

# Idaho State

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# UNIVERSITY

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

### PROGRAM HANDBOOK

Procedures, Program Policies,  
and  
Clinical Experiences

2009-2010

KASISKA COLLEGE OF HEALTH PROFESSIONS  
DEPARTMENT OF COUNSELING  
921 SOUTH 8<sup>TH</sup> AVENUE—STOP 8120  
POCATELLO, IDAHO 83209  
208.282.3156 or 800.477.4781

*For those individuals searching for counselor education programs, we are providing you the Department of Counseling's policies and procedures handbook. Please review this handbook carefully as you compare various programs for your continued education.*

DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE IN  
COUNSELOR EDUCATION AND COUNSELING  
PROGRAM HANDBOOK  
2009-2010

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

First Year - Fall Semester

- Curriculum Review (first week) for non-ISU graduates
- Register for Coursework - See Program Planning Sheet
- Submit Signed Forms: Liability Insurance Form and Rules for Clinic Room Use
- Obtain Licensure

First Year - Spring Semester

- Register for Coursework - See Program Planning Sheet
- Choose Major Advisor
- In Consultation with Major Advisor, Choose Additional 4 Committee Members
- Submit Letter to Department Listing Committee Members
- Submit Final Program of Study Work Copy for Faculty Meeting Approval
- Decide on Specialization Areas - Work Toward Completion

Second Year - Fall Semester

- Register for Coursework - See Program Planning Sheet
- Submit Signed Forms: Liability Insurance Form and Rules for Clinic Room Use
- Work on Specialization Areas
- Present Dissertation Proposal in COUN 800
- Submit Final Program of Study Work Copy for Faculty Meeting Approval

Second Year - Spring Semester

- Register for Coursework - See Program Planning Sheet
- Work on Specialization Areas
- Take Comprehensive Written Exam (early February)
- Submit Final Program of Study Work Copy for Faculty Meeting Approval
- Schedule Dissertation Prospectus Meeting (or following Fall Semester)  
Notify Department Secretary of Proposed Date/Time; Department will send Official Notification
- Obtain Human Subjects Approval

Third Year - Fall Semester

- Submit Signed Forms: Liability Insurance Form and Rules for Clinic Room Use
- Complete Coursework
- Complete Specialization Areas and Obtain Signatures on Program Requirements Verification Form
- Schedule Dissertation Prospectus Meeting (if not accomplished previous Spring Semester)  
Notify Department Secretary of Proposed Date/Time; Department will send Official Notification
- Obtain Human Subjects Approval
- Work on Dissertation

Third Year - Spring Semester

- Complete Coursework
- Complete Specialization Areas and Obtain Signatures on Program Requirements Verification Form
- Complete Dissertation
- Schedule Dissertation Defense in Consultation with Major Advisor and Committee  
Notify Department Secretary of Proposed Date/Time who will Send Official Notification
- Submit Signed Program Requirements Verification Form to Department Secretary



DEPARTMENT OF COUNSELING  
IDAHO STATE UNIVERSITY  
POCATELLO, IDAHO 83209-8120

STUDENT RESPONSIBILITY FORM

I understand that I am responsible for the information presented in the Doctor of Philosophy (Ph.D.) Degree in Counselor Education and Counseling Program Handbook <http://www.isu.edu/hpcounsel/handbooks.shtml> (Degree Programs, Program Handbooks). I will review these materials carefully; and if I have questions concerning these materials, I will ask for clarification in COUN 800, Research and Professional Issues, or from a faculty member.

*I have downloaded a copy of the Doctor of Philosophy (Ph.D.) Program Handbook and understand that I am responsible for the information contained therein.*

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Signature

Date

*(Original signed form will be filed in student record.)*

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DEPARTMENT OF COUNSELING - 208.282.3156 OR 800-477-4781  
Doctor of Philosophy (Ph.D.) Degree in Counselor Education and Counseling  
2009-2010 Program Handbook

DEPARTMENT OF COUNSELING  
IDAHO STATE UNIVERSITY  
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DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE  
IN  
COUNSELOR EDUCATION AND COUNSELING

### **DEPARTMENT OF COUNSELING MISSION STATEMENT**

The principle mission of the Department of Counseling is to prepare quality counselors for various settings in Idaho and the nation. More specifically, we seek to prepare quality School Counselors for public schools in K-12 settings, Marital, Couple and Family Counselors and Mental Health Counselors for community agencies and other mental health settings, and Student Affairs Counselors for working in college settings such as advising, residence halls, and career centers.

We prepare doctoral level counselor educators and supervisors to work primarily in institutions of higher learning as faculty members.

We believe it is also our mission to:

- instill a strong sense of professional identity in students,
- help students gain an appreciation of the rich knowledge base in counselor education,
- develop student expertise in the skills of counseling,
- aid students to become certified and/or licensed,
- aid students/graduates in their initial job placement,
- teach and perform research applicable to the practice of counseling, and
- aid students in understanding the diversity of views and cultures within our profession and the environment in which counselors practice.

The Department of Counseling also has a mission within the Kasiska College of Health Professions (KCHP) to represent the mental health perspective within the KCHP and to consult with KCHP faculty and departments in encouraging a holistic perspective toward health care services.

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## **DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAM GOALS AND OBJECTIVES**

The Ph.D. in Counselor Education and Counseling is designed to prepare counselor educators for work in counselor education programs and doctoral level counselors for work 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/triadic, group, 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 the counselor education and counseling fields.
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 the 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.



## PROCEDURES FOR SECURING A GRADUATE COMMITTEE

Doctoral study at Idaho State University requires a major commitment on the part of the student and the student's committee. The student is expected to work closely with the faculty members and will be included in departmental teaching assignments, counseling practicum/ internship supervision, advising, student evaluations, and related counselor education and counseling experiences. Upon graduation, the student should have accumulated the equivalent of three years of experience as a counselor educator supervisor. Because of the commitment required by the faculty for this type of experience, the program admits no more than four students each year; and except for unusual circumstances, each faculty member will work with no more than two students at a time. Faculty members believe that this small ratio is essential for the success of the student.

Therefore, before a student can move from a Classified status to Candidacy status, the student must have assessed the interests and areas of expertise of the faculty members and identified those faculty members who have the greatest potential for serving as graduate committee members. The student must also identify the faculty member who will serve as the major advisor. During this selection process, faculty members will need opportunities for assessing the student's potential as a counselor educator/supervisor in order to decide if they support the student and would be willing to serve on the student's graduate committee.

For most students, the process of selecting a graduate committee occurs during the first year while the student is taking course work. As doctoral study is a major commitment of the student's time and money, the selection process is necessary to guarantee that a good match is made between the student and his/her graduate committee.

In summary, the admission and selection procedures to the program and to classified status are as follows:

1. Complete all appropriate application forms.
2. If admitted, register for the appropriate doctoral courses in the Department of Counseling.
3. Identify the faculty member that will serve as the major advisor.
4. When three Counseling graduate faculty members agree to serve on the student's graduate committee, the student is responsible for requesting a work copy of the "Final Program of Study." This is accomplished by the student submitting a letter to the Department with the names of the major advisor and two additional departmental faculty who will serve on the committee and the coursework proposed for the Ph.D. program. In addition, two faculty, one from the College (not in the Department) and one Graduate Faculty Representative may be suggested to the Graduate Dean to round



out the committee at five (5) faculty. A work copy of the Final Program of Study form is available from the Department Secretary.

For questions about the Doctor of Philosophy (Ph.D.) Program, contact a Department of Counseling faculty member.

### **LIABILITY (MALPRACTICE) INSURANCE**

The Department of Counseling has approved the following motion that applies to all Department of Counseling students:

**All Department of Counseling students who are enrolled in or participating in programs or experiences in which human participants are used for practice must present evidence of liability (malpractice) insurance coverage. The malpractice coverage must be comparable to that offered to students by Idaho State University or the American Counseling Association (ACA).**

Information about liability insurance, which is available through one of the professional organizations, will be presented in COUN 800, Research and Professional Issues. A student can secure insurance through the counseling professional association, private insurance carriers or through Idaho State University. Students are required to complete and sign the Proof of Liability (Malpractice) Insurance form (see Appendix A) and provide the original to the Department for their departmental file during the first semester of graduate study and each Fall semester.

### **TECHNOLOGICAL COMPETENCIES**

The Department of Counseling requires all students to develop adequate technological competencies. Students are expected to have competence with word processing, statistical programs, database searches, web searches, and web-based instruction.

### **ISU STUDENT HANDBOOK**

All students in the Department of Counseling are responsible for reading and adhering to the policies and procedures outlined in the *Idaho State University Student Handbook*. Refer to <http://www.isu.edu/studenta/handbook>



## **PRACTICUM/INTERNSHIP DISCLAIMER**

The Department of Counseling is not responsible for any injury obtained as part of practicum and/or internship assignment either on or off campus.

## **BACKGROUND CHECK AND DRUG TESTING**

Many field settings now require background checks and random drug testing. A background check is mandatory for practicum or internship placement in School District #25 (Pocatello) and is most likely required in all school districts. To be best prepared for beginning practicum/internship on time, the department encourages you to get a background check during your first semester. The background check takes approximately 6-8 weeks to complete. Contact Idaho State University Public Safety at 208 282-2515 for additional information.

## **RULES FOR CLINIC ROOM USE FOR PRIVATE PRACTICE**

Please see form in Appendix B.

