DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE
COUNSELOR EDUCATION AND COUNSELING
STUDENT HANDBOOK
2019-2020

Procedures, Program Policies, and Clinical Experiences

For those individuals searching for counseling 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

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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 (register with Board as Registered Supervisor if possible)

First Year - Spring Semester
- Register for Coursework - See Program Planning Sheet
- Choose Committee Chair
- In Consultation with Committee Chair, Choose Additional 4 Committee Members
- Submit Letter to Department Chair Listing Committee Members
- Decide on Specialization Areas - Work Toward Completion
- Begin work on Program of Study Work Copy for Faculty Meeting Approval

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 8800
- Must submit Final Program of Study Work Copy for Faculty Meeting Approval if not yet done so.

Second Year - Spring Semester
- Register for Coursework - See Program Planning Sheet
- Work on Specialization Areas
- Take Comprehensive Written Exam (early February)
- Schedule Dissertation Prospectus Meeting (or following Fall Semester)
- Notify Department Administrative Assistant of Proposed Date/Time; Department will send Official Notification
- Obtain Human Subjects Approval
- Must submit Final Program of Study Work Copy for Faculty Meeting Approval if not yet done so.

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 Administrative Assistant 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 Committee Chair and Committee
- Notify Department Administrative Assistant of Proposed Date/Time who will send Official Notification
- Submit Signed Program Requirements Verification Form to Department Administrative Assistant

Post Defense
- Submit Human Subjects Committee Report
- Submit Article on Dissertation for Publication
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 2019-2020 Program Handbook https://cms.isu.edu/terminalfour/SiteManager?ctfn=download&fnno=60&ceid=4a477790196ca29186a5b8ea378c388f655f5984. I will review these materials carefully; and if I have questions concerning these materials, I will ask for clarification in COUN 8800, Research and Professional Issues, or from the Department Chairperson or a faculty member. Signing this document indicates that I agree to abide by the policies and procedures described within the Handbook.

I have downloaded a copy of the Doctor of Philosophy (Ph.D.) 2019-2020 Program Handbook and understand that I am responsible for the information contained.

Signature _________________________    Date _________________________

(Original signed form will be filed in student record.)
DEPARTMENT OF COUNSELING
IDAHO STATE UNIVERSITY
POCATELLO, IDAHO 83209-8120

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

DEPARTMENT OF COUNSELING MISSION STATEMENT

The principal 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; Marriage, Couple, and Family Counselors; and Clinical 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 additionally prepare doctoral level counselor educators and supervisors to work primarily in institutions of higher learning as faculty in counselor education programs.

We believe it is also our mission to:

- instill a strong sense of professional identity as counselor educators, supervisors, and researchers,
- help students gain an understanding of the rich knowledge base in counselor education,
- facilitate expertise in the skills of counseling,
- aid students to become certified school counselors and/or licensed as professional counselors,
- aid students/graduates in their initial job placement,
- teach and perform research applicable to the practice of counselor education, supervision and counseling,
- 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 Division of Health Sciences, College of Health Professions, which is to represent the mental health perspective within the Division and to consult with Division faculty and departments encouraging a holistic perspective for health care services.
DOCTOR OF PHILOSOPHY (Ph.D.)
PROGRAM GOALS AND OBJECTIVES

The Ph.D. in Counselor Education and Counseling is designed to prepare graduates 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, supervision, and research 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 via individual/triadic, and group supervision across all counseling specialties (i.e., CMHC, MCFC, SA, SC).

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 field of counselor education and profession of counseling.

7. Knowledgeable of ethical issues and practices in the field of counselor education and profession of counseling.

8. Experienced in developing and conducting qualitative and quantitative research.

9. Experienced in writing for professional publication.

10. Experienced in the advisement and mentorship of master’s level counseling students.

11. Knowledgeable and skilled in providing advanced clinical counseling skills.

12. Knowledgeable of the sociological manifestations of cultural diversity.
COUNSELOR EDUCATOR & SUPERVISOR SELF AWARENESS

Idaho State University’s Department of Counseling strongly believes in the role and value of the personhood of the counselor educator and supervisor as a necessary component of the educational, supervisory and counseling process. Counselor education and supervision requires the use of self as an instrument be fully integrated into the educational and supervisory process and relationship. As such, the personal qualities, characteristics, experiences, and reactions of counselors are as critical to becoming a counselor as they are to becoming a counselor educator and supervisor along with the knowledge and skills related to functioning as a counselor educator and supervisor.

The emphasis on personal development is a vital and fundamental aspect of the counseling program. The faculty is committed to creating an atmosphere of safety. However, it is important to recognize that an atmosphere of safety is not synonymous with an atmosphere of comfort. Across your program, you will be asked to take necessary emotional risks and actively engage in intra and interpersonal growth and self-reflection. This is considered essential for two reasons. First, the personhood of the counselor educator and supervisor is as important to your professional development as the knowledge and skill dimensions of the counseling profession. Second, counselor education and supervision is based on the process of self-growth and exploration on the part of students and engaging in our own self-awareness and personal development is essential to encouraging such a process with others.

As faculty endorse the value of the counselor educator and supervisor’s personhood in the educational and supervisory process, feedback will be related to you as a counselor educator and supervisor. Active involvement in self-awareness and personal growth is an integral and necessary component of the counseling program. Students must be open to receiving feedback that includes the realm of their personhood and to engaging in self-exploration to successfully complete the program.
CORE DISPOSITIONS FOR COUNSELORS

The Department of Counseling faculty has a strong belief and value for foundational tendencies, or core dispositions, that are viewed as transcendent to counselor role, context, or counseling population. The following core dispositions provide a framework for student educational experiences and evaluation throughout one’s time in the program.

(CISU DOC Faculty, 2019)

**Cultural Humility**

Accepting how one’s own cultural identities and experiences affect their perspectives and awareness in understanding the cultural identities and experiences of others

As evidenced by:

Interpersonal dimensions:
- adopts an “other-oriented” stance that includes openness, respect, consideration, humility, and interest regarding the client’s cultural identities and experiences.
- adopts an “other-oriented” stance on an ongoing basis with clients, communities, society, and peers.

Intrapersonal dimensions:
- examines one’s own cultural background and social environment and how that background and environment has shaped, and shapes, their experience and perspective.
- exhibits awareness of one’s own values and beliefs that come from a combination of cultures in order to increase understanding of others.
Power and Positionality:
- identifies how power and privilege are present within one’s cultural identities, and how those positions impact others’ experience in personal and professional relationships.
- develops skills and action to address power imbalances at individual, community, and societal levels.

**Mindfulness**
Active, open attention on the present; observing one’s thoughts and feelings without judgment; Living in the moment and awakening to experience:

*As evidenced by:
- here-and-now awareness of thoughts and feelings in interactions with self and others in a variety of settings (class, supervision sessions, counseling sessions)
- here-and-now awareness of intentions and motivation actions within relationships (with self and others)

**Engagement**
Emotional involvement and commitment to one’s own and other’s (peers, colleagues, etc.) personal and professional development

*As evidenced by:
- demonstrating actions toward one’s own personal development (wellness plan, personal counseling)
- professional development activities (conference attendance, professional association membership, involvement in professional service and advocacy)

**Reflexivity**
An awareness and exploration of one’s own belief systems, values, and needs, and their impact on relationships with self and others (peers, supervisors, faculty, clients, friends/family)

*As evidenced by:
- confronting and challenging assumptions that are potentially harmful to self and/or others
- demonstrating appropriate personal and professional boundary management
- the ability to integrate to feedback

**Curiosity**
Eagerness to know, discover and generate; Interest leading to inquiry

*As evidenced by:
- active participation in classroom learning
- enactment of a practitioner-scholar identity via community, conference, and scholarly pursuits

**Integrity**
Consistent commitment to professional ethics and values of the counseling profession, holding steadfastly true to one’s commitments as a counselor in training and developing professional counselor
PROFESSIONAL-PERSONAL DEVELOPMENT PLANS

Professional Development Plan

The purpose of the Professional/Personal development plan is to facilitate a strong identity as a professional counselor and to demonstrate commitment to upholding a standard of professional competence and ethical practice.

Professional development is considered a lifelong process. Attention to ongoing development allows a professional counselor to continue advancing in knowledge, skills, and personal wellness. This process will ensure that the individual continues demonstrating excellence through an ever-evolving profession.

While operating from a practitioner-scientist framework, emerging counseling professionals will include the Core Dispositions, multiculturalism, social justice, and professional advocacy into their plan.

The student’s plan components may include, but are not limited to, the following:

1. Professionally Appropriate Credentialing
   a. Certificates, licenses, endorsements sought

2. Professional Association Involvement
   a. Memberships
   b. Service
      i. Committees
      ii. Offices Held
      iii. Volunteer Positions

3. Continuing Education
   a. Workshops and Conferences
   b. Consistent review of peer-reviewed professional journals

4. Scholarship
   a. Presentations at conferences or other professional events
   b. Conduct research
   c. Submit manuscript for publication

5. Professional Consultation and Supervision
   a. Seeks and provides peer consultation or supervision
   b. Gaining supervised experience for populations, approaches, and techniques outside of current level of competence
   c. Uses supervision and consultation to address personalization or skill deficits that interfere with professional effectiveness or client welfare.
   d. Develop awareness of intra- and interpersonal strengths and challenges in interactions with self and others.
i. Recognize and draw upon personal strengths
ii. Address intra and interpersonal challenges as needed

The student initiates the plan development during the first semester of study with their advisor. An initial conceptualization of the plan is due by the end of the first semester. The student continues to work from and revise the plan throughout subsequent semesters. The plan is intended to be an evolving document and the student is encouraged to add to and revise the document, along with initiating regular discussions with their committee chair on their challenges and successes with the plan. Timelines for the plan may vary based on input from the committee chair. Although the Master’s Committee Chair will support and mentor the process, the initiation and development of the Professional-Personal plan is ultimately the responsibility of the student. Students are required to submit a final plan within the second semester of the program. The purpose of the professional development plan is to demonstrate a student’s commitment to enacting the Core Dispositions transcendent to the standard work in a graduate program. The plan might identify a combination of the following:

**Personal Development Plan**

The purpose of the personal development plan is to facilitate a student's personal growth while in the program and development across all Core Dispositions. This is a private contract between the student and their Committee Chair, though initial discussion of the plan begins during the first semester of advisement. The plan might be for physical, emotional, or social development. This should be seen as a plan to begin making intra and/or interpersonal changes or develop intra and/or interpersonal qualities that will facilitate growth both personally and professionally. Details for deadlines are negotiated with student’s Committee Chair.

1. Personal wellness strategies and activities
   a. Identify and utilize social supports, both personal and professional.
   b. Attending to physiological health and wellbeing.

2. Attending to potential impairment, biases, and areas for personal growth
   a. Recognize and address signs of professional fatigue that adversely impact psychological, physiological, and/or relational wellbeing.

3. Use of counseling to benefit challenges and wellness.
   a. Students are required to complete both the Professional and Personal Development Plans prior to the student’s final oral examination.
First Year Doctoral Student Tasks and Expectations Beyond Doctoral Classes

Contract Week and First Week of Classes in Fall

1. Enroll in a minimum of 12 credits to qualify for your assistantship.

2. You are expected to be on campus during “contract week,” the week before classes begin. This week is when our doctoral and master’s orientations occur, as well as other class planning meetings (e.g., Pre-practicum, Small group, Lab supervision, Clinic orientation).

