Department of Education and Human Services

Main Office: 610.519.4620
FAX: 610.519.4623

E-mail Inquiries: eduhs@villanova.edu
http://www.education.villanova.edu/

Department Chairperson
Certification Officer:

Edward Fierros, Ph.D. … 610.519.6969
SAC 302D
Edward.Fierros@villanova.edu

Counseling Program Coordinator:

Robert Murray, OSA, Ph.D. …610.519.6991
SAC 330
Robert.Murray@villanova.edu

Support Staff:

Ms. Marion Angelini …….. 610.519.4625
Marion.Angelini@villanova.edu
• Administrative Assistant for Graduate Programs

Ms. Rita Siciliano ………… 610.519.8028
Rita.Siciliano@villanova.edu
• Administrative Assistant to Chairperson
• Applications for Teacher & Counselor Certification

Ms. Anne Feldman ………… 610.519.5363
Anne.Feldman@villanova.edu
• Request for Graduate Applications and Bulletin
• Applications for School Counseling Internships
• Applications for Graduation (Master’s)
• Applications for Comprehensive Exam

Counseling Full-Time Faculty:

Michael Mason, Ph.D. ………………. 610.519.4733
SAC 366
Krista Malott, Ph.D. ………………. 610.519.4642
SAC 361
Joan Q. Monnig, Ed.D. ……………… 610.519.4637
SAC 354
Robert Murray, OSA, Ph.D………….610.519.6991
SAC 330
Rayna Markin, Ph.D………………..610.519.3078
SAC 363
Christopher Schmidt, Ph.D…………610.519.4618
SAC 360

Frequently Used Telephone Numbers:
Bursar’s Office ………….. 610.519.4258
Falvey Memorial Library
• General Information ... 610.519.4292
• Reference Desk ........ 610.519.4273
Parking ...................... 610.519.6990
Public Safety ............... 610.519.6979
Registrar’s Office ........ 610.519.4032
Emergency Closing ....... 610.519.4505
Information (recording)
University Shop ............ 610.519.4160
Villanova Emergency ….. 610.519.6808
Medical Services
Wildcard Office .......... 610.519.5031
Health Center .......... 610.519.4070
# Counseling Program (CHR)

## Student Manual

### 2010 - 2011

**Table of Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Introduction and Welcome</td>
<td>4</td>
</tr>
<tr>
<td>II. Philosophy and Program Objectives</td>
<td>5</td>
</tr>
<tr>
<td>III. Program Options</td>
<td>7</td>
</tr>
<tr>
<td>IV. Admission Procedures</td>
<td>8</td>
</tr>
<tr>
<td>V. Financial Aid</td>
<td>10</td>
</tr>
<tr>
<td>VI. Advising</td>
<td>12</td>
</tr>
<tr>
<td>VII. Registration</td>
<td>12</td>
</tr>
<tr>
<td>VIII. Program Requirements</td>
<td>15</td>
</tr>
<tr>
<td>IX. Practicum</td>
<td>18</td>
</tr>
<tr>
<td>X. Internship</td>
<td>18</td>
</tr>
<tr>
<td>XI. Evaluation of Student Performance</td>
<td>20</td>
</tr>
<tr>
<td>XII. Comprehensive Exams</td>
<td>21</td>
</tr>
<tr>
<td>XIII. Certification in School Counseling</td>
<td>22</td>
</tr>
<tr>
<td>XIV. Graduation</td>
<td>24</td>
</tr>
<tr>
<td>XV. Licensure Related Issues</td>
<td>24</td>
</tr>
<tr>
<td>XVI. Professional Identity</td>
<td>27</td>
</tr>
<tr>
<td>XVII. Meet the Faculty</td>
<td>29</td>
</tr>
<tr>
<td>XVIII. Student/University Relationship</td>
<td>30</td>
</tr>
<tr>
<td>XIX. Villanova University Services and Facilities</td>
<td>31</td>
</tr>
<tr>
<td>XX. Useful Documents</td>
<td>34</td>
</tr>
<tr>
<td>XXI. Appendices</td>
<td>36</td>
</tr>
</tbody>
</table>
I. INTRODUCTION AND WELCOME