## **AUDIT POLICY**

It is the policy of the Department of Counseling to prohibit students from auditing any graduate level classes offered by the Department of Counseling.

## **IDAHO COUNSELOR LICENSING REQUIREMENTS**

Those students who are admitted in the Doctoral program are expected to become Licensed Professional Counselors in Idaho by the beginning of their second year of doctoral study. The State of Idaho has specific requirements that must be met in order to qualify for licensure. These requirements are often times above and beyond the degree requirements. For the most current information, please contact:

Bureau of Occupational Licenses, Owyhee Plaza, 1109 Main Street, Suite 220, Boise, ID 83702  
(208) 334-3233  
email: [ibol@ibol.state.id.us](mailto:ibol@ibol.state.id.us)  
<http://www.ibol.idaho.gov>



## NATIONAL BOARD FOR CERTIFIED COUNSELORS REQUIREMENTS

Students are also strongly encouraged to become a National Certified Counselor (NCC). The National Board for Certified Counselors has specific requirements that must be met in order to qualify for national certification.

For information on national certification requirements, contact:

National Board for Certified Counselors, 3 Terrace Way, Suite D, Greensboro, NC 27403-3660  
(336) 547-0607  
<http://www.nbcc.org>

## 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 advisor 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 advisor or other faculty member 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 progress are not remedied, the faculty may recommend dismissal from the program. Dismissal of a doctoral 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,
  - 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 coursework, anticipated gpa, non-academic conditions (outlined in 6 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 includes, but is 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 <http://www.isu.edu/studenta/handbook> (Student Conduct) in the current 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.

Several examples of recent issues which may result in disciplinary action dealt with confidential client information accessible to anyone using Department of Counseling computers and printers in the computer lab(s). Student(s) prepared case studies for lab presentation, saved information on the hard drive (or left a floppy disc in the CPU), and failed to erase information when they were finished. An instance of copies of a case study left in the printer was also reported. Additionally, it has also been reported that confidential information has been left "in progress" on the computer and accessible to those using the lab.

Another recent issue dealt with a student consulting with a friend and counselor in another agency not related to the student's internship field placement. The second counselor discussed the student's case with her supervisor who happened to know, and was friends with, the client. Consultation should occur between the student's field and university supervisors. A consultation relationship is a formal ethically binding relationship and requires specific understandings between all parties involved.

The Department of Counseling takes seriously any ethical violations. If a student has violated an *ACA Code of Ethics*, there will be a meeting of the advisor and the student. This meeting will be to discuss the violation with the student. After the meeting, the faculty advisor, the department chair, and one additional faculty member appointed by the department chair will meet to discuss the case and any penalties to be assessed. If this group deems the ethical violation to be serious enough to warrant dismissal from the program, then the entire Counseling faculty will meet to discuss the dismissal. The student will be present

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to discuss the events. The faculty will then meet in a closed meeting to determine the penalty. If the student is dismissed, the normal university procedure for challenging dismissals will be in effect. (Refer to “Appeal of Grade or Dismissal” <http://www.isu.edu/graduate> )

6. **Admission into the Department of Counseling does not guarantee graduation. Success in academic coursework is only one component of becoming a successful 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/internship settings, or supervision: (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.**

### APPEAL PROCESS

The Department of Counseling follows the appeal process detailed in the Idaho State University *Graduate Catalog* <http://www.isu.edu/graduate> . Students who wish to appeal dismissal from a graduate program, the receipt of a specific grade, or any other faculty or department action should follow the Graduate School process. For complete information concerning the appeal process, consult the current ISU *Graduate Catalog*. The ISU *Graduate Catalog* can be obtained free of charge from the ISU Graduate School.

### PROGRAM OF STUDY FORM

The Program Planning form details the requirements for completing the doctoral degree and facilitates developing the Final Program of Study (see Appendix C). The Final Program of Study must include all coursework required to complete the Ph.D. degree.

Between the second and fourth semesters of graduate study in the Department of Counseling, the student will submit a letter identifying the faculty who are willing to serve on the graduate committee and designate a committee chair (major advisor). After receipt of the letter from the student identifying the Department of Counseling committee members and two potential members representing the Kasiska College of Health Professions and the Graduate School, a work copy of the Final Program of Study form will be provided to the student by the Department. The student must obtain approval signatures of the major advisor, committee member, and department appointee prior to submitting for departmental approval. The Graduate Dean, in reality, officially appoints the fifth committee member (Graduate Faculty Representative); therefore, the official dissertation prospectus meeting cannot take place until the fifth person has been appointed. The Final Program of Study must receive the approval of a majority of the Department of Counseling graduate faculty and be approved by the Graduate School at least one semester before graduation.



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

Recipients of the Doctor of Philosophy (Ph.D.) degree in Counselor Education and Counseling must have demonstrated the ability to teach counseling related subjects, provide individual, group and/or couple and family counseling, supervise, conduct research and program evaluation consistent with the requirements of their work setting, and provide consultation services. Graduates are prepared to be counselor educators and counselors but also may function as supervisors in university, mental health, and family counseling centers.

A. General Residency Requirement. Following the bachelors degree, each candidate must complete the equivalent of ten semesters of graduate study including the master's degree and three years of doctoral residency. At least six of the semesters must be at the doctoral level and three of these must be consecutive semesters of full-time graduate study on campus. (It is strongly recommended that the student attend all six of these semesters on a full-time basis.)

B. Required Courses

COUN 701	Advanced Statistics	2 cr.
COUN 702	Advanced Research and Experimental Design	2 cr.
COUN 703	Qualitative Research	2 cr.
COUN 704	Qualitative Methodology	2 cr.
COUN 705	Instructional Theory for Counselor Educators	3 cr.
COUN 710	Practicum in College Teaching	2 cr.
COUN 712	Advanced Psychological Testing and Assessment	2 cr.
COUN 724	Advanced Diversity Issues	3 cr.
COUN 727	Advanced Theories of Counseling	3 cr.
COUN 774	Advanced Group Procedures	3 cr.
COUN 790	Theories of Counseling Supervision	2 cr.
COUN 791	Supervision of Counseling Practicum	2 cr.
COUN 800	Research and Professional Issues	1-4 cr.
COUN 848	Doctoral Counseling Practicum	3 cr.
COUN 849	Doctoral Internship	1-18 cr.
COUN 849L	Doctoral Counseling Lab	0 cr.
COUN 850	Dissertation	1-12 cr.

Suggested Electives

COUN 723	Advanced Vocational Theory	3 cr.
COUN 758	Independent Problems	1-4 cr.
COUN 775	Advanced Practicum in Group Counseling	2 cr.

Curriculum Effective August 2006

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DEPARTMENT OF COUNSELING - 208.282.3156 OR 800-477-4781  
Doctor of Philosophy (Ph.D.) Degree in Counselor Education and Counseling  
2009-2010 Program Handbook

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

*Official Transcript Review*

**FIRST YEAR FALL SEMESTER**

COUN 727	Advanced Theories of Counseling
COUN 774	Advanced Group Procedures (includes 676L)
COUN 790	Theories of Counseling Supervision
COUN 800	Research and Professional Issues
COUN 849	Doctoral Internship (i.e., g491, 676, 696)
COUN 849L	Doctoral Counseling Lab

\*master's degree curriculum review

\*specialization/core areas developed

**FIRST YEAR SPRING SEMESTER**

COUN 701	Advanced Statistics
COUN 703	Qualitative Research
COUN 791	Supervision of Counseling Practicum
COUN 849	Doctoral Internship (i.e., 669 and practicum/internship labs)
COUN 849L	Doctoral Counseling Lab

\*develop committee/letter to Department identifying Department committee members

\*work on specialization/core areas

**SECOND YEAR FALL SEMESTER**

COUN 702	Advanced Research and Experimental Design
COUN 704	Qualitative Methodology and Analysis
COUN 705	Instructional Theory for Counselor Educators (includes g491)
COUN 800	Research and Professional Issues
COUN 848	Doctoral Counseling Practicum (may be taken now)
COUN 849	Doctoral Internship (i.e., g491, 676, 696, practicum/internship labs, may include 697L)
COUN 849L	Doctoral Counseling Lab

\*final program of study

\*dissertation proposal presentation in 800

\*work on specialization/core areas

**SECOND YEAR SPRING SEMESTER**

COUN 712	Advanced Psychological Testing and Assessment
COUN 724	Advanced Diversity Issues
COUN 848	Doctoral Counseling Practicum (may be taken now)
COUN 849	Doctoral Internship (i.e., 669 and practicum/internship labs)
COUN 849L	Doctoral Counseling Lab

\*final program of study

\*work on specialization/core areas

\*dissertation committee meeting

\*comprehensive examination (early February)

COUN 712 and COUN 724 offered alternating years

**THIRD YEAR FALL SEMESTER**

COUN 710	Practicum in College Teaching (Prereq: COUN 705)
COUN 800	Research and Professional Issues
COUN 848	Doctoral Counseling Practicum (may be taken now)
COUN 849	Doctoral Internship (i.e., g491, 696, 669, and practicum/internship labs)
COUN 849L	Doctoral Counseling Lab
COUN 850	Dissertation

COUN Electives

\*dissertation work

\*work on specialization/core areas

**THIRD YEAR SPRING SEMESTER**

COUN 800	Research and Professional Issues
COUN 849	Doctoral Internship (i.e., 669 and practicum/internship labs)
COUN 849L	Doctoral Counseling Lab
COUN 850	Dissertation

\*finish dissertation

\*attend faculty meetings

\*complete specialization/core areas

\*dissertation defense

Curriculum Effective August 2006



## GENERAL PROGRAM REQUIREMENTS

Transcript Review: Doctoral students who have earned their master's degree from a Council for Accreditation of Counseling and Related Educational Programs (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 a faculty committee to determine knowledge base deficiencies. A remediation plan of study will be developed and approved by the faculty as necessary. This review will take place prior to the beginning of the first semester. The transcript review will verify content of the following courses in one of the four (4) specialized areas.