3. Travel to Pocatello at the end of contract week to attend First Years’ cohort group experience and the department opening cookout.

4. Register for Rocky Mountain ACES Conference (held over the first weekend of October in even numbered years) or ACES National Conference (early to mid-October of odd numbered years).
   a. Doctoral students are expected to attend the ACES INFORM session day (It will be at the end of ACES 2019 conference, Sunday 12-5).
   b. Doctoral students are expected to attend the RMACES and ACES Business meetings.
   c. Doctoral students are expected to attend the RMACES and ACES luncheons.

5. Familiarize yourself with TaskStream, Panopto, and Titanium (see video links below for tutorials).
   a. Attend orientations, typically in contract week, where these will be discussed in more depth.

6. For out of state students, begin process for securing your LPC license for Idaho with the goal of attainment prior to the beginning of the 2nd year (preferred if you can attain by end of first year).

7. For incoming students who did not graduate from a CACREP 60 credit hour program, meet Department Chair for a curricular review and development of a potential remediation course plan.

Fall Semester

8. Co-instruct COUN 6696 Master’s Pre-practicum Counseling Techniques class.


11. ** Meridian: One doc student needed to help facilitate COUN 6625 DL Class from Pocatello.

12. Individual supervision of COUN 6696 students as needed (usually post-midterm).

13. Take part in clinic management duties for the clinic at your location (i.e., Pocatello)
Counseling Clinic, or Meridian Counseling Clinic) as scheduled and assigned by the clinic director.

14. Register for and attend the Idaho Counseling Association Conference if it is held in this semester.

15. You are expected to be available during “finals week” for any advisement tasks needed with masters students, and attend any classes that are scheduled.

16. Attend 1st year group advising meetings weekly with the Department Chair.

Spring Semester

17. You are expected to be available during “contract week” which is the week before classes begin.

18. Attendance at the ACA conference in spring is strongly encouraged, but not required.

19. You are expected to attend and help facilitate both Doctoral Interviews as well as Masters Interviews. Doctoral interviews take place typically around the 3rd week of January. For masters interviews, this tends to be early-mid February in Pocatello, and mid-late February in Meridian. Please pay attention to emails from Lori, our Admin Asst. related to times and duties during the interview process.

20. You will choose your doctoral committee chair in the spring (beginning March 1) and begin meeting with that faculty on a weekly basis.

21. You are expected to be available during “finals week” for any advisement tasks needed with masters students, and attend any classes that are scheduled.

22. Across your time in the program, you are expected to pair with a 2nd or 3rd year doctoral student, or faculty member, to develop a presentation and participate in 15 hours of our Professional Development Workshop series.

Tutorial Web Links

Panopto
Beginners Guide to Panopto, first log in and orientation to folders and videos video 1
https://isucounseling.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=6824d3ff-e27a-4f64-b0a2-7e35cd8d8d8e7

How to Record a Video In Panopto video 2
https://isucounseling.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=0e7db406-0330-49ed-afa4-1a3c8ccf57e6

How to Delete Videos on Panopto Recorder video 3
https://isucounseling.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=4f84669d-cde6-4077-9394-b9cf73d80adb
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 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 will have accumulated the equivalent of three years of experience as a counselor educator and supervisor. Because of the commitment required by faculty for this type of experience, the program admits four to six students each year with each faculty member working as a committee chair with no more than one student from a given cohort at a time. Faculty members believe that this small ratio is essential for the success of the student.

Therefore, before 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 their committee chair. 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.

No later than the third semester of graduate study in the Department of Counseling, the student will consult with his or her committee chair about the fourth and fifth committee members. The fourth and fifth committee members are non-departmental graduate faculty selected from the Kasiska Division of Health Sciences or the university at large. The fifth committee member is appointed by the Dean of the Graduate School and serves as the graduate faculty representative (GFR). The Graduate Catalog provides a list of Graduate Faculty in the appendix. After collaborating with the committee chair, the student typically meets with prospective fourth and fifth committee members to share their planned dissertation topic and areas of interest. Once securing the individuals’ willingness to serve on the committee, the student can move forward with completing their Final Program of Study.

Please note that the Graduate Dean officially appoints the fifth committee member because that person serves as the Graduate Faculty Representative. Therefore, there is an additional step in which the Department Chair writes a letter requesting the appointment of your preferred fifth committee member.

For most students, the process of selecting a graduate committee occurs during the latter half of 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 who will serve as the committee chair.

4. Collaborate with committee chair about identifying two other departmental faculty members to serve on your departmental committee.

5. Secure the other two departmental faculty members in accordance with consultation with committee chair. Craft a letter to the Department Chair that identifies who is your committee chair and your other two departmental committee members. This letter will create a change in the system identifying your new committee chair and will indicate to the Department that you can create a “Final Program of Study.”

PROGRAM OF STUDY FORM

The program planning form details the requirements for completing the doctoral degree and facilitates the development of the Final Program of Study (See Appendix C). The Final Program of Study must include all coursework required to complete the Ph.D. degree, the potential dissertation title, areas of specialization, and five committee members. The Final Program of Study must be completed and approved by departmental faculty vote no later than September of the student’s final year of study (i.e., 3rd year).

Once your committee members have been identified, you must begin to complete the working copy of the Final Program of Study. This is available from the Pocatello-based Departmental Administrative Assistant. The student must complete the work copy and then obtain approval signatures from the committee chair and two other departmental committee members (number two and number three) prior to submitting for departmental approval. 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.
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 clinical supervision, conduct research and program evaluation relevant to the work setting, deliver individual, group and/or couple and family counseling, and provide consultation services. Graduates are prepared to be counselor educators, supervisors, and counselors but also may function as supervisors in university, mental health, and family counseling centers.

A. General Residency Requirement. Following the bachelor’s 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 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

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>COUN 7683</td>
<td>Leadership and Advocacy in Counselor Education</td>
<td>2 cr.</td>
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<tr>
<td>COUN 7701</td>
<td>Advanced Statistics</td>
<td>2 cr.</td>
</tr>
<tr>
<td>COUN 7702</td>
<td>Advanced Research and Experimental Design</td>
<td>2 cr.</td>
</tr>
<tr>
<td>COUN 7703</td>
<td>Qualitative Research</td>
<td>2 cr.</td>
</tr>
<tr>
<td>COUN 7704</td>
<td>Qualitative Methodology and Analysis</td>
<td>2 cr.</td>
</tr>
<tr>
<td>COUN 7705</td>
<td>Instructional Theory for Counselor Educators</td>
<td>4 cr.</td>
</tr>
<tr>
<td>COUN 7710</td>
<td>Practicum in College Teaching</td>
<td>2 cr.</td>
</tr>
<tr>
<td>COUN 7712</td>
<td>Advanced Psychological Testing and Assessment</td>
<td>2 cr.</td>
</tr>
<tr>
<td>COUN 7724</td>
<td>Advanced Diversity Issues</td>
<td>3 cr.</td>
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<tr>
<td>COUN 7727</td>
<td>Advanced Theories of Counseling</td>
<td>3 cr.</td>
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<tr>
<td>COUN 7774</td>
<td>Advanced Group Procedures</td>
<td>3 cr.</td>
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<tr>
<td>COUN 7790</td>
<td>Supervision in Counselor Education</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COUN 8800</td>
<td>Research and Professional Issues (2 credits, repeated up to 6 credits)</td>
<td>2-6 crs.</td>
</tr>
<tr>
<td>COUN 8801</td>
<td>Career Development in Counselor Education</td>
<td>1 cr.</td>
</tr>
<tr>
<td>COUN 8802</td>
<td>Scholarship in Counselor Education</td>
<td>2 cr.</td>
</tr>
<tr>
<td>COUN 8848</td>
<td>Doctoral Counseling Practicum</td>
<td>2 cr.</td>
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<tr>
<td>COUN 8848L</td>
<td>Doctoral Counseling Practicum Lab</td>
<td>0 cr.</td>
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<tr>
<td>COUN 8849</td>
<td>Doctoral Internship</td>
<td>1-18 cr.</td>
</tr>
<tr>
<td>COUN 8849L</td>
<td>Doctoral Internship Lab</td>
<td>0 cr.</td>
</tr>
<tr>
<td>COUN 8850</td>
<td>Dissertation</td>
<td>1-12 cr.</td>
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Suggested Elective

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COUN 7758</td>
<td>Independent Problems</td>
<td>1-4 cr.</td>
</tr>
</tbody>
</table>

Curriculum Effective September 2018 - Rev. 8/2018
THREE YEAR DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE PROGRAM
IN COUNSELOR EDUCATION AND COUNSELING

Official Transcript Review

FIRST YEAR FALL SEMESTER
COUN 7727 Advanced Theories of Counseling
COUN 7774 Advanced Group Procedures (includes 6676)
COUN 7790 Supervision in Counselor Education
COUN 8800 Research and Professional Issues
COUN 8849/8849L Doctoral Internship and Doctoral Internship Lab (i.e., g4491, 6676, 6696)
*master's degree curriculum review
*specialization/core areas developed

FIRST YEAR SPRING SEMESTER
COUN 7701 Advanced Statistics
COUN 7703 Qualitative Research
COUN 7712 Advanced Psychological Testing and Assessment 7712 & 7724 alternate each spring semester
COUN 7724 Advanced Diversity Issues
COUN 8802 Scholarship in Counselor Education
COUN 8849/8849L Doctoral Internship and Doctoral Internship Lab (i.e., 6669, 6697L and 6699L)
*develop committee/letter to Department identifying Department committee members
*work on specialization/core areas

SECOND YEAR FALL SEMESTER
COUN 7702 Advanced Research and Experimental Design
COUN 7704 Qualitative Methodology and Analysis
COUN 7705 Instructional Theory for Counselor Educators (includes g4491)
COUN 8800 Research and Professional Issues
COUN 8848/8848L Doctoral Counseling Practicum and Doctoral Counseling Practicum Lab (may be taken now)
COUN 8849/8849L Doctoral Internship and Doctoral Internship Lab (i.e., g4491, 6676, 6696, 6697L, 6699L)
*final program of study
*dissertation proposal presentation in COUN 8800
*work on specialization/core areas

SECOND YEAR SPRING SEMESTER
COUN 7683 Leadership and Advocacy in Counselor Education
COUN 7712 Advanced Psychological Testing and Assessment 7712 & 7724 alternate each spring semester
COUN 7724 Advanced Diversity Issues
COUN 8848/8848L Doctoral Counseling Practicum and Doctoral Counseling Practicum Lab (may be taken now)
COUN 8849/8849L Doctoral Internship and Doctoral Internship Lab (i.e., 6669, 6697L, 6699L)
*work on specialization/core areas
*dissertation committee meeting
*comprehensive examination (early February)
COUN 7712 and COUN 7724 offered alternating years

THIRD YEAR FALL SEMESTER
COUN 7710 Practicum in College Teaching (Prereq: COUN 7705)
COUN 8800 Research and Professional Issues
COUN 8801 Career Development in Counselor Education
COUN 8848/8848L Doctoral Counseling Practicum and Doctoral Counseling Practicum Lab (may be taken now)
COUN 8849/8849L Doctoral Internship and Doctoral Internship Lab (i.e., g4491, 6696, 6669, 6697L, 6699L)
COUN 8850 Dissertation
COUN Electives
*dissertation work
*work on specialization/core areas