STUDENT MANUAL

This manual is intended to provide a summary of information you may find beneficial to know during your graduate school experience at Villanova University. It presents the sequence of courses required for school and clinical mental health counseling, admissions procedures, and departmental policies. Please take notice that the official rules and regulations of Villanova University, as well as degree requirements, can be found in the Villanova University Student Handbook. It is important you read the handbook, to gain a comprehensive understanding of the University’s policies. If there is any discrepancy between information in this manual or any other publications and the handbook, information in the handbook takes precedence. We suggest that you also become familiar with the Villanova University Graduate Studies Catalog for the Arts and Sciences.

WELCOME

Every member of the Counseling Program, here at Villanova University, is excited to learn more about you and to play an integral role in helping you achieve your academic and career goals. We know your experience here will provide you with ample opportunities to develop both personally and professionally. It is important to take time out of your busy schedule to engage in the myriad of opportunities our program and the University provides. Attend the CHR Speaker Series, become involved with research, be a part of the student council, find out about the Villanova Counseling/Law Collaboration, and look into professional organizations, which are a great resource for you. Make the time to get involved!

Remember, this degree is much more than a checklist of requirements. The process of becoming a counselor requires an ability to engage in self-discovery. As a student, you may experience feelings of frustration, excitement, exhaustion, and illumination. The journey may be challenging, but the rewards are great. It is up to you to make the most out of your graduate school experience. The more time and energy you give to your learning, the more you will grow as an individual and enhance your counseling skills.

We welcome your interest in the counseling profession and our program and hope that this Student Manual will answer many of your questions. Please read this manual carefully and refer to it often. It provides an abundance of helpful information.

Welcome to our program. We wish you great success and fulfilled goals.
II. PHILOSOPHY AND PROGRAM OBJECTIVES

PHILOSOPHY
The professional training of counselors in the Villanova University Counseling Program reflects the faculty's view of the ultimate goals of counseling in a pluralistic society: enhancing the cognitive, affective, and social/interpersonal development of individuals and groups; fostering independence in decision-making; and developing effective problem-solving strategies. The realization of these goals is achieved directly through counseling and consulting and indirectly through the coordination of ancillary services.

Villanova University's counseling program emphasizes counselor skill development and personal growth which are considered prerequisites to helping others. The program reflects a humanistic orientation, with an emphasis on developing counseling relationships which are open, accepting and non-judgmental, yet reality based. We assume that clients are helped most by counselors who display candor and openness in their interpersonal relationships. Consequently, the counseling program provides experiences and training that generate such behaviors.

PROGRAM OBJECTIVES
1) Counselor trainees become familiar with qualities of an effective counselor and issues related to human development, individual and group differences, human behavior, and diversity. They learn to appraise and select counseling materials, to use appropriate evaluation procedures, to make expedient referrals, to provide consultative services, and to counsel individuals, families and groups of clients regardless of age, sex, religion, ethnic or socio-economic background, or physical ability/disability.
2) Counselor trainees gain knowledge of current literature and research related to counseling.
3) Students effectively apply their acquired knowledge to actual counseling situations in the clinical mental health and/or school setting.

Note: Villanova’s counseling program is not presently CACREP accredited. We are in the process of working toward accreditation.

STUDENT INPUT
Student input concerning curriculum and administration is actively sought. Students are encouraged to contact any Counseling Program faculty member with questions and concerns about our Program (phone: 610.519.4620). Such questions and concerns are often brought before the Counseling Committee, which is composed of all full-time Counseling faculty.