### Marital, Couple, and Family Counseling

COUN 660	Theories of Family Counseling	3 cr.
COUN 661	Issues in Family Counseling	3 cr.
COUN 662	Theories of Couple Counseling	2 cr.
COUN 663	Parent Education	2 cr.
COUN 664	Family Assessment	2 cr.
COUN 665	Advanced Family Systems Theory	2 cr.
COUN 669	Family Practicum: Marital, Couple, & Family Counseling	3 cr.
COUN 694	Psychodiagnosis and Psychotropic Drugs	3 cr.
COUN 697/697L	Practicum in Counseling	
COUN 699/699L	Internship in Counseling	

\*sufficient fieldwork in appropriate setting

### Mental Health Counseling

COUN 690	Mental Health Counseling Foundations	2 cr.
COUN 691	Issues in Mental Health Counseling	2 cr.
COUN 692	Wellness and Prevention	1 cr.
COUN 694	Psychodiagnosis and Psychotropic Drugs	3 cr.
COUN 697/697L	Practicum in Counseling	
COUN 699/699L	Internship in Counseling	

\*sufficient fieldwork in appropriate setting

### School Counseling

COUN 640	School Counseling Services	3 cr.
COUN 641	Elementary School Counseling	1 cr.
COUN 642	Secondary School Counseling	1 cr.
COUN 644	Special Issues in School Counseling	1 cr.
COUN 697/697L	Practicum in Counseling	
COUN 699/699L	Internship in Counseling	

\*sufficient fieldwork in appropriate setting

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Student Affairs Counseling

COUN 680	Foundations of Student Affairs Practice	3 cr.
COUN 683	Administration of Student Affairs Practice	3 cr.
COUN 697/697L	Practicum in Counseling	
COUN 699/699L	Internship in Counseling	

\*sufficient fieldwork in appropriate setting

**CACREP CORE AREAS**

Each doctoral student must satisfy the CACREP <http://www.cacrep.org> or [cacrep@aol.com](mailto:cacrep@aol.com) requirements in the core areas. Each student will demonstrate expertise in Helping Relationships, Professional Orientation, and at least one other core area. A plan to attain this expertise will be negotiated between the student, the major advisor, and other appropriate faculty members. Examples of plans are included in Appendix D.

The requirements for Helping Relationships and Professional Orientation are listed on the following page. The other core areas selected by the student for advanced study require competence in the following standards:

1. Practice
2. Supervision
3. Teaching
4. Knowledge

The major advisor and/or other faculty members direct the student's study to achieve competence in the four standards in the selected core area. The student is responsible to develop a portfolio demonstrating competence in the additional core area.

The eight core areas are:

1. Human Growth and Development
2. Social and Cultural Foundations
3. Helping Relationships
4. Groups
5. Career and Lifestyle Development
6. Assessment
7. Research and Evaluation
8. Professional Orientation

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Helping Relationship Requirements (Required):

Practice: Consult with master's students who are developing their counseling theory for COUN 627, Conceptualizing Counseling Theory or COUN 628, Applications of Counseling Theory, and COUN 699L, and Internship Lab.

Advise master's degree students for their program development (i.e., course selection, major, field sites).

Teaching: Co-facilitate discussions in COUN 696, Prepracticum Counseling Techniques, (at least two times).

Lecture on a specific theory in:

COUN 627, Conceptualizing Counseling Theory; or  
COUN 628, Applications of Counseling Theory

Supervision: Supervise at least two students one-to-one on a regularly scheduled basis in COUN 696, Prepracticum Counseling Techniques.

Supervise students one-on-one for both skill and theory development in COUN 699, Internship in Counseling.

Assist students in developing both counseling techniques and counseling theory in COUN 699L supervision.

Knowledge: Review five "techniques of counseling" texts and five "theories of counseling" texts, compare and contrast their strengths and weaknesses.

Professional Orientation Requirements (Required):

Practice: Belong to and serve on a committee and/or interest network in ACES and related professional organizations and maintain appropriate licenses and certificates.

Active involvement in Phi Omichron Chi (Department of Counseling chapter of Chi Sigma Iota).

Supervision: Be available to supervise master's students preparing for the counseling licensing exam or NCE.

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Teaching: Help co-facilitate discussions in COUN 621, Professional Orientation and Ethics and lead selected sessions of COUN 800, Research and Professional Issues.

Knowledge: Develop an annotated bibliography of books and articles related to professional issues in counseling.

Other Core Area (Required):

Portfolio including Practice, Supervision, Teaching, and Knowledge.

### **CACREP MAJOR SPECIALIZATION AREAS**

Each doctoral student must complete a specialization in at least one of the CACREP majors. Upon completion of the major specialization, the Program Requirements Verification form must be signed by the student's major advisor (see Appendix F).

Each major specialization requires competence in the following:

1. Practice
2. Supervision
3. Teaching
4. Knowledge

The major advisor and/or other faculty members direct the student's study to achieve this competence. The student will develop a portfolio demonstrating competence in the major specialization area.

School Counseling Requirement:

Practice: Provide or have provided school counseling services for a minimum of 1000 clock hours. Three hundred fifty of these clock hours must be in a school. The remaining 400 of those hours must be providing services to children and/or families.

Teaching: Co-facilitate COUN 640, School Counseling Services; COUN 641, Elementary School Counseling; COUN 642, Secondary School Counseling; and COUN 644, Special Issues in School Counseling.



Supervision: Provide supervision of counseling to students in the school counseling major. This includes supervision for individual, group and field placement visits.

Consult with practicing school counselors.

Knowledge: Develop an annotated bibliography of texts appropriate for school counseling classes.

Develop an annotated bibliography of readings, classical and current, in the area of school counseling.

Student Affairs Counseling Requirement:

Practice: Complete 1000 clock hours in student affairs/college counseling services.

Teaching: Co-facilitate COUN 680, Foundations of Student Affairs Practice and COUN 683, Administration of Student Affairs Practice.

Supervision: Provide supervision to master's counseling students in the student affairs and college counseling major. This includes supervision for individual, group, and field placement visits.

Knowledge: Develop an annotated bibliography of classics in student affairs and an annotated bibliography of current readings in student affairs.

Marital, Couple & Family Counseling Requirements:

Practice: Complete 1000 hours of clinical training fulfilled at a facility/agency/private practice providing marital, couple, and family counseling.

**and**

Complete one supervised doctoral practicum at a facility/agency/private practice providing marital, couple, and family counseling (meeting standard department requirements).

Teaching: Teach ten (10) content sessions: three content sessions, COUN 660, Theories of Family Counseling; three content sessions, COUN 662, Theories of Couple Counseling; two content sessions, COUN 663, Parent Education and COUN 669, Family Practicum: Family and Couple Counseling. The student will choose additional sessions from Marital, Couple, and Family Counseling electives or propose alternatives.

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Supervision: Supervise a minimum of two semesters of COUN 669, Family Practicum: Family and Couple Counseling.

Knowledge: Submit an article to *The Family Journal* or appropriate couple, marriage and family journal.

**or**

Write an annotated literature review in either of the following the following content areas:

- a. Family/Couple Counseling, Counselor Education/Supervision
- b. Family and Couple Counseling

**or**

Specific content chosen by student and approved by relevant faculty.

#### Mental Health Counseling Requirements:

Practice: Complete 1000 hours of clinical training fulfilled at a facility/agency/practice specializing in community/mental health counseling.

**and**

Complete one supervised doctoral practicum at a facility/agency/practice specializing in community/mental health counseling (meeting standard department requirements).

Teaching: Co-teach COUN 690, Mental Health Counseling Foundations, COUN 691, Issues in Mental Health Counseling, COUN 692, Wellness and Prevention in Counseling, and COUN 694, Psychodiagnosis and Psychotropic Drugs (including contributions to syllabi development, lecture materials/presentations, and student grading as determined by relevant major area instructor).

Supervision: Supervise students enrolled in COUN 697, Practicum in Counseling, and a minimum of one section of COUN 699, Internship in Counseling, consisting of at least three master's-level students in mental health counseling.

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Knowledge: Complete a graduate-level course specializing in the history/foundations/current knowledge of mental health counseling OR complete an independent study course focused on the above areas (coordinated by the relevant major area instructor).

**and**

Join AMHCA <http://www.amhca.org>  
and IMHCA <http://www.idahomentalhealthcounselor.org/>

Write and submit at least one article to a peer-reviewed journal in the mental health field (*Journal of Mental Health Counseling*, *Journal of Counseling and Development*, etc.)

**or**

- a. Complete a “Trends in Mental Health Counseling” project which must include an annotated bibliography of all articles in the *Journal of Counseling and Development* and *Journal of Mental Health Counseling* over a 1-year period. Articles must be categorized into sections (“trends”) to be determined by relevant major area instructor.

**and**

- b. Develop a written comparison (strengths/limitations) of at least three textbooks usable for both COUN 690, Mental Health Counseling Foundations, COUN 691, Issues in Mental Health Counseling, and COUN 694, Psychodiagnosis and Psychotropic Drugs.