THIRD YEAR SPRING SEMESTER
COUN 8849/8849L Doctoral Internship and Doctoral Internship Lab (i.e., 6669, 6697L, 6699L)
COUN 8850 Dissertation
*complete specialization/core areas
*finish dissertation
*dissertation defense

POST DEFENSE
Submit Human Subjects Committee Report
Submit Article on Dissertation for Publication

Curriculum Effective September 2018 - Rev. 8/2018
## Sequenced Map of Doctoral Student
### Co-Teaching / Supervising Experiences

<table>
<thead>
<tr>
<th>POCATELLO</th>
<th>MERIDIAN</th>
</tr>
</thead>
</table>
| **Fall Semester First Year** | **Supervision:** Small Group Facilitation-6676  
Group Lab Supervision of 6697/6698 Prepracticum -6696  
Prepracticum, 6696 Individual Supervision at Mid-term for students assigned extra. | **Supervision:** Small Group Facilitation-6676  
Group Lab Supervision-6697/6698 Prepracticum-6696 Prepracticum 6696 Individual Supervision at Mid-term for students assigned extra |
| Clinic Coordination Co-Teaching: None | Clinic Coordination Co-Teaching: None |

| **Spring Semester First Year** | **Supervision:** Group Lab Supervision of 6697/6698 Individual Supervision (Individual with volunteers wanting extra if graduate assistant hours available).  
Individual Supervision Counseling Clinic | **Supervision:** Group Lab Supervision of 6697/6698 Individual Supervision (Individual with volunteers wanting extra if graduate assistant hours available.)  
Individual Supervision Counseling Clinic |
| Co-Teaching: 1 Lecture/1 Class. Must attend all classes | Co-Teaching: 1 Lecture/1 Class. Must attend all classes. |

| **Summer Semester First Year** | **Supervision:**  
*Group Lab Supervision of 6698L  
Individual Supervision/Co-Teaching: Summer clinic coverage and supervision *Minimal in summer course(s) | **Supervision:**  
Group Lab Supervision of 6698L  
Individual Supervision/Co-Teaching: Summer clinic coverage and supervision *Minimal in summer course(s) |

| **Fall Semester Second Year** | **Supervision:** Group Lab Supervision of 6697/6698 Prepracticum 6696 Small Group Facilitation-6676 Individual/Triadic Sup for Masters level Interns (section of 5-6 students) Indiv./Triadic Coun. Clinic/Clinic Coord. Co-Teaching: 7705 Experience (COUN 4490) 1-2 classes within Core/Major classes. Must attend all classes. | **Supervision:** Group Lab Supervision of 6697/6698 Prepracticum 6696 Small Group Facilitation-6676 Individual/Triadic Sup for Masters level Interns (section of 5-6 students) Indiv./Triadic Coun. Clinic/Clinic Coord. Co-Teaching: 7705 Experience (COUN 4490) 1-2 classes within Core/Major classes. Must attend all classes. |
### Spring Semester Second Year

**Supervision:**
- Group Lab Supervision of 6698
- *Individual/Triadic as needed for 6697
- *Serving as on site supervisor Clinic - Counseling, Supervision, Coordination

**Co-Teaching:**
- 2-3 Core/Major classes
- *COUN 7710 Practicum in teaching

**Summer Semester Second Year**

**Supervision:**
- *Serving as on site supervisor
- *Group Lab Supervision of 6698 Clinic - Counseling, Supervision, Coordinate

**Co-Teaching:**
- 1-2 Core/Major classes

### Fall Semester Third Year

**Supervision:**
- *Group Lab Supervision of 6697/6698
- *Serving as on site supervisor
- *Individual/Triadic as needed
- *Prepracticum facilitation as needed/requested.
  Clinic, Supervision, Counseling

**Co-Teaching:**
- 2-3 Core/Major classes

**Guest Lecture/Research Consultant in Doctoral level class. See policy below.**

**Guest lecture**

### Spring Semester Third Year

**Supervision:**
- *Group Lab Supervision of 6697/6698
- *Serving as on site supervisor
- *Individual/Triadic as needed Clinic, Supervision, Counseling

**Co-Teaching:**
- 2-3 Core/Major classes

*Indicates could be this semester or another semester based on program of study and departmental needs.
COUN 7710: DOCTORAL TEACHING PRACTICUM

The doctoral teaching practicum is described in the Graduate Catalog as “observation of and assisting in the teaching and evaluation of a college course under the supervision of the course instructor. The student will prepare and deliver at least five lectures which will be observed by the instructor and will, in addition to observing the balance of the course, meet individually with the instructor for periodic discussions of procedure and methodology.” What this means in terms of teaching practicum options is the following:

1. Teach 15 hours of an already existing class. Student must have sat in and observed this class the previous year.

Or

2. Teach an elective course, a minimum of 15 hours, that is selected from the following list of elective options:
   - Grief and Loss
   - Child and Adolescent Counseling/Play Therapy
   - Human Sexuality
   - Spirituality/Religious Issues in Counseling
   - Adventure Based Counseling

Your dissertation committee chair will be the course supervisor. You will arrange with them to either provide live supervision, or “video-informed” supervision, where you will record your teaching sessions and upload to Panopto. You will meet regularly for supervision as described above.

COUN 7710 serves as the setting in which you implement your emerging instructional theory that was developed while taking COUN 7705 (Instructional Theory for Counselor Educators). You cannot take COUN 7710 until successful completion of COUN 7705.

DOCTORAL STUDENT CO-TEACHING IN DOCTORAL LEVEL COURSES

Given the intimate and complex relationships that exist across our doctoral cohorts, doctoral student involvement in doctoral classes should be limited in scope and conducive to creating a positive learning environment. Our doctoral program prides itself on being full-time, highly structured, and clearly sequenced with co-curricular experiences involving supervisory and co-teaching experiences at the master’s level across doctoral cohorts. Given the unique nature of our doctoral program, it would be appropriate for a third year doctoral student who has completed a course at least a year prior to engage in guest lecturing within a course. Juxtaposed to co-teaching at the master’s level, a doctoral student would be guest lecturing on a certain topic or experience for a few hours (i.e., conducting a phenomenological qualitative study, using assignments to enhance student learning outcomes) and not be present at other times throughout the semester. It would also be appropriate for a doctoral student who is proficient in research to be a "consultant" for the research courses. For a doctoral student to guest lecture or serve as a
research consultant in a doctoral level course, both the instructor of record and committee chair need to approve such a role to ensure the doctoral student is appropriately prepared on a knowledge and skill level commensurate with the experience.

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. This is provided with a fee by the 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 thereafter.

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, web-based instruction, and responsible use of social media.

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 https://www.isu.edu/media/libraries/student-affairs/Student-Handbook.pdf

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 and the Graduate School to prohibit students from auditing any graduate level classes offered by the Department of Counseling.

WALKING/HOODING IN GRADUATION

Doctoral students must defend their dissertation no later than the Friday prior to graduation commencement ceremonies in order to walk and be hooded in the May commencement ceremony.

If the defense is completed after this time, the student has the opportunity to participate in the commencement ceremony the following May.

PHONE, EMAIL, & SOCIAL MEDIA POLICY

Today’s professional counselors are compelled both ethically and legally to develop and maintain appropriate professional relationships with clients. In order to facilitate the establishment of therapeutic limits and boundaries on the counseling and supervisory relationship, the following expectations apply to ISU Department of Counseling masters and doctoral students involved in the provision of counseling or supervision services in all practicum and internship settings both on and off campus:

1. Personal phone numbers, including land lines and cellphones, may not be provided to clients receiving counseling services. Counselors are encouraged to make phone contact with clients exclusively through business phones at their practicum or internship site. Similarly, text messaging or instant messaging with clients is prohibited.

2. Personal e-mail addresses should not be provided to clients. Counselors may make appropriate contact with clients utilizing professional business e-mail addresses only. In general, e-mail contact should be limited to appointment confirmations or rescheduling.
Counselors are not to provide therapeutic services via email exchanges. Counselors are also compelled to consider client confidentiality with all electronic forms of communication.

3. Counselors must be mindful of their public presence in social media and online. Counselors should not “friend”, “like”, or make other forms of contact with current or former clients utilizing social media or other online formats. Furthermore counselors are compelled to ensure that public communication/statements made in online or social media outlets are professionally appropriate.

EMOTIONAL SUPPORT ANIMALS

The Idaho State University Department of Counseling recognizes and respects the potential positive influences of the human-animal bond on human wellness, and encourages students to grow and learn about themselves through their relationships with their own pets as well as the specially trained and evaluated animals that assist Dr. Stewart in Animal Assisted Counselor Education Interventions.

However, the ISU Department of Counseling recognizes that certain unavoidable risks accompany any and all human-animal interactions, regardless of the animal’s general temperament or training. For the safety and well-being of all humans and animals in the Department of Counseling, Emotional Support Animals (ESAs) will not be permitted in the educational environment.
IDAHO COUNSELOR LICENSING REQUIREMENTS

Also See Appendix F

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 first tier licensure https://adminrules.idaho.gov/rules/2000/24/1501.pdf

The State of Idaho requires a passing score on the NCE examination for licensure. This is offered at ISU once per year in the spring and monthly by the IBOL. Please see: https://ibol.idaho.gov/IBOL/BoardAdditional.aspx?Bureau=COU&BureauLinkID=102

If the student holds a current counseling license in another state, an Idaho license may be applied for via endorsement. Please see Rule 300 at http://adminrules.idaho.gov/rules/current/24/1501.pdf

If qualified, student will secure their Registered Supervisor credential for their hours of supervision provided to master’s level students. See https://adminrules.idaho.gov/rules/2000/24/1501.pdf

The Idaho Counselor Licensing Board requires the following for the first tier (LPC) license.

“Section 150 02. Supervised Experience Requirement. One thousand (1,000) hours of supervised experience in counseling acceptable to the Board. (7-1-93)

a. One thousand (1,000) hours is defined as one thousand (1,000) clock hours of experience working in a counseling setting, four hundred (400) hours of which shall be direct client contact. Supervised experience in practicum and/or internships taken at the graduate level may be utilized. The supervised experience shall include a minimum of one (1) hour of face-to-face or one-to-one (1/1) or one-to-two (1/2) supervision with the supervisor for every twenty (20) hours of job/internship experience. Face-to-face may include a face-to-face setting provided by a secure live electronic connection between the supervisor and supervisee. As stated under Subsection 150.01.a.iii. counseling practicum experience as opposed to job or internship experience shall be supervised at a ratio of one (1) hour of supervision for every ten (10) hours in the settings. For example: (3-29-12)

i. A person in a twenty (20) hour per week job/internship who is receiving one (1) hour of individual supervision each week would accumulate one thousand (1,000) supervised hours in fifty (50) weeks to equal the twenty to one (20/1) ratio. (7-1-93)

ii. A person in a forty (40) hour per week setting with one (1) hour of supervision per week would still require fifty (50) weeks to equal the twenty to one (20/1) ratio. (7-1-93)

iii. A person in a forty (40) hour per week setting with two (2) hours of supervision per week would accumulate the one thousand (1,000) hours at the twenty to one (20/1) supervision ratio in twenty-five (25) weeks. (7-1-93)

b. Until July 1, 2004, the supervision must be provided by a Professional Counselor or a Clinical Professional Counselor licensed by the state of Idaho. Effective July 1, 2010, supervision must be provided by a counselor education faculty member at an accredited college or
university; Professional Counselor, registered with the Board as a supervisor; a Clinical Professional Counselor, registered with the Board as a supervisor; a Marriage and Family Therapist, registered with the Board as a supervisor; a Clinical Social Worker registered as a supervisor with the Board of Social Work; a licensed Psychologist; or a licensed Psychiatrist, licensed by the state of Idaho. Supervision by a professional counseling peer, however, may be acceptable to the Board if the peer/supervisory relationship includes the same controls and procedures expected in an internship setting. (See Subsection 150.02.a.) For example, the relationship should include the staffing of cases, the critiquing of counseling tapes and this supervision must be conducted in a formal, professional, consistent manner on a regularly scheduled basis.”