The CHR Student Council, founded in 2008, has been created to serve as a liaison between students and faculty, specifically acting as the eyes, ears, and most importantly the voice of current students in the CHR program. The primary purpose of the student council is to find ways in which the program can be strengthened and improved, as well as to share the concerns of current students. Students are encouraged to become active members in the student council. Information about the organization will be disseminated at the orientation meeting for all new
students.

The Counseling Program has developed several venues for receiving feedback from students about the program. One way is through student evaluations. These evaluations are completed at the end of every semester, in each course. Once the evaluations are completed, they are processed and returned to the professor after the course ends. Professors use this information to assess their classes and teaching effectiveness. It is important to be thoughtful and honest when completing the evaluations.

There is also an Exit Survey that is distributed during the second semester of your internship. You will have the opportunity to provide your suggestions and feedback about the program, as well as highlight your successes and personal accomplishments.

OUTLINE OF THE CLINICAL MENTAL HEALTH COUNSELING PROGRAM

The Clinical Mental Health Counseling program was designed by faculty members in the Counseling Program in accord with the licensure requirements of the State of Pennsylvania. The current coursework is based on the standards and recommendations of the following sources: the Council for Accreditation of Counseling and Related Educational Programs (CACREP), Ethical Standards for Community Counselors developed by ACA, NCC examination requirements, and licensure requirements for community counselors as outlined by the Commonwealth of Pennsylvania.

Students are prepared for the clinical mental health- counseling profession through training in courses such as counseling theory, group dynamics, counseling skills, multi-cultural counseling, consultative services and community counseling orientation (See appendix F for more information). They will also have the opportunity to select elective courses focusing on an area of specialization, such as marriage and family counseling or drug and alcohol counseling. Students are provided with the opportunity to develop their counseling skills within the community setting through the practicum and internship experiences.

OUTLINE OF THE SCHOOL COUNSELING PROGRAM

The School Counseling program, which offers specializations in the Elementary or Secondary levels, was created by faculty members in faculty members in the Counseling Program in accord with the licensure requirements of the State of Pennsylvania. Coursework is based on the standards of the following sources: the Council for Accreditation of Counseling and Related Educational Programs (CACREP), the ASCA National Model for School Counseling Programs and National Standards for School Counseling programs, Ethical Standards for School Counselors developed by ASCA, licensure requirements for school counselors as outlined by the Commonwealth of Pennsylvania’s Department of Education, and the Pennsylvania Standards for School Counseling Programs.

Students are prepared for the school counseling profession through training in courses such as counseling theory, group dynamics, counseling skills, multi-cultural counseling, consultation,
and school counseling orientation. Students are provided with the opportunity to develop their counseling skills within the school setting through practicum and internship experiences. See appendix F for more information.

III. PROGRAM OPTIONS

Students of the Villanova’s Graduate Program in Counseling come from a variety of backgrounds. Some of our students have a background in psychology, while others have been in business for years. No matter the background, each of our students has a common goal of becoming involved in a profession that enhances the lives of individuals and provides counseling services for those in need.

STUDENT OPTIONS:

- **Degree-seeking Students:**
  Students who have been admitted into the graduate program in Counseling (Clinical Mental Health or School).
  - Full-time Status: The average full-time course load is four courses per semester.
  - Part-time Status: The average part-time course load is two courses per semester.

- **Certification Students:**
  Students who have previously received a Master's degree in Counseling and wish to earn certification in either Elementary or Secondary School Counseling.
  These individuals may request a transcript evaluation. The request must include a description of the courses taken at the university which granted the Master's degree and a letter to the Chairperson of the Department of Education and Human Services stating the candidate's intentions. These materials must be presented at the time of the student's formal application.

- **Dual Certification:**
  A candidate holding a Master's degree and certification in either Elementary or Secondary School Counseling may earn dual certification in the second area of specialization. A letter of request stating the candidate's intentions and a course description (a photocopy from the course catalog is acceptable) from Villanova University granting the Master's Degree and counselor certification, should be sent to the Chairperson of the Department of Education and Human Services. These materials must be presented at the time of the student's formal application. Following a transcript evaluation, a candidate will be notified of the courses which will be required for dual certification, including an internship experience.