**and**

- c. Join AMHCA <http://www.amhca.org>  
and IMHCA <http://www.idahomentalhealthcounselor.org/>

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## COMPREHENSIVE EXAMINATION

The comprehensive examination is three days in length. It is usually taken in early February.

The focus of the doctoral comprehensive examination is on synthesis of core and major areas. Students are asked to respond to questions that are more integrative in nature so that multiple areas can be covered in one question. This encourages synthesis as well as greater depth of thought.

DAY	FOCUS OF QUESTIONS	TIME	AUTHOR OF QUESTIONS	NUMBER OF QUESTIONS	READ BY
One	CACREP Core Areas	6 hours	All Faculty	3 from a choice of 6	All Faculty
Two	Professional Issues (2 questions) <b>and</b> Teaching Specialty (1 question)	6 hours	All Faculty	3 from a choice of 6	All Faculty
Three	Committee Questions	6 hours	Department Committee Members	3 from a choice of 6	Department Committee Only

1. The first day of written examinations includes three questions on the eight CACREP core areas. The three questions integrate concepts from multiple core areas so that breadth and depth in responses is accomplished.

### A. Example of Integrative Core Questions:

1. Discuss the pedagogical similarities and/or differences in a skills-focused class (i.e., Prepracticum) vs. a conceptual-focused class (i.e., Individual/Family/Couple theory classes) in terms of how learning is facilitated and measured. Discuss in your answer the influence of your theory of instruction.
2. Discuss the ethical issues involved in leading a master's level small group experience "class" in which a diversity of cultural backgrounds are present.
3. Discuss how you would organize a career counseling practicum that utilizes only group work.

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2. The second day of written examinations includes three professional orientation questions and specialty questions. These questions are integrative in nature and encourage the doctoral student to address current professional issues in counselor education as well as issues specific to their major area.

A. Example of Professional Orientation Questions:

1. Multiculturalism has been identified as the fourth force in counseling. Discuss your perspective on the advantages and disadvantages of integrating multicultural issues into counselor education curriculum.

B. Example of Specialty Questions:

1. You have been trained in Bernard's Discrimination Model of Supervision. As a counselor, you are working from a theoretical framework. State your theoretical orientation as a marital, couple, and family counselor and discuss how this orientation impacts your supervision style.
  2. Discuss in detail the three multicultural issues you have encouraged in supervision of mental health counselors, what you have learned as a professional about and from this experience, and finally, how it has impacted your supervision.
3. The third day is reserved for specific questions generated by the committee. Each committee member will submit one question relevant to the work and interests of the student.
  4. There are two hours per questions.
  5. There is choice provided.
  6. If there are any responses that are below departmental expectations, the student is expected to orally defend their responses. This provides an opportunity for students to address any areas that may be insufficient in detail or synthesis. The oral defense also provides faculty an opportunity to ensure that the doctoral student has adequately responded to the questions on the written comprehensive examination. The student's department committee members will conduct the oral defense which will be chaired by the major advisor.

## DISSERTATION PROCEDURES

The dissertation required for the Doctor of Philosophy degree is viewed as a scholarly work and generally is the culmination of the degree program. There are several steps associated with the successful completion of the dissertation. These steps are sequential and if followed will insure all requirements are met.

### Before Beginning the Dissertation

1. Obtain and read the current version of the booklet entitled, "Instructions for Preparing Theses, Dissertations, DA Papers, and Professional Projects. This document is not online but may be obtained from the Graduate School. This important document includes the requirements for cover pages, binding, copyright laws, and other valuable information.
2. Acquire the *American Psychological Association Publication Manual*, 6th edition (or latest edition). This is the style to which the Department of Counseling subscribes and thus the style in which the dissertation will be written.

### Beginning the Dissertation

3. In close cooperation with the major advisor, select the dissertation topic.
4. In collaboration with the major advisor, prepare the dissertation proposal for presentation in COUN 800, Research and Professional Issues.
5. After presentation in COUN 800, Research and Professional Issues, the dissertation proposal is further refined by the three Department of Counseling graduate committee members. When the proposal has been approved by these three graduate committee members, a full committee meeting may be scheduled by the student. This occurs only if the Final Program of Study has been approved. After the student determines the date and time that the full committee can meet, the student should notify the Department of Counseling secretary who will send a letter officially establishing the prospectus meeting. This dissertation prospectus meeting may occur **seven (7) working** days after the proposal is received by all the graduate committee members.
6. At the prospectus meeting it is necessary to clarify with each committee member how they would like to be involved with the remainder of the document. Some may like to see it chapter by chapter, others when it is complete. No research data may be collected until Human Subjects Committee approval has been received (if required). Complete the Human Subjects Committee Application paperwork. Forms required by Human Subjects Committee [http://www.isu.edu/research/hsc\\_forms.shtml](http://www.isu.edu/research/hsc_forms.shtml) may be submitted after this approval.



7. No research data may be collected until Human Subjects Committee approval has been received (if required). No research data can be collected until the full graduate committee approves the dissertation proposal.
8. Only after approval by graduate committee members and the ISU Human Subjects Committee (if applicable), data may be collected.
9. When the doctoral student and the major advisor (as well as those of the committee who elected to see the document on a regular basis) agree that the dissertation is ready, the Program Requirement Verification form is completed (Appendix F) and the Dissertation Defense is scheduled. The Dissertation Defense may be scheduled ten (10) working days from the time the last committee member receives the complete dissertation.
10. At the Dissertation Defense the complete dissertation, including the signature pages, and all the requirements set forth in the "Instructions for Preparing Theses, Dissertations, DA Papers, and Professional Projects," will be presented. Note that the major advisor does not sign the signature sheet until all final changes detailed at the Dissertation Defense are complete.  
[http://www.isu.edu/graduate/pdf/Thesis\\_Dissertation\\_Instructions.pdf](http://www.isu.edu/graduate/pdf/Thesis_Dissertation_Instructions.pdf)
11. Following the guidelines set forth in the "Instructions for Preparing Theses, Dissertations, DA Papers, and Professional Projects," the doctoral student completes the appropriate paper work and mails the document to the bindery.
12. The Graduate School sets forth certain fees and deadlines for the completion of all graduation requirements. These deadlines are usually several weeks prior to the actual graduation date. The doctoral student is responsible for meeting these dates.

## DOCTORAL CLINICAL EXPERIENCES

### COUN 848, Doctoral Practicum

All doctoral students must complete at least one doctoral practicum. Doctoral student(s) will be assigned to complete this practicum at the ISU Counseling and Testing Center or an alternate setting if there is a compelling reason for another placement. This alternate setting will be negotiated with the major advisor. Each practicum will consist of a minimum of 150 clock hours of counseling (individual and group, or marital, couple, and family) with individual/triadic supervision. (See Appendix D)

### COUN 849, Doctoral Internship

The doctoral internship experience at ISU is designed to develop highly effective educators, supervisors, and doctoral level counselors. The internship demands involvement in the following activities such as:

- Prepracticum skill building course and supervision (COUN 696, 697/697L, 699/699L)
- Leading the group experience (COUN 676)
- Assisting faculty in teaching master's level courses
- Working with faculty on consulting opportunities and community service projects
- Individual supervision of master's level graduate students
- Involvement in Phi Omicron Chi
- Involvement in ACES, RMACES, ACA and other appropriate professional associations
- Learning CACREP accreditation requirements
- Establishing regular office hours (5 hours per week each semester) for supervision, tutoring, and advisement of master's level students.

Other activities may also be possible required as part of the doctoral internship such as:

- Developing new elective courses
- Writing grants
- Developing workshops
- Field supervisor training
- Field practicum/internship visits
- Professional publications

### COUN 849L, Doctoral Counseling Lab

All doctoral students in practicum or supervising students in internship, family practicum, or associated lab sections will attend Doctoral Counseling Lab (see Appendix D).



## **DEVELOPMENTAL MODEL OF DOCTORAL PRACTICUM AND INTERNSHIP EXPERIENCE**

The doctoral practicum and internship are developmental in nature in that the doctoral student begins at a relatively knowledgeable level but ends at an advanced level of knowledge concerning counselor education, counseling, and supervision.

### COUN 848, Doctoral Counseling Practicum

#### Student Responsibilities:

1. Obtain necessary signatures for Affiliation Agreement with Attachment A (Confidentiality Understanding). Note: Student's signature on Confidentiality Understanding must be witnessed by faculty advisor.
2. Obtain signatures on Doctoral Practicum Field Placement Approval Form (Appendix D).
2. Consistently demonstrate appropriate use of counseling skills and client theme(s).
3. Develop advanced knowledge and skills to appropriately deal with issues specific to the setting.
4. Conduct on-site staffings and group supervision.
5. Develop strategies to remedy personal limitations, personalization issues, and skill utilization.
6. Consistently attend individual/triadic supervision sessions.

#### Faculty Responsibilities:

1. Determine that the Affiliation Agreement with Attachment A (Confidentiality Understanding) is complete and in the Department file.
2. Determine that the Doctoral Practicum Field Placement Approval Form is complete.
3. Provide supervision to assist the student in meeting his/her responsibilities of COUN 848.
4. Provide weekly individual/triadic supervision utilizing recordings of counseling or supervision sessions (1 hr/wk).
5. Maintain communication with the field supervisor.