In the Department of Counseling, supervision by doctoral students who have taken the supervision course are viewed as “counselor educators” and thus acceptable to the Board. The Department of Counseling prefers that students seek out practicum and internship settings that have a licensed professional counselor first, before considering a site in which supervision is provided by a different mental health professional.

For the most current information, please contact:

Bureau of Occupational Licenses
700 W State Street Boise ID 83720 (208) 334-3233
e-mail: ibol@ibol.state.id.us
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.

The State of Idaho requires a passing score on the NCE examination for licensure. This is offered at ISU once per year in the spring and monthly by the IBOL. Please see https://ibol.idaho.gov/IBOL/BoardAdditional.aspx?Bureau=COU&BureauLinkID=102

For information on national certification requirements, contact:

National Board for Certified Counselors
3 Terrace Way, Suite D
Greensboro, NC 27403-3660
(336) 547-0607 (8:30 a.m. - 5:00 p.m. eastern time, M-F)
http://www.nbcc.org
email: nbcc@nbcc.org
RETENTION AND DISMISSAL POLICY

Retention Policy

Department of Counseling faculty are confident that each student admitted has the potential to be successful in graduate study. Success in course work, clinical practice, case presentations, comprehensive exams, oral exam, and enactment of the core dispositions are examples of continuation standards within the Department. Such successes facilitate students’ progress toward completing a degree in the Department of Counseling. However, admission into the counseling program does not guarantee success. Faculty expect students to fully engage in all aspects of the learning environment, showing openness to new experiences and risk taking necessary to develop as a person and professional counselor educator and supervisor. The student’s committee chair plays an integral role in giving feedback to a student thus providing opportunities for continued growth and development. Engagement in all aspects of the academic experiences developed by faculty in the Department exemplify professional competence and will increase the probability of successful completion of the program.

Dismissal Policy

The Department of Counseling faculty members have a professional responsibility to serve as gatekeepers for the counseling profession. Counseling is a discipline that requires active and complex gatekeeping to protect the public welfare of our communities. In particular, gatekeeping refers to the responsibility of all counselors, counselor educators, and student counselors, to intervene with counselor trainees, supervisees, professional colleagues, and supervisors who engage in behavior that could threaten the welfare of those receiving counseling services. This responsibility is mandated in the ethical standards of both the American Counseling Association (ACA) and the National Board for Certified Counselors (NBCC) by specifying that counselors must act to rectify the problematic condition through appropriate organizational and professional channels (ACA, 2014, Section F.5.; NBCC, 2005, Section A; McAdams & Foster, 2009).

When impediments are identified the student will be informed verbally and in writing. Impediments may include, but are not limited to, those offered by Frame and Stevens-Smith (1995):

1. inability to be open, flexible, positive, and cooperative
2. unwilling to accept and use feedback
3. unaware of impact on others
4. inability to deal with conflict and accept personal responsibility
5. inability to express feelings effectively and appropriately

The above examples are also found in the description of the Core Dispositions (see page 9). If others (i.e., faculty, doctoral level supervisors) have made similar observations, the Department Chairperson, committee chair, or other faculty will initiate a meeting with the student to discuss the apparent impediment to progress toward professional competence. Remedies and expected behavior changes will be discussed and outlined in written and verbal form.
Students will be given specific feedback on the nature of their impediment(s) as well as steps to remove this barrier(s) to progress toward professional competence when appropriate. In many instances a Professional Progression Plan (PPP) will be crafted to provide clear and specific ways the student can improve and continue to progress in the program. However, in more extreme cases (e.g., student poses a potential harm to self or others), faculty may choose to remove the student from the program without a PPP. In such cases, faculty will meet to discuss the student’s failure to meet continuation standards (i.e., retention requirements) and a vote for dismissal will be entertained, guided by Graduate School policy.

PROFESSIONAL PROGRESSION PLAN

The PPP represents a formal agreement between the Department and student who has been identified as having impediments to their progress as a counselor educator and supervisor in training. Upon receipt of the PPP the student will review the plan and provide their signature indicating an understanding of the requirements expected and as agreement to meet the requirements described within. A student who chooses not to sign the PPP should understand this will initiate a faculty meeting to discuss the student’s failure to meet continuation standards, and a vote for dismissal will be entertained, guided by Graduate School policy.

Dismissal of a doctoral student can be initiated in a variety of circumstances including, but not limited to, the following:

- Dismissal will occur when students violate the criteria established by the Graduate School (See Withdraw or Dismissal in the Graduate Catalog) http://coursecat.isu.edu/graduate/.

- Dismissal for academic deficiency will occur when students earn the following in didactic coursework:
  1. Three final course grades at or lower than 2.7 (B-, or below).
  2. OR six credits at or below 2.7 (B- or below),
  3. OR below a 3.0 GPA (B),

Due to the nature of the program, students can be dismissed for professional competence concerns (i.e., unrelated to success with course assignments and grades). The American Counseling Association Code of Ethics (2014) requires counselor educators provide remediation and/or dismissal from counseling programs when “they become aware of limitations that might impede performance” or when students are unable to demonstrate “they can provide competent counseling services to a range of diverse clients (6.f.b.).” As stated above, gatekeeping is an ethical mandate for counselor educators and designed to protect counselors in training and their current and future clients. Professional competence concerns that could lead to dismissal include, but are not limited to, impairment as described by Frame and Stevens-Smith (1995), academic dishonesty, ethical violations, lack of professional comportment, personal attitudes or value systems that conflict with effective counseling relationships, and personal concerns or psychopathology.
In all cases of dismissal, the student will be notified in writing by certified mail, return receipt requested, that he/she is dismissed and must be told in the document that he/she has the right to appeal according to the Idaho State University Graduate policy.

**Dismissal for Academic Dishonesty**

Academic Dishonesty includes, but is not limited to, cheating and plagiarism. For the complete statement on academic dishonesty, please refer to the current ISU Graduate Catalog at. [http://coursecat.isu.edu/graduate/generalinfoandpolicies/academicdishonesty](http://coursecat.isu.edu/graduate/generalinfoandpolicies/academicdishonesty)

Plagiarism represents the most obvious, and potent, form of academic dishonesty for a counselor educator as scholar. A confirmed incident of plagiarism can be career ending, particularly if the incident is deemed intentional. However, even unintentional plagiarism is still plagiarism and a serious ethical issue. This form of academic dishonesty also is of primary importance for you as a doctoral student. Your understanding of the breadth of what is considered plagiarism, and the steps to avoid an incident of plagiarism, is central to your development and success as a doctoral student and scholar. Here is a useful link to descriptions of plagiarism and strategies for its avoidance. [https://ori.hhs.gov/avoiding-plagiarism-self-plagiarism-and-other-questionable-writing-practices-guide-ethical-writing](https://ori.hhs.gov/avoiding-plagiarism-self-plagiarism-and-other-questionable-writing-practices-guide-ethical-writing)

Other examples of ethical violations include, but are not limited to, the improper use of technology, failure to secure informed consent, breach of confidentiality, and lack of professional comportment. Lack of professional comportment, includes but is not limited to, a lack of engagement in course requirements, issues within interpersonal relationships with peers and faculty, and inappropriate use of power with clients and other students. The faculty believe the enactment of the core dispositions embodies the values of the counseling profession and deficiencies in these areas could lead to dismissal. All students are encouraged to seek counseling and attend to their mental health. A student’s unwillingness to attend to intra- or inter-personal impediments contributing to impairment may lead to dismissal.
**Dismissal Process**

Process is continuous from the start to graduation.

In addition to the ACA *Code of Ethics*, the Department of Counseling adheres to Idaho State University policies with regard to student conduct and academic dishonesty [http://coursecat.isu.edu/graduate/](http://coursecat.isu.edu/graduate/).

**APPEAL PROCESS**

The Department of Counseling follows the Appeal Process detailed in the ISU *Graduate Catalog* at [http://coursecat.isu.edu/graduate/generalinfoandpolicies/appealsanddismissals/](http://coursecat.isu.edu/graduate/generalinfoandpolicies/appealsanddismissals/). 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. Department faculty fully supports students’ right to appeal dismissal from the program.

**GENERAL PROGRAM REQUIREMENTS**

Transcript Review: Doctoral students who have earned their master's degree from a 60 credit hour 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 60 credit hour 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.
### Marriage, Couple, and Family Counseling

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 6661</td>
<td>Issues in Family Counseling</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COUN 6664</td>
<td>Family Assessment</td>
<td>2 cr.</td>
</tr>
<tr>
<td>COUN 6665</td>
<td>Advanced Family Systems Theory</td>
<td>2 cr.</td>
</tr>
<tr>
<td>COUN 6697</td>
<td>Practicum in Counseling</td>
<td>2 cr.</td>
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<td>COUN 6697L</td>
<td>Practicum in Counseling Lab</td>
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</tr>
<tr>
<td>COUN 6698</td>
<td>Internship in Counseling</td>
<td>18 cr.</td>
</tr>
<tr>
<td>COUN 6698L</td>
<td>Internship in Counseling Lab</td>
<td>0 cr.</td>
</tr>
</tbody>
</table>

*ufficient fieldwork in appropriate setting

### Clinical Mental Health Counseling

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 6690</td>
<td>Foundations of Clinical Mental Health Counseling</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COUN 6691</td>
<td>Professional Issues in Clinical Mental Health Counseling</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COUN 6697</td>
<td>Practicum in Counseling (mental health setting)</td>
<td>2 cr.</td>
</tr>
<tr>
<td>COUN 6697L</td>
<td>Practicum in Counseling Lab</td>
<td>0 cr.</td>
</tr>
<tr>
<td>COUN 6698</td>
<td>Internship in Counseling</td>
<td>18 cr.</td>
</tr>
<tr>
<td>COUN 6698L</td>
<td>Internship in Counseling Lab</td>
<td>0 cr.</td>
</tr>
</tbody>
</table>

*ufficient fieldwork in appropriate setting

### School Counseling

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 6638</td>
<td>Foundations of School Counseling</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COUN 6639</td>
<td>Application of School Counseling</td>
<td>3 cr.</td>
</tr>
<tr>
<td>COUN 6697</td>
<td>Practicum in Counseling (school setting)</td>
<td>2 cr.</td>
</tr>
<tr>
<td>COUN 6697L</td>
<td>Practicum in Counseling Lab</td>
<td>0 cr.</td>
</tr>
<tr>
<td>COUN 6698</td>
<td>Internship in Counseling</td>
<td>18 cr.</td>
</tr>
<tr>
<td>COUN 6698L</td>
<td>Internship in Counseling Lab</td>
<td>0 cr.</td>
</tr>
</tbody>
</table>

*ufficient fieldwork in appropriate setting

### Student Affairs Counseling

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 6680</td>
<td>Foundations of Student Affairs</td>
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<tr>
<td>COUN 6683</td>
<td>Administration of Student Affairs Practice</td>
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<td>Practicum in Counseling (student affairs setting)</td>
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*ufficient fieldwork in appropriate setting

### CACREP CORE AREAS

Each doctoral student must satisfy the CACREP [http://www.cacrep.org](http://www.cacrep.org) requirements in the core areas. The eight core areas are:

- Human Growth and Development
- Social and Cultural Foundations
- Helping Relationships
Groups  
Career and Lifestyle Development  
Assessment  
Research and Evaluation  
Professional Orientation

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, their committee chair, and other appropriate faculty members. Examples of plans are included in Appendix E.