- **Special Student Status:**
  Those desiring to engage in graduate study without working toward a graduate degree may, with permission, register as a special student. Such individuals must submit an
application for admission to graduate study. No more than six credits earned with special-student status may subsequently be applied to a degree program. Even though they are not working for a degree, students must be identified with a major department, whose chairperson becomes the student's advisor.

- **Post Master’s Supervision:**
The Department of Education and Human services offers a series of post master’s courses for students seeking supervision. Classes will run as a four-piece sequence - Fall/Spring/Fall/Spring. Classes will provide students with the opportunity to acquire the credits and supervision hours necessary for national certification and state licensure.

- **Auditing**
Those who wish to audit courses and not receive academic credit are required to file an application, with the application fee, and furnish the same records as students who are applying for degree credit. The student who has been granted audit status may not be held responsible for the assignments and examinations required in the course. Although no credit or grade is received, the same tuition and fees are charged for audit as for credit courses. The regulations applicable to changes in registration status (drops and adds) also apply to audit students.

**IV. ADMISSION PROCEDURES**

**HOW TO APPLY**
Applicants for the Master of Science in Counseling Program must hold a bachelor's degree from an accredited college. Although the average applicant has a minimum GPA of 3.0, each application is considered on an individual basis. The candidate's undergraduate studies, MAT or GRE scores, professional training and experience, and recommendations are all evaluated in the review process. **Students applying for the school counseling program are required to have completed six credits of undergraduate math and six credits of undergraduate English in order to become certified.** Those applying for the school counseling program are not required to have had any previous course work in education.

All necessary application materials and the **Villanova University Graduate Studies Catalog for Liberal Arts and Sciences** may be requested from the Graduate Studies Office, College of Arts and Sciences, Villanova University, 800 Lancaster Avenue, Villanova, PA 19085 or call 610.519.7090 (direct) or 800.338.7927 (toll free). Any questions concerning admission procedures should be directed to the Graduate Studies Secretary at 610.519.7090.

**APPLICANTS FOR ADMISSION TO GRADUATE STUDIES MUST SUBMIT:**
1) The completed application, two **official** copies of all previous undergraduate and graduate transcripts, and a non-refundable $50.00 application fee should be submitted directly to the Dean of Graduate Studies of Arts and Sciences. Make check or money order payable to Villanova University. Do not send cash.
*Note: If you attend the graduate open house and have your application stamped, the application fee of $50.00 will be waived.

2) Provide three letters of recommendation, preferably from undergraduate faculty. For those who have been out of school for a number of years, professional letters are acceptable. These recommendations should include the official Villanova University cover letter forms (found in the application packet) as well as a formal letter.

   o Department of Education and Human Services
     302 St. Augustine Center
     Villanova University
     800 Lancaster Avenue
     Villanova, PA 19085.

3) Complete the "Experience and Goals" form and submit it directly to the Chairperson of the Department of Education and Human Services. This form is included in the Appendix B of the student manual.

4) Official copies of scores on the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE) need to be forwarded to the Department of Education and Human Services.

   o Arrangements may be made to take the MAT by calling the Villanova University Counseling Center at 610.519.6188.
   o Registration booklets for the GRE are available in Career Services at Villanova University, Corr Hall 104, 800 Lancaster Avenue, Villanova, PA 19085 or call 610.519.4060.

5) Application Deadline:
   Students are admitted only for the Fall Semester. Applications are due by February 1st each year.

*International students must take the TOEFL examination and submit all credentials by February 1st.

**COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990**
Section 504 of the Rehabilitation Act of 1973, as amended, provides that "no otherwise qualified handicapped individual...shall, solely by reason of his [her] handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...from the Department of HHS." Villanova University will attempt to make any reasonable adjustment and accommodations for disabled
students to permit them to fulfill their academic requirements. If you have a disability (as defined by the 1973 Rehabilitation Act or the Americans with Disabilities Act of 1990), it is the student's responsibility to inform the instructor of each course within the first 3 weeks of the semester of any disabling condition which will require modifications to avoid discrimination. The designated liaison for Graduate Studies is Dean Gerald M. Long who may be contacted at 610.519.7093. Upon acceptance into Graduate Studies, students will receive a letter notifying them of the provisions that Villanova University makes for those with disabilities.

V. FINANCIAL AID

GRADUATE ASSISTANTSHIPS
The Department of Education and Human Services offers a limited number of graduate assistantships for full-time students. These are awarded by the Dean of the Graduate School in consultation with the department chairperson and the graduate assistant coordinator. The full-time assistantship is awarded on a competitive basis and currently provides a stipend, payable in nine installments, and a waiver of all tuition and fees for a minimum of 9 and a maximum of 12 credits per semester. In return, the graduate assistant is required to work in the Department 20 hours each week and, with the exception of a Resident Assistantship, may not take additional employment on campus or elsewhere. For more information on other assistantships on campus please contact the Graduate Studies Office at 610.519.7090.

Graduate assistants in good standing may enroll for summer study with a waiver of tuition, but no summer stipends are provided. The waiver of tuition for two summer courses (six credits) requires 70 hours of service for six credits over the course of the summer. The waiver of tuition for one summer course requires 35 hours of service over the course of the summer.

The deadline for Graduate Assistant applications is February 1st. Please note that all graduate assistant applicants must be accepted and matriculated by the February 1st deadline or they will not be considered for an assistantship.

LAB TECHNICIANS
The Department of Education and Human Services offers a limited number of student positions as Lab Technicians, also known as part-time graduate assistants. These are awarded by the Dean of Graduate Studies in consultation with the department chairperson and the graduate assistant coordinator on a competitive basis and provide tuition remission for six hours of credit each term. The student is required to work in the Department 7 hours each week and may request an extension of this position for the second year in the program. Lab technicians are not guaranteed, but typically are offered a full-time graduate assistantship position their second year.

The deadline for Lab Technician applications is February 1st. Please note that all graduate assistant applicants must be accepted and matriculated by the February 1st deadline or they will not be considered for an assistantship.
Applications for Graduate Assistantships and Lab Technicians may be obtained from the Department of Education and Human Services in 302 St. Augustine Center for the Liberal Arts or from the Graduate Studies Office in 201 Vasey Hall. See Application Form for Graduate Assistants and Lab Technicians, Appendix L.

RESIDENT ASSISTANTSHIPS
A limited number of resident assistantships are available and provide free room and board in return for duty in undergraduate residence halls. Applications may be obtained from the Director of Residence Life on the second floor of Kennedy Hall; Phone: 610.519.4154 or Fax: 610.519.7599.

COLLEGE WORK STUDY PROGRAM
Students who qualify for financial assistance through the Financial Aid Office may secure College Work Study positions in agencies cooperating with the Pennsylvania Higher Education Assistance Agency and Villanova University. Only full-time graduate students are eligible for college work study. All inquiries should be addressed to Villanova University Financial Aid Office on the second floor of Kennedy Hall at 610.519.4010.

TUITION-REDUCTION FOR TEACHERS AND ADMINISTRATORS
Any teacher or administrator in a Catholic primary or secondary school is able to receive a 40% reduction off the regular graduate tuition rate in any Arts and Sciences program.

Also, any teacher or administrator in a public or private (but non-Catholic) primary or secondary school is able to receive a 20% reduction off the regular graduate tuition rate in any Arts and Sciences program.