Field Supervisor Responsibilities:

1. Determine that the Affiliation Agreement is in-place.
2. Teach the necessary duties associated with the field placement.
3. Provide individual, group, couple, and family clients.
4. Provide supervision opportunities.
5. Provide staffing opportunities.
6. Maintain communication with the faculty supervisor.

COUN 849, Doctoral InternshipStudent Responsibilities:

In addition to the activities listed on the previous pages, student responsibilities include:

1. Providing service to the Department of Counseling fulfilling requirements of the doctoral program.
2. Assisting master's level students to achieve success in the Department of Counseling.
3. Providing support to faculty and the Department of Counseling.

Faculty Responsibilities:

1. Provide opportunities to teach in master's level classes.
2. Provide opportunities for supervision experiences.
3. Provide opportunities to do collaborative research.
4. Provide consulting opportunities.
5. Provide other appropriate activities that facilitate training as counselor educators and/or doctoral level counselors.
6. Provide supervision to assist the student in meeting his/her responsibilities for COUN 849.



## DOCTORAL ASSISTANTSHIP AND INTERNSHIP HOURS

When you accepted the doctoral level graduate teaching assistantship, you agreed to work 20 hours per week for the Department of Counseling. Duties include, but are not limited to, such things as library work for individual faculty, organizing conferences associated with professional organizations affiliated with faculty, and other work as may be assigned by the Department. These hours include the less than tantalizing jobs such as answering phones, proctoring examinations, and other somewhat mundane activities such as literature reviews for faculty.

Internship hours equal 50 hours per credit. One credit is thus a 50 hour commitment. Much of the supervision you perform after your first year is a major portion of these hours. Other areas include, but are not limited to, conducting research, publishing with faculty, and preparing for presentations at the state, regional and national levels. These activities are usually viewed as preparing you to be Counselor Educators.

As you can see these areas can become blurred. Volunteering to help faculty on various projects they are working on is an important issue. You can also see that these two elements equate to a full-time job when your own course work is added.

The Department recognizes that even the most frugal person would be hard pressed to support themselves on the doctoral level graduate teaching assistantship stipend alone. We do require, however, that your studies, internship, and assistantship activities come first and that your other employment commitments come second. Thus, on those difficult days, (i.e., interviewing prospective students), these commitments are paramount and must take precedence to outside employment.

The Graduate School must approve all employment. Submit a letter, the first week of each semester, detailing your schedule for additional employment.

### COUN 849L, Doctoral Counseling Lab

#### Student Responsibilities:

1. Consistently demonstrate effective counseling, supervision, and teaching skills.
2. Develop and demonstrate a consistent model of counseling, supervision, and teaching.
3. Present recordings of counseling, supervision, and/or teaching for review in class.
4. Participate in group discussions and give feedback to peers regarding their counseling, supervision, and teaching skills.



5. Provide quality supervision and teaching to master's' program students.
6. Meet with major advisor at least one hour per month for supervision.

Faculty Responsibilities:

1. Provide supervision to assist the student in meeting his/her responsibilities in COUN 849L.
2. Provide weekly group supervision utilizing recordings of students' counseling, supervision, or teaching sessions.
3. Provide feedback to student regarding his/her progress in developing counseling, supervision, and teaching skills.
4. Provide feedback to student's major advisor regarding his/her progress in developing counseling, supervision, and teaching skills.

APPENDIX A

PROOF OF LIABILITY  
(MALPRACTICE)  
COVERAGE

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## APPENDIX B

# RULES FOR CLINIC ROOM USE FOR PRIVATE PRACTICE

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IDAHO STATE UNIVERSITY  
POCATELLO, IDAHO 83209-8120

RULES FOR CLINIC ROOM USE FOR PRIVATE PRACTICE

1. The primary purpose of the Department of Counseling Clinic rooms is for the training and development of students in the Counseling Department. Scheduled classroom activities take priority if there is ever an issue of scheduling rooms.
2. Any doctoral student who is using the room for private practice should sign up for the rooms after the department has scheduled all classes.
3. Should a faculty member or class need a room not previously scheduled notice will be given no less than two days in advance.
4. Private practice sessions will occur during regularly scheduled business hours. These hours vary by day and across semester given class schedules. If an evening class meets until 9:00 p.m., for example, private practice sessions could be scheduled up to the 8:00 p.m. hour.
5. The doctoral student conducting private practice will use their personal/private phone for communications with client. Department of Counseling support staff will not be involved in the scheduling or cancellations of any sessions.
6. Private Practice use of Department of Counseling clinic rooms is limited to 2nd and 3rd year doctoral students.
7. Doctoral students will communicate to their clients, in writing, that they are independently licensed and/or supervised by someone outside the Department of Counseling.
8. Doctoral students will be aware, and make their clients aware, that we cannot guarantee that the following will NOT occur: that someone could walk into an observation room due to accidental entry, noise related concern, or concern for person or equipment safety.
9. Any damages to clinic equipment (including chairs, lamps, windows, etc.) will be the responsibility of the doctoral student conducting private practice.
10. The signed form, completed by the doctoral student, will be filed in the student's file.

I have read and hereby agree to abide by the above rules for usage of Department of Counseling Clinic room(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Original signed form will be filed in student record.)

Effective 1/9/06



APPENDIX C

PROGRAM OF STUDY FORM

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IDAHO STATE UNIVERSITY--GRADUATE SCHOOL  
PROGRAM OF STUDY  
Kasiska College of Health Professions  
Department of Counseling

(Rev. 9/00)

**Ph.D. IN COUNSELOR EDUCATION AND COUNSELING**

Name:  
Address:

Student Number:  
Date of Admission to Graduate School:  
Date Final Program Submitted:

Dept./No.	Title	Crs.	Dept./No.	Title	Crs.
COUN 701	Advanced Statistics	2	<u>Electives</u>		
COUN 702	Adv Research & Exper Design	2	COUN 723	Adv Vocational Theory	3
COUN 703	Qualitative Research	2	COUN 758	Indep Prob:	—
COUN 704	Qualitative Methodology	2	COUN 775	Adv Practicum in Group Coun	3
COUN 705	Instruct Theory for Counselor Ed	3			
COUN 710	Practicum in College Teaching	2			
COUN 712	Adv Psych Testing & Assess	2			
COUN 724	Adv Diversity Issues	3			
COUN 727	Adv Theories of Counseling	3			
COUN 774	Advanced Group Procedures	3			
COUN 790	Theories of Coun Supervision	2			
COUN 791	Supervision of Coun Practicum	2			
COUN 800	Research & Professional Issues	—			
COUN 848	Doctoral Counseling Practicum	3			
COUN 849	Doctoral Internship	—			
COUN 850	Dissertation	—			

Specialization/Core Areas:  
Dissertation Title:

\_\_\_\_\_ Master's Degree: \_\_\_  
\_\_\_\_\_ Total 600 Level: \_\_\_  
\_\_\_\_\_ Total 700 Level: \_\_\_  
\_\_\_\_\_ Total 800 Level: \_\_\_  
**TOTAL CREDITS: 96**

STUDENT WORK COPY FOR FINAL PROGRAM OF STUDY.

\_\_\_\_\_  
(Student's Signature) (Date)

\_\_\_\_\_  
(Major Advisor's Signature) (Date)

\_\_\_\_\_  
(Committee Member's Signature) (Date)

\_\_\_\_\_  
(Department Appointee's Signature) (Date)

College Appointee: \_\_\_\_\_

Graduate Faculty Representative \_\_\_\_\_

PROPOSED GRADUATION DATE: \_\_\_\_\_

FACULTY MEETING APPROVAL: \_\_\_\_\_



APPENDIX D

DOCTORAL PRACTICUM  
FIELD PLACEMENT APPROVAL FORM

and

STUDENT EVALUATION  
BY  
FIELD SUPERVISOR

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DOCTORAL PRACTICUM FIELD PLACEMENT APPROVAL FORM

Date: \_\_\_\_\_

All doctoral students will have at least one practicum. Ordinarily this field experience will be performed in the ISU Counseling Center. There are circumstances, however, when another field placement will be more appropriate for the student. In these instances, there are several variables which must be met before an off-campus field placement will be approved. The criteria which field placement must meet are listed in this form. Generally there must be a doctoral level supervisor or a regular faculty member must agree to supervise one hour per week via recording or live supervision. There must also be a staffing session of at least one and one-half hour per week where cases are discussed or the student must attend the on-campus Doctoral Counseling Lab. Before registration is complete, the Doctoral Practicum Supervisor Form must be signed and placed in the student's file. Student will obtain the information to complete this form and return it to the Departmental Secretary prior to registration.

STUDENT: \_\_\_\_\_

FIELD PLACEMENT: \_\_\_\_\_

FIELD SUPERVISOR: \_\_\_\_\_

TITLE, CERTIFICATES, LICENSES: \_\_\_\_\_

CHECKLIST:

- 1. The field placement provides an appropriate private setting for counseling *with videotaping capabilities*.
- 2. The field placement provides a sufficient number of client contact hours to meet departmental requirements (150 clock hours, minimum 4.5 hours client contact per week).
- 3. The field placement provides the type of clients consistent with my training (e.g., experience, degree, major, certificates, license).
- 4a. The field supervisor holds a doctoral degree in counseling or closely related field and is licensed as an LCPC or acceptable to the department.
- OR**
- 4b. The field supervisor holds a master's degree and licensure in counseling. I will meet with Dr. \_\_\_\_\_ in the Department of Counseling for weekly supervision in addition to my field placement supervision.
- 5. I will enroll in and attend COUN 848L or COUN 849L, Doctoral Counseling Lab (1-1/2 hours weekly).
- 6. I have provided the field supervisor with a copy of the specific roles and responsibilities of field supervisors.

