<i>Approximately</i> March 15:	Candidates selected for on-campus interviews notified Interviews conducted late March or early April (ISU-Pocatello) Interviews conducted late April (ISU-Meridian)
<i>Approximately</i> April 15-May 1: <i>Approximately</i> May 1:	Applicants for ISU-Pocatello notified of admission decisions Applicants for ISU-Meridian notified of admission decisions
<i>Approximately</i> April 15:	Secondary admissions process may be conducted
May/June/July:	Notify alternates of admission (if applicable) New Graduate Student Surveys Sent/Returned Advisor Assignment Letter Sent Registration for Fall Semester Courses

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**APPROXIMATE PROGRAM COSTS
SUBJECT TO CHANGE WITHOUT NOTICE**

Application Fees:

ISU Graduate School	\$55.00
ISU Department of Counseling	\$30.00

Course Fees:

Current course fee costs for resident, non-resident and summer sessions are listed in both the ISU *Graduate Catalog* <http://www.isu.edu/graduate> and the Class Schedule http://www.isu.edu/class_schedule.shtml

Program Fees:

Liability Insurance	\$15.00/year
Program Fee	\$370.00/semester

Additional costs include, but are not necessarily limited to, books/learning materials, graduation fees, and registration fees to attend professional conferences.

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APPLICATION PACKET CHECKLIST

The following checklist is provided for your convenience:

1. Send (*do not send by registered or certified mail*) to Graduate School*:

- ISU Graduate School Application Form (Blue)
- ISU Residency Application Form
- One Official Copy of All Transcripts
- Official GRE or MAT Scores
- Non-Resident Tuition Waiver (if applicable)
- \$55 Graduate School Application Fee

*It may take approximately **3-4 weeks** for the **Graduate School to process** your application depending upon receipt of your official transcripts and GRE/MAT scores. Please note that the Department of Counseling cannot act on your Department of Counseling application until your paperwork (Graduate School application) has been received from the Graduate School. So, once you decide to apply for the Master of Counseling program, send in your “Application for Admissions to Graduate School at Idaho State University” to the Graduate School. Their deadline is actually 3-4 weeks prior to the Department of Counseling deadline!

2. Send (*do not send by registered or certified mail*) to Department of Counseling (postmarked before February 15):

- Department of Counseling Application Form
- Signed Conditions for Admission and Retention Form
- Supplemental Application Form
- Unofficial Copy of GRE or MAT Scores
- Three (3) Letters of Recommendation
(See instructions on Request for Letters of Recommendation form)
- \$30.00 Department of Counseling Application Fee