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

1. Skills and Practices  
2. Supervision  
3. Teaching  
4. Knowledge

The committee chair 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 following examples of how students can demonstrate competence in the required core areas. Remember, however, each plan is negotiated with the committee chair so these are only possibilities; each plan is unique to the professional goals of the individual student.

Helping Relationship Requirements (Required):

Skills and Practices: Consult with master’s students who are developing their counseling theory for COUN 6627, Conceptualizing Counseling Theory, COUN 6628, Application of Counseling Theory, and COUN 6698L, 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 6696, Prepracticum Counseling Techniques, (at least two times).

Co-teach either COUN 6627 Conceptualizing Counseling Theory, COUN 6628 Application of Counseling Theory, or COUN 6660 Theories of Family and Couple Counseling.

Supervision: Provide 1-1, or triadic, supervision to at least two students on a regularly scheduled basis in COUN 6696, Prepracticum Counseling Techniques.
Provide 1-1, or triadic, supervision for both skill and theory development in COUN 6698, Internship in Counseling.

Assist students in developing both counseling techniques and counseling theory in COUN 6698L supervision.

Knowledge: Submit conference proposal, manuscript for publication or develop alternative plan for communicating knowledge with committee chair.

Professional Orientation Requirements (Required):

Skills and Practices: 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 Omicron Chi (Department of Counseling chapter of Chi Sigma Iota).

Supervision: Be available to supervise master’s students preparing for the counselor licensing exam or CECE.

Teaching: Co-teach a minimum of 8 classes in: COUN 6690, Foundations of Clinical Mental Health Counseling, COUN 6691, Issues in Clinical Mental Health Counseling, and COUN 6694, Psychodiagnosis and Psychotropic Drugs (including contributions to syllabi development, lecture materials/presentations, and student grading as determined by relevant major area instructor).

Knowledge: Submit conference proposal, manuscript for publication or develop alternative plan to communicate knowledge of this area (i.e., conduct Dept. Ethics Workshop).

Other Core Area (Required): Plan evidence of competence in Skills and Practices, Supervision, Teaching, and Knowledge. To be negotiated with committee chair and faculty member responsible for the particular CACREP core area once program of study is developed in consultation with their committee chair and completed, verification of “meets, exceeds, not meets” requirements of core areas.

CACREP SPECIALIZATION AREAS

Each doctoral student must complete at least one of the CACREP specializations. In Meridian, it could be challenging to meet the requirements of other specializations except Clinical Mental Health Counseling due to the limited availability of co-teaching opportunities. However, it is possible and has been done. If interested in doing so, please consult with your
committee chair.

Each specialization requires competence in the following:
1. Skills and Practices
2. Supervision
3. Teaching
4. Knowledge

The committee chair, in conjunction with the program coordinator for the specialization and/or other faculty members, direct the student’s study to achieve this competence. The student will develop a portfolio demonstrating competence in the specialization area. Aside from obtaining licensure, student may tailor all their teaching experiences to uniquely fit their interests and professional goals. Plans are primarily negotiated with the committee chair and in some cases may require approval from the coordinator for that specialization area with committee chair and program (i.e., specialization) coordinator approval. Application for licensure as a LPC in Idaho should be submitted by beginning of the second year.
School Counseling Requirement

Skills and Practices:  Develop a consultation plan with practicing school counselors.

Teaching:  Co-facilitate COUN 6638, Foundations of School Counseling and COUN 6639, Application of School Counseling.

Supervision:  Provide supervision 1-1, or triadic, supervision of counseling to students in the school counseling major. This includes supervision for individual, group and field placement visits.

Knowledge:  Submit conference proposal, workshop presentation, and manuscript for publication or develop alternative plan for communicating knowledge with committee chair.

Marriage, Couple & Family Counseling Requirements

Skills and Practices:  Complete 1000 hours of clinical training that includes a minimum of 100 hours of direct service providing marriage, couple, or family counseling or education. May have completed this as part of master’s degree.

and

Complete one supervised doctoral practicum (2 credits) at a facility/agency/private practice providing marriage, couple, and family counseling (meeting Department requirements). A minimum of 20 hours of direct service providing marriage, couple, or family counseling, education, or consultation (to agencies/mental health professionals) completed during this practicum.

and

Provide consultation-based services in the area of marriage, couple, or family counseling or education. This may include developing, training, and monitoring clinical services for a parent education curriculum, divorce education curriculum, or prevention-based couple program. These services can be provided through the Pocatello Counseling Clinic, community agency, or public program (e.g. family court services) and will include a minimum of 20 hours of direct service.

Note: Total hours of supervised direct marriage, couple, or family counseling, education, or consultation services to equal a minimum of 140 by the end of the student’s final semester with a minimum of 20 hours accrued during the doctoral program.

Teaching:  Serve as Teaching Assistant (for the entire course) or primary instructor
(teaching practicum) for a minimum of three (3) Marriage, Couple, and Family specialty courses:

COUN 6661: Family Issues  
COUN 6664: Family Assessment  
COUN 6660: Theories of Family and Couple Counseling  
COUN 6665: Advanced Family Systems  
Marriage, Couple, and Family elective course  

Note: Student can develop and propose alternative teaching experiences to be approved by committee chair and Marriage, Couple, and Family program coordinator.

Supervision: Serve as individual/triad supervisor for a minimum of two (2) students specializing in marriage, couple, and family counseling services.

and

Serve as group supervisor for supervision lab group that includes three (3) or more students specializing in marriage, couple, and family counseling services.

Note: Student can develop and propose alternative supervision experiences to be approved by committee chair and Marriage, Couple, and Family program coordinator.

Knowledge: The following list includes activities to consider for meeting this program component. Final program activities to demonstrate knowledge in this specialty area are to be approved by the student’s committee chair and the specialty program coordinator.

Submit an article to The Family Journal or other journal devoted to marriage, couple, and family counseling, education, or consultation services.

Develop conference proposal or workshop proposal devoted to counseling or counselor education in the area of marriage, couple or family counseling, education, or consultation services.

Serve in a leadership or other active role on a local, state or national committee devoted to marriage, couple, or family mental health and wellness.

Develop an advocacy project to promote mental health and/or prevention services in the area of marriage, couple, or family life.
Conduct a services or program assessment in the area of marriage, couple, or family counseling or education.

**Clinical Mental Health Counseling Requirements:**

**Skills and Practices:** Complete 1000 hours of clinical training fulfilled at a facility/agency/private practice specializing in community/mental health counseling. Hours may have been completed as part of master’s degree. Obtain licensure in the State of Idaho at either the LPC or LCPC level.

**and**

Complete one supervised doctoral practicum (2 credits) at a facility/agency/private practice specializing in clinical mental health counseling (meeting standard Department requirements).

**Teaching:** Co-teach a minimum of 8 classes in: COUN 6690, Foundations of Clinical Mental Health Counseling, COUN 6691, Issues in Clinical Mental Health Counseling, and COUN 6694, 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 6697, Practicum in Counseling, and COUN 6698, Internship in Counseling, consisting of at least three master’s level students in clinical mental health counseling.

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

**and**


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, The Professional Counselor*).

**or/and**

Present on topics related to clinical mental health at professional conferences.

**Student Affairs Counseling Requirement**

**Skills and Practices:** Complete 1000 clock hours in student affairs/college counseling services. Hours may have been completed during the master’s degree.

**Teaching:** Co-facilitate COUN 6680, Foundations of Student Affairs Practice and COUN 6683, Administration of Student Affairs Practice.

**Supervision:** Provide 1-1, or triadic, 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:** Submit conference proposal, workshop proposal, and manuscript for publication (e.g., Journal of College Counseling, Career Development Quarterly, Journal of College Student Development, Journal of Student Affairs Research and Practice, NASPA Journal about Women in Higher Education, Journal of College and Character) or develop alternative plan for communicating knowledge with committee chair. Join NASPA, American College Personnel Association (ACPA), National Career Development Association (NCDA), and/or American College Counseling Association (ACCA).

**For all core and specialization areas, Co-Teaching is defined as attending each class, facilitating discussion groups, and leading/teaching lectures and/or discussions as per negotiated with the instructor.**

**COMPREHENSIVE EXAMINATION**

The comprehensive examination is five days in length and is scheduled the first week of February.

**Part One: Oral Exam Component**

An oral exam, lasting approximately 60 minutes, will be scheduled with the student and all faculty members. *Questions posed by the faculty during the oral examination will serve to evaluate the student’s knowledge of CACREP standards, including teaching, supervision, research, and leadership/advocacy.* Students will not have access to the oral examination questions or content prior to the scheduled meeting.

Successful completion of the oral examination is based upon a vote of the faculty. A “pass” grade on the oral exam requires a pass vote of at least 75% of the faculty present for the exam.
If the student receives a “conditional pass” (a vote of passing by a majority of the faculty present for the exam, but less than 75%), the student will be provided a prompt for the written exam (developed by their Department doctoral committee) designed to remediate their knowledge of CACREP standards rather than one being focused on the student’s scholarly agenda.

If the student fails the oral comprehensive examination (determined by a fail vote by the majority of faculty present for the exam), the student’s Department doctoral committee will develop a PPP providing a formal remediation plan that could result in dismissal from the doctoral program if the PPP requirements are not fulfilled as stipulated.

Students are to have no interaction nor communication between themselves regarding the oral exam until the completion of the final person Friday afternoon. The integrity of the exam hinges on your ability to not discuss your oral exam experience until the day is complete for all students. Violation of this policy would indicate a serious core disposition violation related to your own professional integrity.

Part Two: Written Exam Component

Upon the successful completion of the oral examination, the student will be approved to sit for the written component of the comprehensive examination.

For the written exam, students will receive one written prompt (developed by their Department doctoral committee) that will be used to guide the student’s development of a conceptual counseling journal article. The written exam prompt will be provided to the student on a Friday afternoon and the final manuscript will be due the following Friday by 5pm MST. Students may choose to work from home or may ask in advance for arrangements to work in a private location on campus during weekdays. Students will have full access to any scholarly materials they choose through the ISU libraries, the internet, hard copies/electronic copies of books, journal articles, and other reference materials as part of their own scholarly collection.

Students may not communicate with other doctoral students regarding their manuscript development, share resources, or seek feedback or editorial help from faculty, other students, or any other people or entities. The written exam is to be the student’s own, solo-authored work.

Manuscripts must be formatted according to APA 6th edition (2010) style and be appropriate for submission to a peer-reviewed counseling journal. Manuscripts will be submitted in Moodle using Turnitin and students are advised to review the Department and University policies on plagiarism and academic dishonesty.