*I CERTIFY THAT THE ABOVE REQUIREMENTS ARE MET FOR THE ABOVE FIELD PLACEMENT:*

\_\_\_\_\_  
Student Signature (Date)

\_\_\_\_\_  
Faculty Advisor or Supervisor Signature (Date)

\_\_\_\_\_  
Field Supervisor Signature (Date)

(Original signed form will be filed in Department file).

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POCATELLO, IDAHO 83209-8120  
(208) 282-3156

FIELD SUPERVISOR EVALUATION OF DOCTORAL STUDENT

SEMESTER: \_\_\_\_\_  
STUDENT NAME: \_\_\_\_\_  
ISU SUPERVISOR: \_\_\_\_\_  
FIELD SUPERVISOR: \_\_\_\_\_  
FIELD SETTING: \_\_\_\_\_  
\_\_\_\_\_

The purpose of this form is to provide field supervisors with the opportunity to evaluate the student(s) you have been supervising this semester. This evaluation is particularly important to the Counselor Education program in order to receive written feedback about the student's competencies and to evaluate the student's preparedness for entering the counseling profession.

		(CHECK ONE)		
		<u>Yes</u>	<u>No</u>	<u>Not Sure</u>
a.	Student made appropriate efforts to become familiar with your setting.	_____	_____	_____
b.	Student demonstrated adequate knowledge of his/her role and function as a counselor in your setting.	_____	_____	_____
c.	Student developed appropriate working relationships with the staff.	_____	_____	_____
		<u>Consistently</u>	<u>Sometimes</u>	<u>Not Sure</u>
d.	Student demonstrated appropriate skills in working with clients.	_____	_____	_____
e.	Student was open to supervision and suggestions.	_____	_____	_____
f.	Student was punctual and appropriately attired.	_____	_____	_____
g.	Please list the student's strengths:	h. Please list areas that need strengthening:		
_____		_____		
_____		_____		
_____		_____		

Please rate the student's performance during his/her doctoral practicum. (Check One)

Exceeded the expectations for this setting.
  Sometimes met the expectations for this setting.  
 Consistently met the expectations for this setting.
  Rarely or never met the expectations for this setting.

YOUR COMMENTS ARE VERY IMPORTANT! Please provide any other information regarding the student's preparation and/or performance on the back of this form.

FIELD SUPERVISOR SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Please return this completed form to the Department of Counseling. This completed confidential form becomes part of the student's file. Students do not have access to information contained on this form.

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APPENDIX E

EXAMPLES OF  
CACREP CORE AREA PLANS

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## EXAMPLES OF CACREP CORE AREA PLAN

### GROUP

Practice	Co-lead 2 groups associated with COUN 676, Small Group Activity, in 2 consecutive years, attend COUN 774 supervision. Lead (solo) a group for at least 12 sessions in an off campus setting and receive individual supervision over the course of a semester (requires registration in COUN 775, Advanced Practicum in Group Counseling).
Teaching	Meet teaching requirements for COUN 774, Advanced Group Procedures. Teach 1 content session (1-1/2 to 3 class hours) in COUN 677, Group Counseling Techniques, during the first year and 2 different content sessions (3 to 6 class hours) during the second year of doctoral study.
Supervision	Supervise students in the skill development portion of COUN 677, Group Counseling Techniques, for 2 consecutive years. Supervise at least 5 practicum and/or internship students conducting groups over the course of a semester and consult weekly with the core faculty member.
Knowledge	Complete 1 of the following: <ul style="list-style-type: none"> <li>● Prepare an in-depth research paper of no less than 25 pages in a group content area. Topic requires the prior approval of the core area faculty member.</li> <li>● Write and submit an article to JSGW. Topic requires the prior of the core approval of the core area faculty member.</li> <li>● Conduct an annotated literature review in 3 group content areas.</li> </ul> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> <li>● Conduct a 1-page critique of 5 group counseling textbooks.</li> </ul>

\*Any plan will be negotiated between the student, major advisor and other appropriate faculty members.

### RESEARCH AND EVALUATION

Practice	Submit research to the College of Health Professions Research Day for two consecutive years. Submit at least one research article to a referred journal. Submit a research proposal for presentation to state, regional or national conference
Teaching	Co-facilitate COUN 611, Applied Statistics and Research, for two consecutive years. Co-facilitate COUN 702, Experimental Design, for at least one year. Co-facilitate in COUN 703, Qualitative Research, at least one year
Supervision	Provide consultation with students in COUN 611, Applied Statistics and Research, for their research projects for two consecutive years.
Knowledge	Develop an annotated bibliography of texts that would be appropriate for master's level research and statistics classes.

\*Any plan will be negotiated between the student, major advisor and other appropriate faculty members.



## EXAMPLES OF CACREP CORE AREA PLAN

### ASSESSMENT

Practice	Demonstrate the ability to administer, score, and interpret a selection of the major standardized tests in the areas of intelligence, personality and projections, and career and achievement
Teaching	Successfully co-teach COUN 612, Psychological Testing for Counselors, and teach selected areas in COUN 712, Advanced Psychological Testing for Counselors.
Supervision	Supervise career test interpretation in COUN 623, Lifestyle and Career Development.  Supervise role playing of interpretation of tests in COUN 712, Advanced Psychological Testing for Counselors.
Knowledge	Develop an annotated bibliography of readings to include classic texts, current texts, and texts specific to tests.

\*Any plan will be negotiated between the student, major advisor and other appropriate faculty members.

### CAREER

Practice	Complete a practicum (150 hours) at a career oriented field placement (i.e., Career Development Center, Center for New Directions, School of Applied Technology) or have 1 year of work experience in a similar setting. Supervised by the core faculty member.
Teaching	Co-facilitate COUN 623, Lifestyle and Career Development and COUN 723, Advanced Vocational Theory.
Supervision	Supervise students in COUN 697, Practicum in Counseling or COUN 699, Internship in Counseling, who are placed in a career oriented setting (i.e., Career Development Center, Center for New Directions, or School of Applied Technology).
Knowledge	Review five texts for possible adoption for a career course such as COUN 623, Lifestyle and Career Development. Compare and contrast their strengths and weaknesses.  Review three texts for possible adoption for an advanced career theory course such as COUN 723, Advanced Vocational Theory. Compare and contrast their strengths and weaknesses.  Write a paper describing the career development needs of one identified population (i.e., middle school children, older adults).

\*Any plan will be negotiated between the student, major advisor and other appropriate faculty members.



APPENDIX F

PROGRAM REQUIREMENTS  
VERIFICATION FORM

**Idaho State**  
UNIVERSITY

DEPARTMENT OF COUNSELING - 208.282.3156 OR 800-477-4781  
Doctor of Philosophy (Ph.D.) Degree in Counselor Education and Counseling  
2009-2010 Program Handbook

DEPARTMENT OF COUNSELING  
IDAHO STATE UNIVERSITY  
POCATELLO, IDAHO 83209-8120

Ph.D. IN COUNSELOR EDUCATION AND COUNSELING  
PROGRAM REQUIREMENTS VERIFICATION FORM

NAME: \_\_\_\_\_ DATE \_\_\_\_\_

CACREP MAJOR SPECIALIZATION AREA

1. Title: \_\_\_\_\_
2. CACREP Major Specialization Area Requirements Completed

\_\_\_\_\_  
(Major Advisor Signature)

\_\_\_\_\_  
(Date)

CACREP CORE AREA

1. Title: \_\_\_\_\_
2. CACREP Core Area Requirements Completed

\_\_\_\_\_  
(Major Advisor Signature)

\_\_\_\_\_  
(Date)

DISSERTATION

1. Title: \_\_\_\_\_
2. COUN 800 Presentation: \_\_\_\_\_  
(Instructor Signature) (Date)
3. Full Committee Presentation: \_\_\_\_\_  
(Major Advisor Signature) (Date)
4. Schedule Dissertation Defense: \_\_\_\_\_  
(Major Advisor Signature) (Date)

(Dissertation Defense Scheduled for: \_\_\_\_\_)  
Date Time

*(Completed form will be filed in student record and must be submitted before oral defense scheduling.)*

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APPENDIX G

PROCEDURES AND CHECKLIST  
FOR LPC IN STATE OF IDAHO

**Idaho State**  
UNIVERSITY

DEPARTMENT OF COUNSELING - 208.282.3156 OR 800-477-4781  
Doctor of Philosophy (Ph.D.) Degree in Counselor Education and Counseling  
2009-2010 Program Handbook

**Procedures and Checklist for becoming a  
Licensed Professional Counselor  
in the State of Idaho**

Prepared by Alisa Bishop Ellis, M.Coun. (May 2003 Graduate)

*Checklist for NBCC:*

- \_\_\_\_\_ NCE results
- \_\_\_\_\_ Supervisor Verification form
- \_\_\_\_\_ ISU Transcript with posted degree
- \_\_\_\_\_ \$15 Processing fee, either faxed with Credit Card # or check through the mail.  
(Call to verify current fee amount)
- \_\_\_\_\_ Written request for NBCC to send NCE scores to Idaho Licensing Board

*Checklist for State of Idaho Licensing Board, the Bureau of Occupational Licenses:*