LOANS
Low interest, long term, delayed payment loans are also available. National Direct Student Loan (NDSL) applications are made through Villanova University Financial Aid office. State Guaranteed Loan applications are made directly to the lending institution. After the loan application has been completed, it must be sent to the Financial Aid Office with a stamped self-addressed envelope. The Financial Aid Office determines loan eligibility. All graduate students must present proof of registration from the Business Office.

A student must be matriculated to be eligible for loan consideration.

All financial assistance information may be obtained through the Financial Aid Office on the second floor of Kennedy Hall; Phone: 610.519.4010.
VI. ADVISING

ORIENTATION FOR NEW STUDENTS
An orientation is held for all new students to the Counseling Program during the fall semester. At this meeting students will be provided with an overview of the program, meet many full-time faculty, and have an opportunity to talk with other students. This orientation enables new students to meet with others in the program and begin to establish their own integral role in the counseling program. Additionally, critical program details will be distributed and discussed at this time. Attendance at this orientation is mandatory and all students admitted over the last year are expected to attend. For more information contact Fr. Robert Murray, New Student Orientation Coordinator, at 610.519.69911.

THE ADVISING PROCESS
Upon admission, each student is assigned an advisor from the full-time Counseling faculty. Students select courses in consultation with their advisors during advanced registration or walk-in registration. Only advisors can provide pin numbers, which are required for registration, to students. In addition to assisting the student with academic issues, the faculty is available to guide and assist students facing any number of issues which may affect their studies. As students near completion of the program, an advisor may be extremely helpful in career decision making. The faculty is an excellent resource for information regarding opportunities in the field and advanced graduate study.

STUDENT MENTOR PROGRAM
Beginning Fall 2009, Villanova is implementing a student mentor program. This program is designed to familiarize first year students with the program by coupling them with a second year student who can offer guidance and support. Mentors may provide assistance by answering questions, providing helpful information about the program, and with finding a practicum site. To be paired with a mentor, please request an application form by e-mailing robert.murray@villanova.edu. Application forms will also be disseminated at the first year orientation meeting.

VII. REGISTRATION

OVERVIEW
When granted admission to the Counseling program, students are assigned a faculty advisor. It is the responsibility of each student to register for their first semester courses by completing the paperwork with the help of their advisor during advanced registration or walk-in registration. Advanced registration, also known as pre-registration, is held several months before the beginning of classes, goes on for several weeks and offers students an increased likelihood of placement in their courses of choice. Walk-in, or open registration, is conducted several days prior to the beginning of classes. Students who postpone registering until walk-in registration often find many of the courses are closed due to their popularity.
After completing their first semester, students are required to register for their courses online. To do this, students need to confer with their advisor in order to discuss courses and receive their PIN number (a 6-digit number necessary to complete registration online. This code changes every semester). See Steps for Online Registration, Appendix K.

Villanova University’s Counseling program is hugely successful and well respected across the nation. We are committed to providing students with personal classroom learning experiences. Class sizes are intentionally kept small so that students will get individual attention. Therefore, it is likely that throughout a student’s program, he/she may have to adjust his/her schedule in order to enroll in the classes he/she needs. It is important to note that some courses are offered only in the Fall or Spring semester. Every effort is made to accommodate students; however, in order to keep classes small, not every person will get his/her first choice all of the time.

Normally, six credits is considered a full load for part-time graduate students. Nine to twelve credits is a full load for full-time graduate students. Permission of the Department Chairperson is necessary to carry more than twelve credits.

ADVANCED REGISTRATION PROCEDURES
The following steps are required for advanced registration

- Call the Department at 610.519.4620 to schedule an appointment with the advisor assigned to you. For Fall semesters' advanced registration, call during the first or second weeks in March.

- Obtain a list of course offerings for the Fall semester from the Education and Human Services Office. Review program requirements as outlined on the appropriate Sequential Planning Chart and tentatively select desired courses.

