



August 15 - January 15

Doctor of Philosophy (Ph.D.) in Counselor Education and Counseling Program Applicant:

The Kasiska College of Health Professions and the Department of Counseling at Idaho State University welcome your application for admission into our Doctor of Philosophy (Ph.D.) in Counselor Education and 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 **January 15**.

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

In addition to the application deadlines for the doctoral 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 Doctor of Philosophy (Ph.D.) in Counselor Education and 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 doctoral student and include specific information as to the semesters you will need financial aid. Please note that the processing of this application may take 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 Doctor of Philosophy (Ph.D.) in Counselor Education and Counseling in the Department of Counseling at 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/hpcounsel

ISU Is An Equal Opportunity Employer

IDAHO STATE UNIVERSITY
KASISKA COLLEGE OF HEALTH PROFESSIONS
DEPARTMENT OF COUNSELING
921 SOUTH 8TH AVENUE–STOP 8120
POCATELLO, IDAHO 83209-8120

**DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE IN
COUNSELOR EDUCATION AND COUNSELING**

PROGRAM OBJECTIVES

The Doctor of Philosophy (Ph.D.) is the highest university award given in recognition of completion of academic preparation for professional practice in counseling. Candidates are provided primarily with courses and practicum experiences which will be instrumental in assisting them to function more effectively as professional counselor educators, counseling practitioners, and researchers.

The Ph.D. in Counselor Education and Counseling is designed to prepare counselor educators for work in counselor education programs and in supervisory roles in university counseling centers and other counseling sites. The major emphasis of this program is to prepare graduates for a career in university teaching in counseling programs.

Counselor education and counseling students at Idaho State University will be:

1. Prepared to teach courses in counseling skills and counseling theories.
2. Prepared to supervise counselors and counseling students who are providing individual, group counseling, and/or couple and family counseling.
3. Prepared to teach selected courses in one or more of the CACREP major areas.
4. Prepared to teach selected courses in the general CACREP common core.
5. Prepared to evaluate counselor education programs and counseling sites.
6. Knowledgeable of professional issues in counselor education and counseling.
7. Knowledgeable of ethical issues and practices of counselor education and counseling.
8. Experienced in developing and conducting research.
9. Experienced in writing for professional publication.
10. Experienced in advisement and mentoring of Master of Counseling students.
11. Knowledgeable and skilled in providing advanced clinical counseling skills.
12. Knowledgeable of the sociological manifestations of cultural diversity.

Idaho State

UNIVERSITY

KASISKA COLLEGE OF HEALTH PROFESSIONS

DEPARTMENT OF COUNSELING

APPLICATION MATERIALS

FOR

**DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE
IN
COUNSELOR EDUCATION AND COUNSELING**

Revised 8/09

IDAHO STATE UNIVERSITY
KASISKA COLLEGE OF HEALTH PROFESSIONS
DEPARTMENT OF COUNSELING
921 SOUTH 8TH AVENUE–STOP 8120
POCATELLO, IDAHO 83209-8120

INSTRUCTIONS FOR COMPLETING APPLICATION

All application materials for the Doctor of Philosophy (Ph.D.) in Counselor Education and Counseling program must be postmarked before **January 15** to be considered for admission for the following academic year. If you are interested in admission and the deadline has passed, contact the Department of Counseling. A secondary admission process may be conducted if the program has not filled with quality applicants. Selected applicants will be notified of interview dates by approximately February 1. Applicants will be informed of admission decisions by approximately March 15.

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

Transmission of Application Materials

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

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

- ISU Graduate School Application Form (included in packet but also available on line 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 January 15.
- \$55 application fee payable to Idaho State University

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

Idaho State University, Department of Counseling Admissions Committee
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)
- Professional Resume'
- Unofficial copy of GRE or MAT scores
- Three (3) letters of reference* (see instructions below)
- Idaho State University Graduate School Teaching Assistant Application Form
- \$30.00 application fee payable to the Department of Counseling, Idaho State University

**Give a letter of recommendation form, along with a self addressed stamped envelope 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 GRADUATE PROGRAM
APPLICATION FORM**

FOR GRADUATE STUDY IN:

Ph.D.