Upon submission of the written comprehensive examination, a faculty editorial board (comprised of two or more faculty, but not the student’s doctoral advisor) will review the student’s manuscript. Students will be notified of the results of the written exam within thirty days from the Friday due date of the exam.

If the student receives a “pass” on the written exam, the student will be required to address
all suggestions made by the faculty editorial board and then submit the completed manuscript to a journal agreed upon by the student and their doctoral advisor. Students will share verification of submission with their Department doctoral committee members.

A student who receives a “conditional pass” on the written exam will be required to revise and resubmit their work to their Department doctoral committee within a one week period from notification of the results. If after the revise and resubmission process the student’s work is considered incomplete or contains significant content, editing, or formatting concerns, the student’s Department doctoral committee will develop a PPP providing a formal remediation plan that could result in dismissal from the doctoral program if the PPP requirements are not fulfilled as stipulated.

If the student receives a “fail” on the written exam, the student’s Department doctoral committee will develop a PPP providing a formal remediation plan that could result in dismissal from the doctoral program if the PPP requirements are not fulfilled as stipulated.

Students will receive results of the examination no later than 30 days from the Friday submission date.

**DISSERTATION PROCEDURES**

The dissertation required for the Doctor of Philosophy degree is viewed as a scholarly work culminating 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 online through the Graduate School ([https://www.isu.edu/media/libraries/graduate-school/Thesis_Dissertation-Manual.pdf](https://www.isu.edu/media/libraries/graduate-school/Thesis_Dissertation-Manual.pdf)). 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**
1. In close cooperation with the committee chair, select the dissertation topic.

2. In collaboration with the committee chair, prepare the dissertation proposal for presentation in COUN 8800, Research and Professional Issues.

3. After presentation in COUN 8800, Research and Professional Issues, the three Department of Counseling graduate committee members further refine the dissertation proposal. For
quantitative studies, the dissertation proposal typically contains the first three chapters. For qualitative dissertations, the proposal must include chapters through to the methods, which are typically two chapters. 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 Pocatello-based Department of Counseling Administrative Assistant who will send a letter officially establishing the prospectus meeting. This dissertation prospectus meeting may occur seven (7) days after the proposal is received by all the graduate committee members.

4. 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 the committee has approved the study and Human Subjects Committee approval has been received (if required). Obtain and read a copy of the Human Subjects Manual [https://www.isu.edu/media/libraries/research/Human-Subjects-Manual-03-2015.pdf](https://www.isu.edu/media/libraries/research/Human-Subjects-Manual-03-2015.pdf) then complete the Human Subjects Committee Application paperwork [https://www.isu.edu/research/research-support/research-outreach-and-compliance/human-subjects/](https://www.isu.edu/research/research-support/research-outreach-and-compliance/human-subjects/).

5. When the doctoral student and the committee chair (as well as those of the committee who elected to see the document on a regular basis) agree that the dissertation is ready, the Dissertation Defense is scheduled via a formal letter to committee members and Graduate School. The Dissertation Defense may be scheduled ten (10) working days from the time the last committee member receives the complete dissertation.

6. The administrative assistant in Pocatello should be notified in advance in order to notify the graduate school of the defense date and time.

7. 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 committee chair does not sign the signature sheet until all final changes detailed at the Dissertation Defense are complete. [https://www.isu.edu/graduate/current-students/graduation-information/upload-thesis-dissertation/](https://www.isu.edu/graduate/current-students/graduation-information/upload-thesis-dissertation/).

8. 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.

9. Upon completion of all edits to the dissertation, the student must complete the “Progress and Final Report” for the Human Subjects Committee.

10. The student must prepare a manuscript from the dissertation that is suitable for professional publication within the field of counselor education and supervision, with an initial draft completed upon graduation.
11. 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 8848, Doctoral Counseling Practicum: All doctoral students must complete at least one doctoral practicum. Doctoral student(s) will propose a practicum site to their committee chairperson for final approval. Each practicum will consist of a minimum of 100 clock hours of counseling (individual and group, or marriage, couple, and family) with individual/triadic supervision. (See Appendix D)

COUN 8848L, Doctoral Counseling Practicum Lab: All doctoral students in doctoral counseling practicum will attend Doctoral Counseling Practicum Lab (see Appendix D).

COUN 8849, Doctoral Internship: The doctoral internship experience at ISU is designed to develop highly effective educators, supervisors, researchers, and doctoral level counselors. Doctoral internship is guided by the Program of Study requirements related to developing competence in one of the CACREP specialization areas, and two or more (3-4 is the maximum) of the CACREP core areas. Conducting parallel activities that are beyond your Program of Study are deemed GA activities. The internship demands involvement in the following activities related to your selected core and specialization areas such as:

- Prepracticum skill building course and supervision (COUN 6696, 6697/6697L, 6698/6698L).
- Leading the masters group experience (COUN 6676).
- Assisting faculty in teaching master’s level courses within your core or specialization area(s).
- 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, and tutoring, or advisement to the degree possible. If unable to answer a master’s student request for programmatic advisement, please refer the student to a faculty member.

COUN 8849L, Doctoral Counseling Lab: All doctoral students in practicum or supervising students in internship, or associated lab sections will attend Doctoral Counseling Lab (see Appendix D).

**Please note, doctoral students will likely be enrolled in doctoral internship (COUN 8849) every semester except for when they are enrolled in doctoral counseling practicum (COUN 8848). When students are enrolled in internship they register for COUN 8849L and the semester they are enrolled in the counseling practicum they should register for 8848L.**
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, supervision, research, and counseling.

COUN 8848, Doctoral Counseling Practicum

Student Responsibilities:

1. Obtain necessary signatures for Affiliation Agreement with Attachment A Confidentiality Understanding. Note: Faculty advisor must witness Student’s signature on Confidentiality Understanding.

2. Obtain signatures on Doctoral Practicum Field Placement Approval Form (Appendix D).

3. Consistently demonstrate appropriate use of counseling skills and client theme(s).

4. Develop advanced knowledge and skills to appropriately deal with issues specific to the setting.

5. Conduct on-site staffings and group supervision.

6. Develop strategies to remedy personal limitations, personalization issues, and skill utilization.

7. 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. Ensure site is appropriate by conducting an initial site visit.

3. Determine that the Doctoral Practicum Field Placement Approval Form is complete.

4. Provide supervision to assist the student in meeting his/her responsibilities of COUN 8848.

5. Provide weekly individual/triadic supervision utilizing recordings of counseling or supervision sessions (1 hr/wk), necessary only if field supervisor is unable to provide similar weekly supervision.

6. 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 weekly individual/triad counseling or supervision sessions (1 hr/wk)
6. Provide staffing opportunities.
7. Maintain communication with the faculty supervisor.

COUN 8849, Doctoral Internship Student 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 including teaching, supervision, research, and leadership.
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 8849.
DOCTORAL ASSISTANTSHIP AND INTERNSHIP HOURS

Doctoral Assistantship: For those who accepted the doctoral level graduate assistantship, you agreed to work 20 hours (19.5) per week (totaling 320 per semester) for the Department of Counseling. Duties include, but are not limited to, such things as counseling clinic coverage, library work for individual faculty, working with faculty on consulting opportunities, Department workshops, and community service projects, engaging in programmatic development, working with clinic coordination and supervision, teaching undergraduate courses that are not tied specifically to a doctoral level course or your Program of Study, data entry, organizing conferences associated with professional organizations affiliated with faculty, and other work as may be assigned by the Department. A stipend and waiver of tuition is offered to all Doctoral Students.

Internship Hours: Internship hours equal 50 hours per credit. One credit is thus a 50-hour commitment. Internship hours involve those activities facilitating your development as counselor educator and supervisor related to your Program of Study beyond your doctoral level classes. All teaching and supervision involved with your Program of Study are counted as Internship hours. If you perform similar duties that go beyond your Program of Study they are then considered as GA hours.

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. If confused on how you are addressing your Graduate Assistantship and Internship commitments, please consult with the Department Chairperson.

You are allowed to work 10 hours per week off campus. 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 Department via the committee chair, must approve all employment, and the Graduate School must approve all on-campus employment. Students are required to submit a letter to the Department Chair, the first week of each semester, detailing your schedule for additional employment.

COUN 8849L, 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 committee chair at least one hour per week for supervision.

Faculty Responsibilities:

1. Provide supervision to assist the student in meeting his/her responsibilities in COUN 8849L.

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 committee chair regarding his/her progress in developing counseling, supervision, and teaching skills.
APPENDIX A

PROOF OF LIABILITY
(MALPRACTICE) COVERAGE
I hereby certify that I have purchased liability insurance for my protection in the event that I should be sued for malpractice. I understand that ISU assumes no responsibility for providing me with liability insurance, and that they are indemnified from any possible financial obligation due to legal action taken against me.

Printed Name

Student Signature  ID No.  Date

ISU Liability Insurance (Effective dates August 201_ to August 202_)

OR

Insurance Policy Number ____________________________

Company ____________________________

Effective Dates: _____________ to _____________

(Original signed form will be filed in student record.)
APPENDIX B
RULES FOR CLINIC ROOM USE
FOR PRIVATE PRACTICE
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 and clinic clients and meetings.

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 a 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 second and third 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. In Meridian, counselors should inform clients about procedures for a fire or lockdown drill.

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.)

Distribution:
Original: Department Student Record

Effective 1/9/06
APPENDIX C
PROGRAM OF STUDY FORM
### IDAHO STATE UNIVERSITY--GRADUATE SCHOOL
### PROGRAM OF STUDY
Kasiska Division of Health Sciences, College of Health Professions
Department of Counseling

#### FOR:
- M.Coun.
  - Marriage, Couple, and Family Counseling
  - Clinical Mental Health Counseling
  - School Counseling
  - Student Affairs Counseling
- Ed.S.
  - Counseling
- Ph.D.
  - Counselor Education and Counseling

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<td>COUN 7703</td>
<td>Qualitative Research</td>
<td>2</td>
<td>COUN 8802</td>
<td>Scholarship in Counselor Education</td>
<td>2</td>
</tr>
<tr>
<td>COUN 7704</td>
<td>Qualitative Methodology &amp; Analysis</td>
<td>2</td>
<td>COUN 8848</td>
<td>Doctoral Counseling Practicum</td>
<td>2</td>
</tr>
<tr>
<td>COUN 7705</td>
<td>Instruct Theory for Counselor Ed</td>
<td>4</td>
<td>COUN 8848L</td>
<td>Doctoral Counseling Practicum Lab</td>
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</tr>
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<td>COUN 7710</td>
<td>Practicum in College Teaching</td>
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<td>COUN 8849</td>
<td>Doctoral Internship</td>
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<tr>
<td>COUN 7712</td>
<td>Adv Psych Testing &amp; Assessment</td>
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<td>COUN 8849L</td>
<td>Doctoral Counseling Lab</td>
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</tr>
<tr>
<td>COUN 7724</td>
<td>Adv Diversity Issues</td>
<td>3</td>
<td>COUN 8850</td>
<td>Dissertation</td>
<td>--</td>
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<tr>
<td>COUN 7727</td>
<td>Adv Theories of Counseling</td>
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<td></td>
<td></td>
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<tr>
<td>COUN 7774</td>
<td>Advanced Group Procedures</td>
<td>3</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Electives:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specialization/Core Areas:

Dissertation Title:

---

Master's Degree: --
Total 6600 Level: --
Total 7700 Level: --
Total 8800 Level: --
TOTAL CREDITS: 96

---

**WORK COPY**

Committee Chair: Name

(Subject's Signature) (Date)

Committee Members: Name

(Committee Chair Signature) (Date)

Department Appointee: Name

(Chair Department of Counseling) (Date)

University or Division Appointee: Name

DEPARTMENT OF COUNSELING
921 S. 8TH AVE., POCATELLO, ID 83209
208.282.3156 OR 800.477.4781
APPENDIX D

DOCTORAL PRACTICUM
FIELD PLACEMENT APPROVAL FORM

and

STUDENT EVALUATION
BY
FIELD SUPERVISOR
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 Administrative Assistant prior to registration.