- \_\_\_\_\_ Licensing Application with appropriate sections for the LPC License filled out, signed and notarized by applicant.
- \_\_\_\_\_ Supervisor & Clinical Experience Verification forms, signed and notarized by you and your supervisor, with supervisor signature across the envelope seal.
- \_\_\_\_\_ Two (2) \$75 checks, one for the application fee and the other for the license fee.  
(Call to verify current fee amount)
- \_\_\_\_\_ NCE Official Test Score report, direct from NBCC
- \_\_\_\_\_ Official ISU Transcript direct from ISU with posted Master's Degree

***Important Addresses and Contact Information***

National Board for Certified Counselors (NBCC)  
3 Terrace Way, Suite D  
Greensboro, NC 27403-3660  
P: (336) 547-0607 (8:30 a.m. - 5:00 p.m. eastern time, M-F)  
F: (336) 547-0017 (24 hours)  
email: [nbcc@nbcc.org](mailto:nbcc@nbcc.org)  
website: <http://www.nbcc.org>

State of Idaho Bureau of Occupational Licenses  
1109 Main Street, Suite 220  
Boise, ID 83702  
P: (208) 334-3233  
F: (208) 334-3945  
website: <http://www.ibol.idaho.gov>  
contact is Janice Wiedrick, Office Specialist  
email: [jwiedric@ibol.state.id.us](mailto:jwiedric@ibol.state.id.us)

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**DETAILS OF THE REQUIREMENTS FOR LICENSING**  
**National Board of Certified Counselors**  
**Requirements for Licensing**

**NCE results**

NBCC (National Board of Certified Counselors) administers the licensure exam, the NCE (National Counselor Exam). Cheryle will get the application forms from NBCC and will distribute them to be filled out by students. Return the form with a check to Cheryle and she will send them all in together. The tests take about six weeks to grade and process by NBCC, so you will get your scores back after you have graduated. If you are planning on moving soon after graduation, and you know the address of the new place, report that one on your NBCC form so that you will get your test results as soon as possible.

**Supervisor Verification form**

When the NCE forms come for you to fill out, a Supervision Verification form will accompany the paperwork. This form needs to be filled out by your #1 faculty advisor near the end of the second year of the program. Forms must be in to NBCC before they will release your scores to the State of Idaho Bureau of Occupational Licenses in Boise. There is not a specific number of hours required on the verification form, and only one form is needed by NBCC, so your #1 can just fill out the form for the number of hours you have been in one-on-one supervision with him/her.

**ISU Transcript with posted degree**

A transcript with your degree posted is required to be sent to both NBCC and the State of Idaho Bureau of Occupational Licenses. You can request transcripts prior to when your degree is posted, but make sure you have it marked on your request that you don't want it sent until the degree is posted. If you request your transcript in person, by fax or by mail, there is no charge for it to be sent to an Idaho Licensing Board. There is still a \$5 charge to have it sent to NBCC. If you request your transcript online through **TranPay**, you have to pay for it with a credit card and you will be charged regardless of where you have it sent.

**Processing Fee** either faxed with Credit Card # or check through the mail. Call to verify

current fee amount. Processing Fee payments can be made either by fax or by mail. No payments are accepted over the phone or through email. NBCC does not accept photo-copies or faxed copies of checks, credit cards, or money orders. Faxed payments must include the amount being charged to the card, type of card (VISA, Master Card, or American Express), credit card number, expiration date, name of card-holder and card-holder signature. Payments and requests for scores made through the mail should be sent to NBCC, PO Box 651051, Charlotte, NC 28265-1051.

**Written request for NBCC to send NCE scores to Idaho Licensing Board**

Once NBCC has your exam results (which take about six weeks to process), your supervisor verification form, your transcript complete with posted Master's degree and your processing fee, they need a written request to be able to send out a copy of your scores to the Idaho Licensing



Board. You can fax or mail a request to them, complete with your name, NBCC ID # (found on your NCE Official Score Sheet), the address of where they should send the scores, the date you sat for the exam, and a processing payment per request.

**Note:** All of the payment and score verification request information was received from Gina Gowie, Administrative Assistant at NBCC. Further questions can be addressed to email address [nbcc@nbcc.org](mailto:nbcc@nbcc.org) however replies take up to a week and slow the process of getting requests sent to the licensing board.

### **State of Idaho Bureau of Occupational Licenses Requirements for Licensing**

\_\_\_\_\_ **Licensing Application** with appropriate sections for the LPC License filled out, signed and notarized by applicant.

The Bureau of Occupational Licenses has one Licensing Application for both the LPC as well as the LMFT. You only need to fill out the parts of the form that pertain to the LPC. You also need a picture of yourself to send with the application. It is supposed to be the size of a passport photo, which is 2"x2" if you want to use a digital camera photo rather than getting official passport photos taken. There is a section that asks you to place your course work into the eight CACREP areas. The LPC license doesn't require a certain number of hours per area, so as long as you have at least one course under each heading it isn't extremely important where you put all the classes, as long as they make sense under the section you put them in. The application needs to be notarized. Cheryle is a notary. You must sign the application in front of her for her to be able to notarize it for you.

\_\_\_\_\_ **Supervisor & Clinical Experience Verification forms**, signed and notarized by you and your supervisor, with supervisor signature across the envelope seal.

You must have all of your practicum and internship hours, as well as supervision for those hours recorded on the appropriate forms. These forms must be signed and notarized by the student and the supervisor. Remember that the supervisor must be an LPC, so if your field supervisor is not one then your faculty supervisor must sign off on those hours. If you are supervised by a doctoral student who is not licensed, the doctoral students' faculty advisor must sign off on your hours. These hours are to be sealed in an envelope by the supervisor and then signed by the supervisor across the seal. Supervisors can either mail these directly to the licensing board in Boise or you can collect them and send them all together. Remember, your Practicum has a ratio of 1 hour of supervision per 10 hours of client contact. Your Internship are at a ratio of 1:20.

\_\_\_\_\_ **Two (2) \$75** (call to verify fee amount) **checks**, one for the application fee and the other for the license fee. Call to verify amounts.

The licensing board needs two checks, each in the amount of \$75, before they will be able to process



your application. One is an application fee, and the other is a license fee.

\_\_\_\_\_ **NCE Official Test Score report direct from NBCC**

\_\_\_\_\_ **Official ISU Transcript** direct from ISU with posted Master's Degree

**Note:** Given above is the name and contact information to the Office Specialist at the Bureau of Occupational Licenses, Janice Wiedrick. Emails sent to the licensing board will most likely be answered by Janice. She replies to emails promptly, has access to your file, and is very easy to work with through this process. It is recommended, by several people that have gone before, that you check with Janice throughout the process to make sure that all of your information is getting to the office and into your file. Janice will send out a letter a little before the board meets to tell you what information you still need in your file, but it may help alleviate some stress to be in contact with her and have a little more time to correct errors or complete missing information. Janice requests all information be in your file five days prior to when the board meets. The meeting date is different every year. Check the webpage to find out the date closest to your graduation date, and if there isn't one that Summer, contact Janice to find out when the board has scheduled a special time to meet. Once the board has met, licenses will be issued and sent out within two weeks.

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# APPENDIX H

## SAMPLE AFFILIATION AGREEMENT

**Idaho State**  
UNIVERSITY

DEPARTMENT OF COUNSELING - 208.282.3156 OR 800-477-4781  
Doctor of Philosophy (Ph.D.) Degree in Counselor Education and Counseling  
2009-2010 Program Handbook

## AFFILIATION AGREEMENT

This Agreement between IDAHO STATE UNIVERSITY, DEPARTMENT OF COUNSELING, (the "*Program*") and **FIELD(7)** located in **FIELD(9)** (the "*Facility*") (each individually, a "*Party*," and collectively, the "*Parties*") takes effect on **FIELD(11)** ("*Effective Date*").

# SAMPLE

### Background

- Program is a higher education institution having enrolled students (whether singular or plural, "*Student*") who have need for clinical education experiences (whether singular or plural, "*Experience*").
- The Parties desire each Program-selected Student to obtain clinical education experiences at the Facility.

### Agreement

#### I. Mutual Responsibilities and Coordination.

- A. Exchange and Review. Each Party retains a privilege to exchange visits and review materials relevant to a Student's Experience.
- B. Nondiscrimination. Each Party must not discriminate on the basis of race, creed, sex, national origin, or disability unless that basis is a bona fide occupational criterion.
- C. Organization. The Parties must cause the ACCE (defined below) to cooperate with Facility's clinical coordinator (or other designee) in arranging each Experience's schedule, content, objectives and goals.