Counselor Education and Counseling

Counselor Education and Counseling (Boise)

NAME: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

CONTACT TELEPHONE NUMBER: () _____

() _____

E-MAIL ADDRESS: _____

RESIDENCY (State): _____

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

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CONDITIONS FOR ADMISSION/RETENTION/DISMISSAL

Selection Criteria for Doctoral Study

In addition to the general requirements of the Graduate School, persons applying for admission to the Doctor of Philosophy (Ph.D.) program in Counselor Education and Counseling must meet the following criteria for selection. Applicants must have:

1. a master's degree from a CACREP accredited program and be licensed as a counselor in Idaho or a state with comparable requirements.

OR

a master's degree in counseling and be a Nationally Certified Counselor and apply for an Idaho Counseling License upon admission to the doctoral program

OR

a master's degree in counseling, one year of full-time post-master's degree counseling experience, graduate course work curriculum requirements in all of the CACREP common core areas, and be a Nationally Certified Counselor or Idaho Licensed Counselor.

Doctoral students who have earned their master's degree from a CACREP accredited program will be assumed to have entry level knowledge in core and major course areas. Those not graduating from a CACREP accredited program will have their transcripts evaluated by faculty to determine knowledge base deficiencies. A remediation plan of study will be developed and approved by the faculty as necessary.

2. taken the Graduate Record Examination or the Miller Analogies Test. Preference will be given to scale scores of 50 percentile or more
3. submitted a professional resume'.
4. submitted a one-page statement (supplemental application form) of post doctoral career objectives.
5. submitted three (3) letters of recommendation.
6. completed both ISU Graduate School and Department of Counseling application forms.
7. completed an on-campus interview by the Department of Counseling Admissions Committee.

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 and written statement.

Doctoral 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 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 doctoral students 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,
 - b. OR six credits below 2.7,
 - 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 the Department of Counseling graduate faculty members. Based on this evaluation, students who are not making satisfactory progress toward the completion of a degree may be removed from graduate study, provided with an alternate option for graduate study, or placed on departmental probationary status.

This evaluation will include progress on all course work, anticipated gpa, non-academic conditions (outlined 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 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 Ph.D. Degree in Counselor Education and Counseling Program Handbook for more information.
6. Admission into the Department of Counseling does not guarantee graduation. Success in academic course work is only one component of becoming a successful doctoral student. The following non-academic 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 ABOVE CONDITIONS
FOR ADMISSION/RETENTION/DISMISSAL IN THE COUNSELING PROGRAM.*

Signature

Date

Name (please print)

Address

City

State

Zip

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

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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 Doctor of Philosophy (Ph.D.) Program in Counselor Education and Counseling 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

Applicant's Signature _____ 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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The applicant requests that this information be kept confidential. YES NO

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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.**

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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
DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAM
IN
COUNSELOR EDUCATION AND COUNSELING**

Suggested Minimum Time line

Preparation: ✓Doctoral Program applications must be postmarked by January 15. A secondary admissions process may be conducted if the program has not filled with quality applicants, please contact the Department of Counseling for more information.

✓Take GRE or MAT examination by December 1. 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 it to the Department of Counseling with your application.

August 15 - January 15:	Submit application materials.
January 15 - February 1:	Applications reviewed by Department of Counseling Admissions Committee.
<i>Approximately</i> February 1:	Candidates selected for on-campus interviews are notified.
<i>Approximately</i> February 20 - March 10:	On-campus interview day for all prospective doctoral students.
<i>Approximately</i> March 15:	Applicants informed of admission decisions.
<i>Approximately</i> March 15:	Secondary admissions group if needed.
<i>Approximately</i> May 1:	Notify alternates of admission (if applicable).
June/July:	New Graduate Student Surveys Sent/Returned Advisor Assignment Letter Sent Registration for Fall Semester Classes

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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 the Graduate School*:

- ISU Graduate School Application Form or online <http://www.isu.edu/graduate>
- ISU Residency Application Form (Resident or Non-Resident)
- One Official Copy of All Transcripts w/Degree Posted
- Official GRE or MAT. **December 1** is last advisable date to take either test.
- 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 Ph.D. in Counselor Education and Counseling program, send in your "Application for Admissions to Graduate School at Idaho State University" to the Graduate School or apply online. 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 January 15):

- Department of Counseling Application Form
- Signed Conditions for Admission/Retention/Dismissal 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)
- Professional Resume'
- \$30.00 Department of Counseling Application Fee