- Meet with assigned faculty advisor to select courses. An advisor's signature is required on all registration forms, including drop and add forms. Fifteen-minute advisor appointments are scheduled as follows: For the Fall semester advanced registration takes place during the third week of March through the end of April. Since registration is completed on a first-come-first-enrolled basis, students with early appointments have greater assurance of getting their first choice.

- Since the faculty, for the most part, teach in the evening, advising during the 4-week long advanced registration period takes place during the day. After a student meets with her or his advisor, the student then proceeds to register online. We regret that at this time there are no provisions for registering by mail, telephone or FAX.

- Bills for tuition are mailed to students at least one month prior to the beginning of each semester.
OPEN REGISTRATION PROCEDURES
For those unable to complete advanced registration, the following information is provided concerning open or walk-in registration.

- Call the Department secretary at 610.519.4620 to confirm exact dates and hours for walk-in registration. Registration for the Fall semester is usually held during the last week in August.

- At the time of registration, obtain a list of course offerings for the specific semester from the Department Office. Review program requirements (see Sequential Planning Charts, Appendix F) and the receptionist's list of closed courses. Tentatively select desired courses.

- Meet with a faculty advisor to finalize the selection. The signature of a faculty member is required on all Registration Forms.

- Submit a completed and signed Registration Form to a departmental secretary before 5:00 p.m., when the department office closes.

- Make arrangements to pay tuition the same day you register (check, credit card, deferred payment) with the Bursar's Office which has a booth set up in the Connelly Center during walk-in registration. The Bursar's Office is located on the first floor of Kennedy Hall, 610.519.4258. Hours: Monday-Friday 8:30 a.m. to 5:00 p.m.

CHANGES IN REGISTRATION
All changes in registration status must be approved by the student's advisor and requested by the student prior to the beginning of the third week of the semester or during the first week of the Summer session. Withdrawal from courses within the dates designated below entitles the student to a specified refund. Regulations concerning refunds for the summer sessions may be found in the Summer Sessions Bulletin.

TO BE ELIGIBLE FOR A 100% REFUND, STUDENTS MUST WITHDRAW BEFORE THE FIRST DAY OF CLASSES

<table>
<thead>
<tr>
<th>Segment of Semester</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to first week</td>
<td>80%</td>
</tr>
<tr>
<td>Up to second week</td>
<td>60%</td>
</tr>
<tr>
<td>Up to third week</td>
<td>40%</td>
</tr>
<tr>
<td>Up to fourth week</td>
<td>20%</td>
</tr>
<tr>
<td>Beyond fourth week</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

Changes in registration status should not be confused with complete withdrawal from the Counseling program. Request for complete withdrawal from Villanova University must be made by letter to the Dean of Graduate Studies. If students have completely withdrawn from a program, they may not resume their studies unless they have been formally readmitted. Students who withdraw without approval will receive an "F" grade in all currently registered courses.
ENROLLMENT POLICY
Villanova University reserves the right to cancel any course wherein twelve or fewer students are enrolled during the fall and spring semesters. During summer courses, the University reserves the right to cancel any course wherein fewer than seven students are enrolled.

VIII. PROGRAM REQUIREMENTS

Students are expected to complete the core program and comprehensive examination, as well as demonstrate proficiency in counseling skills during a one-semester Practicum and a two-semester Internship. A total of forty-eight (48) credits are required for the degree. A twelve (12) credit post-Master’s option, that offers specialization, is available for students seeking the additional credits and supervision required for licensure.

Please Note: Beginning Fall 2011, in response to the Pennsylvania Department of Education’s additional special education requirements for School Counselors, a total of 54 credits will be required for the degree.