Check One: __Fall 2019 ___Spring 2020

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 (100 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).

4) Field Supervisor
   a) 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
   b) 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 8848L or COUN 8849L, 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).
FIELD SUPERVISOR EVALUATION OF DOCTORAL STUDENT

SEMMESTER:  Check One: ___Fall 2019 ___Spring 2020
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)

a. Student made appropriate efforts to become familiar with your setting
   Yes     No     Not Sure
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
   ____________________
   ____________________
   ____________________

(CHECK ONE)

d. Student demonstrated appropriate skills in working with clients. Consistently Sometimes Not Sure
   ____________________
   ____________________
   ____________________

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.
APPENDIX E

EXAMPLES OF
CACREP CORE AREA PLANS
EXAMPLES OF CACREP CORE AREA PLAN

GROUP

Practice
Co-lead 2 groups associated with COUN 6676, Small Group Activity, in 2 consecutive years.
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 7775, Advanced Practicum in Group Counseling).

Teaching
Meet teaching requirements for COUN 7774, Advanced Group Procedures.
Teach 1 content session (1-1/2 to 3 class hours) in COUN 6677, Group Counseling Techniques.

Supervision
Supervise students in the skill development portion of COUN 6677, Group Counseling Techniques, for 2 consecutive years.
Supervise at least 5 practicum and/or internship students conducting groups over the course of the program.

Knowledge
Complete 1 of the following:
* 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.
* Write and submit an article to JSGW. Topic requires the prior of the core approval of the core area faculty member.
* Conduct an annotated literature review in 3 group content areas.
AND
* Conduct a 1-page critique of 5 group counseling textbooks.

*Any plan will be negotiated between the student, committee chair 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 6611, Applied Statistics and Research, for two consecutive years.
Co-facilitate COUN 7702, Experimental Design, for at least one year.
Co-facilitate in COUN 7703, Qualitative Research, for at least one year.

Supervision
Provide consultation with students in COUN 6611, 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, committee chair 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 6612, Psychological Testing for Counselors, and teach selected areas in COUN 7712, Advanced Psychological Testing for Counselors.

Supervision  Supervise career test interpretation in COUN 6623, Lifestyle and Career Development.

          Supervise role playing of interpretation of tests in COUN 7712, Advanced Psychological Testing for Counselors.

Knowledge  Develop an annotated bibliography of readings to include classic texts, current texts, and texts specific to tests.

*CAny plan will be negotiated between the student, committee chair 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 6623, Lifestyle and Career Development and COUN 7723, Advanced Vocational Theory.

Supervision  Supervise students in COUN 6697, Practicum in Counseling or COUN 6698, 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 6623, 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 7723, 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).

*CAny plan will be negotiated between the student, committee chair and other appropriate faculty members.
APPENDIX F

IDAHO COUNSELOR LICENSING REQUIREMENTS

&

NATIONAL BOARD FOR CERTIFIED COUNSELORS REQUIREMENTS
Procedures and Checklist for becoming a
Licensed Professional Counselor in the State of Idaho
IDAHO COUNSELOR LICENSING BOARD

The Idaho Counselor Licensing Board requires the following for licensable hours:

“Section 150 02. Supervised Experience Requirement. One thousand (1,000) hours of supervised experience in counseling acceptable to the Board. (7-1-93)

a. One thousand (1,000) hours is defined as one thousand (1,000) clock hours of experience working in a counseling setting, four hundred (400) hours of which shall be direct client contact. Supervised experience in practicum and/or internships taken at the graduate level may be utilized. The supervised experience shall include a minimum of one (1) hour of face-to-face or one-to-one (1/1) or one-to-two (1/2) supervision with the supervisor for every twenty (20) hours of job/internship experience. Face-to-face may include a face-to-face setting provided by a secure live electronic connection between the supervisor and supervisee. As stated under Subsection 150.01.a.iii. counseling practicum experience as opposed to job or internship experience shall be supervised at a ratio of one (1) hour of supervision for every ten (10) hours in the settings. For example: (3-29-12)

i. A person in a twenty (20) hour per week job/internship who is receiving one (1) hour of individual supervision each week would accumulate one thousand (1,000) supervised hours in fifty (50) weeks to equal the twenty to one (20/1) ratio. (7-1-93)

ii. A person in a forty (40) hour per week setting with one (1) hour of supervision per week would still require fifty (50) weeks to equal the twenty to one (20/1) ratio. (7-1-93)

iii. A person in a forty (40) hour per week setting with two (2) hours of supervision per week would accumulate the one thousand (1,000) hours at the twenty to one (20/1) supervision ratio in twenty-five (25) weeks. (7-1-93)

b. Until July 1, 2004, the supervision must be provided by a Professional Counselor or a Clinical Professional Counselor licensed by the state of Idaho. Effective July 1, 2010, supervision must be provided by a counselor education faculty member at an accredited college or university, Professional Counselor, registered with the Board as a supervisor, a Clinical Professional Counselor, registered with the Board as a supervisor, a Marriage and Family Therapist, registered with the Board as a supervisor, a Clinical Social Worker registered as a supervisor with the Board of Social Work, a licensed Psychologist, or a licensed Psychiatrist, licensed by the state of Idaho. Supervision by a professional counseling peer, however, may be acceptable to the Board if the peer/supervisory relationship includes the same controls and procedures expected in an internship setting. (See Subsection 150.02.a.) For example, the relationship should include the staffing of cases, the critiquing of counseling tapes and this supervision must be conducted in a formal, professional, consistent manner on a regularly scheduled basis.”

In the Department of Counseling, supervision by doctoral students acting as the Departmental Supervisor is acceptable to the Board. The Department of Counseling prefers that students seek out practicum and internship settings that have a licensed professional counselor first, before considering a site in which supervision is provided by a different mental health professional. Your development as a professional counselor occurs not only while in class at ISU but also during your clinical experiences outside of ISU. Mentoring by a professional counselor
during your clinical supervision is a vital part of your emergent identity as a professional counselor.

All applicants for Counseling licensure in the state of Idaho must first pass the National Counselor’s Examination (NCE), which can be taken, in one of two ways:

Option 1: Take the NCE exam at ISU Department of Counseling in Pocatello in April of your last semester. The cost is approximately $350 and the application to sit for the exam is to be completed on-line http://www.nbcc.org/Exam/NationalCounselorExaminationForLicensureAndCertification in November/early December of the previous semester.

Or

Option 2: Apply to take the NCE exam from the Idaho Bureau of Occupational Licensing (IBOL) in Boise after graduation and when your official transcript from ISU has “degree conferred” posted on it. The exam is currently administered monthly and requires that the applicant file the “Notification of Intent to Sit” form be filed 60 days prior to the selected test date. The cost of the exam and application are listed on the IBOL web site.

**Checklist for NBCC:**
1. NCE results
2. Supervisor Verification form
3. ISU Transcript with posted degree (ISU processing fee required)
4. Processing fee, either faxed with Credit Card # or check through the mail
5. Written request for NBCC to send NCE scores to Idaho Licensing Board

**Checklist for State of Idaho Licensing Board, the Bureau of Occupational Licenses:**
1. Licensing Application with appropriate sections for the LPC License filled out, signed by applicant and signature notarized
2. Supervisor & Clinical Experience Verification forms, signed by you and your supervisor(s), signatures notarized, supervisor signature across the envelope seal. You will need a separate form for each of the supervisors who worked with you in your practicum and internship
3. Two (2) checks*, one for the application fee and the other for the license fee
4. NCE Official Test Score report, direct from NBCC
5. 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
website: www.nbcc.org

State of Idaho Bureau of Occupational Licenses
700 West State Street, Boise ID 83702-5868
P: (208) 334-3233; F: (208) 334-3945
website: www.ibol.idaho.gov
email: cou@ibol.idaho.gov

*call, email, or check the IBOL website to confirm current amount
DETAILS OF THE REQUIREMENTS FOR LICENSING

National Board of Certified Counselors
Requirements for Licensing

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**NCE Results**

NBCC (National Board of Certified Counselors) administers the licensure exam, the NCE (National Counselor Exam, [http://www.nbcc.org/Exam/NationalCounselorExaminationForLicensureAndCertification](http://www.nbcc.org/Exam/NationalCounselorExaminationForLicensureAndCertification)). The application, and exam fee, will need to be completed on-line. 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, use your new address to ensure you will get your test results as soon as possible.

---

**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 (IBOL). You can request transcripts prior to when your degree is posted, but request to hold for when your degree is posted. Transcripts can be ordered through the “academic tools” tab in BengalWeb. Each transcript costs $7.50 and can be paid for by credit card.

---

**NCE Score verification sent to Idaho Licensing Board**

NBCC will send you your exam result approximately six weeks after taking the exam. To complete the process to become a NCC and have your scores released to IBOL, send your official transcript complete with posted master’s degree and the score request form (included with your exam results or available at [http://www.nbcc.org/Exam/ScoreVerificationReport](http://www.nbcc.org/Exam/ScoreVerificationReport)) along with the new applicant NCC score verification fee ($25 regular delivery) to NBCC. This fee may be paid with check, money order or by credit card. Score verifications take approximately eight weeks.

**Note:** Current information about the NCE and completing the requirements for your NCC can be found on the NBCC website [www.nbcc.org](http://www.nbcc.org).

---

**Licensing Application**

Complete the LPC Application and have your signature notarized. The Idaho Bureau of Occupational Licenses (IBOL) has one licensing application for the LPC. You will need to include a passport photo (or good quality picture cut to 2” X 2”). The “COU LPC Application” form is available on the IBOL website: [http://ibol.idaho.gov/IBOL/BoardAdditional.aspx?Bureau=COU&BureauLinkID=930](http://ibol.idaho.gov/IBOL/BoardAdditional.aspx?Bureau=COU&BureauLinkID=930)
Supervisor & Clinical Experience Verification forms
You will need multiple copies of Addendum 4, the supervised experience verification form (last two pages of the LPC application), one page filled out and signed by you and one page filled out and signed by your supervisor. Your supervisor can only sign off on the hours that were supervised by that supervisor, so the lines F., G., and H. should include only the hours that were covered by the signing supervisor. Remember that the supervisor must be an LPC or LCPC. If your field supervisor is neither then your faculty supervisor must sign off on those hours. Faculty may sign off on all ISU clinic hours supervised by doctoral students if they were/are not licensed themselves during your supervision with them. Your signature and your supervisor’s signature must be notarized. Most agencies have a notary on staff and ISU will host a notary day the last week of lab. Each set of forms need to be placed in a separate sealed envelope. The corresponding supervisor will sign across the envelope seal.