#### II. Program Responsibilities.

- A. Definitions.
  1. "*HIPAA*" means CFR parts 160 and 164.
  2. "*ACCE*" means Program's academic coordinator of clinical education

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- B. Duties. The Program must:
1. provide a statement to the Facility that describes the philosophy, goals, objectives, and schedule of:
    - a. the Program's curriculum generally; and
    - b. each Experience in particular;
  2. ensure that each Student appropriately is assigned to the Experience, including:
    - a. evaluating the Student's competence and knowledge before the Experience begins;
    - b. assessing Student's health before Experience begins; and
    - c. requiring the Student to carry appropriate professional liability insurance;
  3. ensure that the Student is knowledgeable concerning and has prepared for:
    - a. transportation needed to fulfill responsibilities at the Facility;
    - b. room and board concurrently with the Experience; and
    - c. scheduling arrival at and departure from the Facility;
  4. ensure that the Student has been made aware of each relevant Facility rule, regulation, policy, procedure and schedule that Facility has made known to the Program;
  5. ensure that the Student has been made aware of each Program requirement and regulation for clinical education, including professional practice standards;
  6. facilitate communication between the Parties, including:
    - a. appointing a member of Program's faculty to serve as ACCE;

- b. notifying the Facility in writing of the identity of the ACCE and any Program-designated Program director;
  - c. notifying the Facility annually of each then-current academic year's clinical education schedule;
  - d. notifying the Facility of each specific Student assignment no later than ten working days before the Student's arrival, subject to the arrangement set forth below in Sections IV.B and IV.C; and
  - e. describing to the Facility specific Student outcome objectives for the each assigned Student's Experience;
- 7. direct each Student to comply with Facility's policies and procedures governing any use or disclosure of individually identifiable health information under federal law, specifically including HIPAA; and
  - 8. ensure at Facility's request that each Student signs and delivers to Facility before the Experience begins a copy of a Confidentiality Understanding (attached and incorporated into this Agreement as ATTACHMENT A).

**III. Facility Responsibilities.** The Facility must:

- A. accept each Student whom Program has selected for an Experience period;
- B. provide any applicable annually updated information that is necessary to complete Program's Clinical Education Center Information form;
- C. notify the Program - no later than fifteen working days before a clinical assignment - of any change in Facility's ability to accept the Student;
- D. provide the Student a clinical schedule averaging forty hours per week;
- E. complete and return each Student evaluation according to the Program's guidelines and schedule;
- F. not subject the Student to any sexual harassment act; and



- G. inform and train the Student regarding Facility's HIPAA-related policies and practices.

#### IV. Student Experience Characteristics.

##### A. No Employment relationship to Either Party.

1. *In General.* Facility's rules and regulations apply to each Student who Program assigns to an Experience.
2. *Liability.* The Student generally is not considered an employee, agent, or representative of either Party for any purpose, including liability or Workers' Compensation, but instead a student:
  - a. at the Program engaged in the Experiences as a part of the Program's curriculum; and
  - b. in clinical practice.
3. *HIPAA.* The Student specifically is not and must not be considered to be Facility's employee. But the Student is considered to be a member of the Facility's workforce, when engaged in any Agreement activity:
  - a. solely for the purpose under HIPAA to define the Student's role in relation to using and disclosing Facility's protected health information; and
  - b. as that word is defined under 45 CFR 160.103.

B. **Short-Notice Assignment.** In an emergency circumstance, Program has a right to assign a Student to an Experience upon less than ten days' notice to Facility. The Facility reserves a right to accept or reject that assignment.

C. **Short-Notice Cancellation.** Program retains a right to cancel a Student's Experience assignment for academic or other good cause upon less than ten days' notice to Facility, with no duty to designate another Student as a replacement.

D. **Assignment Refusal.** Facility retains a right for good cause to refuse any clinical assignment upon less than fifteen working days' notice.

E. Withdrawal. Each Party is entitled at any time to withdraw the Student from the Facility after assignment for any of the following documented reasons that the Party must document:

1. the Student's unprofessional or unethical behavior;
2. the Facility's staff's unprofessional or unethical behavior that directly affects the Student's Experience;
3. the Student's failure to meet Program's prerequisite academic requirements; or
4. any good cause, including but not limited to, any medical emergency.

V. **Effective Duration.**

A Term. The Agreement's term begins on \_\_\_\_\_ (*Effective Date*) and is continuous with automatic renewals on the annual Effective Date.

B. Termination. Each Party has a right to terminate the Agreement upon no later than sixty days' written notice.

VI. **Liability.**

A. Program Commitment.

1. *Insurance.* Program at its own expense must provide adequate liability insurance coverage for its officers, employees, and agents. Program must ensure that its liability insurance has an occurrence-based form. Program at Facility's request must deliver a certificate of financial responsibility to Facility.
2. *Workers Compensation.* The Program must, at its own expense, obtain and maintain appropriate Workers' Compensation coverage for Program's employed personnel.

### 3. *Program Indemnity.*

- a. **Scope.** To the extent of the Idaho Tort Claims Act (I.C. § 6-901 et seq.) or any applicable insurance coverage, the Program will defend, indemnify, and hold harmless the Facility, its officers, governing board, employees, agents, and representatives from any and all claims for loss or damage to property or injury or death to persons, including costs, expenses, and reasonable attorney's fees, arising from any negligence or wrongful act or omission of the Program, its officers, employees, and agents.
- b. **Exclusion.** The Program is liable under the provisions of this paragraph A for the paragraph's obligations, costs, and expenses only to the extent that the above act or omission is caused:
  - (1) by the Program or any of its officers, employees, or agents; and
  - (2) not by the Facility or any of its officers, employees, agents, representatives, or volunteers.

### B. *Facility Commitment.*

1. **Insurance.** Facility at its own expense must provide adequate liability insurance coverage for its officers, employees, agents, representatives, and volunteers. Facility at Program's request must deliver a certificate of insurance to Program.
2. **Facility Indemnity.**
  - a. **Scope.** To the extent of Facility's preceding insurance coverage, the Facility will defend, indemnify, and hold harmless the Program, its officers, governing board, employees, and agents from any and all claims for loss or damage to property or injury or death to persons, including costs, expenses, and reasonable attorney's fees, arising from the negligent or wrongful acts or omissions of the Facility, its officers, employees, agents, representatives, or volunteers.
  - b. **Exclusion.** The Facility shall be liable under the provisions of this paragraph B for the paragraph's obligations, costs, and expenses only to the extent that such act or omission is caused:

(1) by the Facility or any of its officers, employees, agents, representatives, or volunteers; and

(2) not by the Program or any of its officers, employees, or agents.

C. Student Insurance.

1. *Facility Requirement.* Facility requires each Student to have Student's own health insurance and have malpractice insurance with professional and personal limits of liability of \$1,000,000 per occurrence and \$3,000,000 in general aggregate.
2. *Program Duty.* The Program must ensure that any professional liability insurance coverage for any Student assigned to the Facility has been obtained before Program has assigned the Student. The Program, at Facility's request, must deliver a copy of the insurance certificate to the Facility.

VII. **FERPA.** "*FERPA*" means the Family Educational Rights and Privacy Act. The Parties recognize that they are bound to comply with FERPA in their handling of education records of any Student that may be enrolled in any Program related to this Agreement.

A. Access Need. The Parties understand and recognize that each Party's employees and agents need access to educational records that the other Party maintains in properly administering any duties and obligations to Student.

B. Duty to Orient. Each Party thoroughly must orient its employees and agents of its obligations under FERPA and strictly maintain its practices according to that act's requirements.

C. Disclosure. "*Outsider*" means any person or entity not a Party to this Agreement.

1. *To Third Party.* Before authorizing any further disclosure of Student's educational records to any Outsider, a Party must:
  - a. receive the other Party's permission; and
  - b. obtain assurances that the Outsider fully has complied with FERPA.
2. *Redisclosure.* A Party has authority to redisclose Student's educational records to the Outsider only if the Outsider does no further disclosure.

D. **Indemnity.** To the extent of the law, each Party will save, indemnify, and hold harmless the other Party and their officers, employees, and agents from any liability, damages, claims, actions, causes of actions, demands, judgments, or awards of whatsoever kind or nature, arising out of any failure by the indemnifying Party or its officers, employees, or agents to abide by the Family Education Rights and Privacy Act or its implementing regulations.

VIII. **Amendment.** Any change to this arrangement requires written amendment that each Party must sign.

IX. **Notices.** Each Party must send any notice under this agreement in writing either hand-delivered or mailed by certified mail to the addresses set forth below.

Program Notification Address:

Facility Notification Address:

Idaho State University  
General Counsel  
921 S. 8<sup>th</sup> Ave, Stop 8410  
Pocatello ID 83209-8410

FIELD(2)

FIELD(3)

FIELD(4)

X. **Binding Authority.** Each Party has authorized an undersigned individual to sign this Agreement on behalf of that Party.

SAMPLE

Signed:

IDAHO STATE UNIVERSITY

FIELD(7)

\_\_\_\_\_  
Gary O. Olson, Ph.D.

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Provost/Vice President for Academic Affairs

\_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

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## ATTACHMENT A

### Confidentiality Understanding

By signing and dating this Confidentiality Understanding, the undersigned Student indicates an understanding of, and agrees to be bound by, a certain Affiliation Agreement between \_\_\_\_\_ (“*Facility*”), and Idaho State University, Department of Counseling (“*Program*”).

As a material part of any consideration that Student provides to Facility in exchange for Facility allowing the Student’s clinical education at Facility, Student confirms that any patient information acquired during the clinical education is confidential, and Student at all times must maintain the confidentiality of and not disclose this information, whether during the clinical education or after it has ended.

Student further must abide by the applicable rules and policies of both Facility and Program while at Facility. Student understands that, in addition to other available remedies, Facility immediately may remove the Student and terminate the Student’s clinical education if Facility considers the Student to endanger any patient, breach patient confidentiality, disrupt Facility’s operation, or not to comply with any request by Facility including its supervisory staff.

**I have read and understand the Affiliation Agreement, and I agree to abide by this Confidentiality Understanding.**

SAMPLE

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Student’s Signature

Date

---

Student’s Name (Print)

---

Program Witness (Signature)

Date

ISU Department of Counseling Faculty/Major Advisor/Practicum-Internship Supervisor

---

Program Witness Name and Title (Print)

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