Separate forms must be filled out for practicum hours and internship hours even if they were completed at the same site. All forms from the same site/supervisor can be placed in the same envelope. Remember to check your supervision ratios. Practicum has a ratio of 1 hour of supervision per 10 hours of client contact and internship should have a ratio of 1:20. You may have more supervision than is required.

Application and Licensing Fee of $150 must be included with your application ($75 application fee, and $75 annual license fee). This can be sent as a single check.

NCE Official Test Score report sent direct from NBCC

Official ISU Transcript direct from ISU with posted Master’s Degree

Note: Current information about licensing can be found on the IBOL website: [http://ibol.idaho.gov/IBOL/BoardPage.aspx?Bureau=COU](http://ibol.idaho.gov/IBOL/BoardPage.aspx?Bureau=COU). The IBOL phone number is (208) 334-3233 and they will direct you to the person assigned to counseling licenses. License applications are reviewed at board meetings, check the webpage to find the date of the next board meeting after you have received your NCE scores and degree (typically late July). All paperwork must be received by IBOL seven days prior to the board meeting. They will e-mail to confirm that paperwork is complete. Licenses will be issued and sent out within two weeks of the board meeting.
APPENDIX G

SUPERVISION CONTRACT
Supervision Contract

This contract serves as verification and as a description of doctoral student counseling supervision provided by _________________________, Doctoral Supervisor to _________________________, Supervisee and counselor trainee enrolled in practicum/internship in the Master’s in Counseling Program at Idaho State University in either Meridian or Pocatello, ID for the _________ semester.

Purpose, Goals, and Objectives:
1) Monitor and ensure welfare of clients seen by Supervisee.
2) Promote development of Supervisee’s professional counselor identity and competence.
3) Fulfill academic requirement for Supervisee’s practicum/internship.
4) Fulfill requirements in preparation for Supervisee’s pursuit of hours and completion of practicum/internship. (if applicable)

Context of Services:
1) One clock hour of weekly individual/triadic supervision.
2) Student will bring a recording of a current counseling session taking place at his/her practicum/internship site weekly for supervision as well as self-report of other clients, questions, concerns, and any other issues he/she would like to discuss.

Method of Evaluation:
1) Feedback will be provided by the Doctoral Supervisor during each session.
2) Specific feedback provided by the Doctoral Supervisor will focus on the Supervisee’s demonstrated counseling skills, case conceptualization, and personalization.
3) Doctoral Supervisor and will document each session.
4) Doctoral Supervisor will give a mid-semester and end of semester formal evaluation and will consult with the course instructor and/or Supervisee’s advisor for the assignment of grades.

Duties and Responsibilities of Doctoral Supervisor and Supervisee:
Doctoral Supervisor:
1) Examine client’s presenting issues and treatment plans.
2) View recording of Supervisee’s counseling sessions.
3) Provide signature on client documentation when necessary.
4) Challenge Supervisee to justify approach and technique used.
5) Monitor Supervisee’s demonstrated counseling skills, case conceptualization, and personalization.
6) Present and model appropriate directives.
7) Intervene when client welfare may be at risk.
8) Ensure ACA Code of Ethics are upheld.
9) Supervision sessions will be recorded for viewing by faculty supervisor.
10) Work with Supervisee’s faculty supervisor and site supervisor(s) to monitor Supervisee’s progress.
Supervisee:
1) Uphold professional ACA Code of Ethics.
2) Be on time, prepared, and participate fully in each supervision session.
3) Bring a usable (sound/video) recording to review to each session.
4) Make and preview counseling session for review in supervision.
5) Be prepared to discuss all client cases.
6) Justify case conceptualization made along with the approach and techniques utilized.
7) Discuss working case conceptualization and the progress of chosen theoretical approach and techniques in a collaborative spirit, constantly seeking to improve and enhance your effectiveness with each client and family.
8) Implement supervisory directives in subsequent sessions.
9) In case of emergency consult first with site supervisor, if unable to reach them contact faculty supervisor, and then contact Doctoral Supervisor if you are unable to get in touch with faculty supervisor.
10) Inform Doctoral Supervisor of any of the following occurrences:
    a) Incidents of violence to clients and/or counselor.
    b) Incidents of restraint.
    c) Incidents of violence to all others.
    d) Disclosed thought of client regarding violence to self or others.
    e) Knowledge of any suicidal thoughts or intent of client.
    f) Any possible confusion on, or breach of, appropriate boundaries.
    g) Any known violations of confidentiality and/or clients rights.
    h) Reports of abuse or neglect to CPS.

Procedural Considerations:
In event of an emergency Doctoral Supervisor can be reached at (supervisor provide phone #).

Supervision Process and Approach:
I take a collaborative and relationship oriented approach to supervision. My goal is for you to get the feedback you need and want while feeling comfortable asking questions, sharing your concerns, and talking about what you both think you do well and need work on. I want to you to learn and value your supervision sessions and for us to have a dialogue about how the supervisory relationship is working throughout the experience. Honesty and openness in supervision are extremely important and I value both. I will also emphasize your personal wellness and self-care as a counselor.

Your progress will be discussed during my supervision as needed with ISU faculty advisors and site supervisor(s). However, I commit to honor and respect all information you share in supervision about you and/or your clients and keep this information confidential to the highest degree possible and within the limits of the law.

If you feel you are not receiving adequate supervision please talk to me about it, first. If you continue to be unsatisfied, please discuss it with the Clinic Director or your advisor.
Supervisor’s Background and Credentials:
Educational Background/Degree:

License(s) and/or certification(s) current and pending:

Experience as a Counselor:

Model of Supervision:

Terms of the Contract:
This contract is subject to revision at any time by the Doctoral Supervisor, or the Supervisee with approval of the Doctoral Supervisor and Supervisee’s Advisor.

We agree to the best of our ability, to uphold the directives specified in this supervision contract and to conduct our professional behavior according to the ACA Code of Ethics.

________________________________________
Supervisor Name (please print)

________________________________________
Supervisor Signature               Date

________________________________________
Supervisee Name (please print)
APPENDIX H

SAMPLE AFFILIATION AGREEMENT
AFFILIATION AGREEMENT

This Affiliation Agreement (“Agreement”) between Idaho State University, on behalf of its Department of Counseling Program, located at 921 S. 8th Ave., Stop 8120, Pocatello, ID 83209-8120 (the "Program") and ___________________ located at ________, ______________ (the "Facility") (each individually, a “Party,” and collectively, the “Parties”), takes effect on __________________, 201___ (“Effective Date”).

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, or any other characteristic protected by law, unless permitted by law.

C. Organization. The Parties must cause the ACCE (defined below) to cooperate with Facility’s clinical coordinator (or other designee) in arranging each Student’s Experience’s schedule, content, objectives and goals.

II. Program Responsibilities.

A. Definitions.


2. “ACCE” means Program’s academic coordinator of clinical education

B. Duties. The Program shall:

1. Provide a statement to the Facility that describes the philosophy, goals, objectives, and schedule of:
   a. The Program’s curriculum generally; and
   b. The desired Student Experiences;

2. Ensure that each Student is appropriately is assigned to the desired Experience, including:
a. Evaluating the Student’s competence and knowledge before the Experience begins and after the Experience ends; and
b. Requiring the Student to carry appropriate general and professional liability insurance;

3. Ensure that the Student is knowledgeable and has prepared for:
   a. Transportation needed to fulfill responsibilities at the Facility;
   b. Room and board while performing the Experience at Facility; 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 (10) working days before the Student’s arrival, subject to the arrangement set forth below in Sections IV.B and IV.C; and
   e. Providing the Facility with specific Student outcome objectives for 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 shall:

A. Accept a mutually agreed upon number of Students which the 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 (15) 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 (40) 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.

H. Facilitate communication between the Parties, including appointing a member from Facility to serve as clinical coordinator and notifying the Program of his/her identity.

I. Assume and maintain responsibility for patient care.

IV. Student Experience Characteristics.

A. No Employment relationship to Either Party.

1. In General. Facility’s rules and regulations apply to each Student which Program assigns to an Experience.

2. Liability. The Student is not considered an officer, employee, agent, representative, or volunteer of either Party for any purpose including, but not limited to, liability, but instead is a Student engaged in educational Experiences as a part of the Program’s curriculum.

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 workforce is defined under 45 CFR 160.103.

B. Short-Notice Assignment. In an emergency circumstance, the Program has a right to assign a Student to an Experience with less than ten (10) days’ notice to the Facility. The Facility reserves a right to accept or reject that assignment.

C. Short-Notice Cancellation. The Program retains a right to cancel a Student’s Experience assignment for academic or other good cause with
less than ten (10) days’ notice to Facility, with no duty to designate another Student as a replacement.

D. Assignment Refusal. The Facility retains a right for good cause to refuse any clinical assignment with less than fifteen (15) 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 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 the Effective Date and is continuous with automatic one-year renewals on each successive anniversary of the Effective Date.

B. Termination. Each Party has a right at any time to terminate the Agreement upon no later than sixty (60) days’ advance written notice to the other Party.

C. In the event of termination of this Agreement by either party, Students currently assigned to clinical experiences at Facility at the time of notice of termination will be given the opportunity to complete their Experience at Facility.

VI. Liability.

A. Program Commitment.

1. Insurance. Program at its own expense shall 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 shall, at its own expense, obtain and maintain appropriate Workers’ Compensation coverage for Program’s employed personnel and Students.

3. Program Indemnity.

   a. Scope. To the extent of any applicable insurance coverage and/or the limitations of the Idaho Tort Claims Act (I.C. § 6-901 et seq.), and subject to any applicable terms thereof, 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 subsection VI.A for any 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.

c. Any claim which involves a Student shall be the responsibility of the Student Insurance Carrier.

B. Facility Commitment.

1. **Insurance.** Facility at its own expense shall 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 subsection VI.B for any 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. **Student Requirement.** Student is required to have Student’s own
general and professional liability insurance with limits of liability of $1,000,000 per occurrence and $3,000,000 in general aggregate.

2. **Program Duty.** The Program ensures that general and 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.** The Parties agree that Program shall retain all of its protections under the Idaho Tort Claims Act (I.C. § 6-901 et seq.).

**VIII. Confidentiality.** The Facility acknowledges that Student records are confidential and Facility shall not disclose any Student records to a third party without the express prior written consent of Student, except when required by law.

**IX. Amendment.** Any change to this arrangement requires a written amendment that each Party’s authorized signatory must sign.

**X. 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:**
Idaho State University  
General Counsel  
921 S. 8th Ave., Stop 8410  
Pocatello, ID 83209-8410

**Facility Notification Address:**

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

Signed:

**Program:**  
IDAHO STATE UNIVERSITY

**Facility:**  

By: ____________________________________  
Rex Force, Pharm.D.  
Vice President for Health Sciences

By: ____________________________________  
Printed Name:___________________________

Title: ________________________________

Date: ________________________________  
Date: ________________________________
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, on behalf of its Department of Counseling Program (“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.

________________________________________________________________________

Student’s Signature Date

________________________________________________________________________

Student’s Name (Print)

________________________________________________________________________

Program Witness (Signature) Date

________________________________________________________________________

Program Witness Name and Title (Print)
APPENDIX I

GRADUATE ASSISTANTSHIP LOG
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<th>DATES BY WEEK</th>
<th>GRADUATE ASSISTANTSHIP TASKS</th>
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