Core Program Courses
CHR 8605 Laboratory in Counseling Skills
CHR 8655 Laboratory in Group Dynamics
CHR 8687 Counseling Theories and Practice
CHR 8604 Research and Evaluation
CHR 7132 Ethics in Counseling
CHR 8884 Human Growth and Development
CHR 8860 Laboratory in Counseling Diverse Population
CHR 8685 Lifestyle and Career Development
CHR 8855 Assessment and Appraisal

REQUIRED COURSES:

1. Elementary or Secondary School Counseling
CHR 8684 Practicum in Elementary or Secondary School
CHR 8689 and CHR 8690 Internship I and II in Elementary or Secondary School
CHR 8680 School Counseling Orientation
CHR 8683 Consultation Processes
CHR 8600 Special Ed. For Counselors & Teachers
CHR 8854 Therapeutic Strategies for working with Children (All Elementary)
CHR 8857 Adolescent Counseling Interventions (All Secondary)
2 workshops (1 credit each one) or 1 Elective (3 credits)

2. Clinical Mental Health
CHR 8642 Practicum in Clinical Mental Health Counseling
CHR 8850 and CHR 8851 Internship I and II in Community Counseling
CHR 8688 Community Counseling Orientation
CHR 8840 Community Resources and Crisis Intervention
PSY 8225 Psychopathology
1 elective (3 credits)
2 workshops (1 credit each one) or 1 elective (3 credits)

SEQUENTIAL PLANNING CHARTS
The Sequential Planning Chart is a list of the required courses for each program. The courses are structured into three levels. The levels are listed in the recommended order in which they should be taken. A student's planning chart serves as a guide in course selection and a record of the student's progress through the chosen program. With advisor approval, a student may take a required course out of the suggested sequence. Copies of the Sequential Planning Charts for each of the counseling programs (Clinical Mental Health, Elementary School, and Secondary School) are available in the Department of Education and Human Services and are listed in Appendix F of this student manual.

PREREQUISITES
Courses are arranged in a three-level sequence. Levels are so arranged because many courses are prerequisites to more advanced courses. In as much as the Internship demands considerable practical experience, students are strongly urged to complete Level I & II course work before beginning the Internship, which is Level III. Electives, Research and Evaluation (CHR 8604) or Statistics (EDU 8641), and Human Growth and Development (CHR 8884) may be taken at any time during the program.

Students may take up to six years to complete the program; a student's program begins at the time the first course, transfer or otherwise, is taken. Students must take CHR 8605 Laboratory in Counseling Skills, CHR 8655 Laboratory in Group Dynamics, CHR 8687 Laboratory in Counseling Theory and Practice, must be taken within the first 12 hours of graduate work and are prerequisites to Practicum Experience. It is strongly preferred that students take CHR 8688 - Community Counseling Orientation or CHR 8680 - School Counseling Orientation and CHR 7132 - Ethics & Legal Issues in Counseling (1 Credit) prior to Practicum Experience, but may take the courses concurrently with the Practicum Experience. A thesis is not required, but may be done in lieu of six credits of elective study (Appendix M).

In planning a course of study, it is important for students to be aware that several courses may be offered only once a year. The Sequential Planning Chart (Appendix F) and Planning Guide for Full Time Program (Appendix G) are to be used as a lead for planning when to take courses throughout the program. Students wishing to take a specific course should consult their advisor and plan accordingly. It is also important to note:

- Only a limited number of courses are offered during summer sessions.
- Courses offered as requirements in one area of specialization may be taken as electives by students in other areas of specialization.
- CHR 8655 Laboratory in Group Dynamics, CHR 8605 Laboratory in Counseling Skills, CHR 8687 Counseling Theory and Practice, CHR 8680 School Counseling
Orientation, and CHR 8688 Community Counseling Orientation are prerequisites for the following courses:

CHR 8684, 8681, 8682 Practicum in Counseling
CHR 8686 Group Theory and Practice
CHR 8845 Family Interventions
CHR 8840 Community Resources and Crisis Intervention
CHR 8873 Substance Abuse Counseling
CHR 8854 Therapeutic Strategies for Working with Children
CHR 8857 Adolescent Counseling Strategies
CHR 8864 Brief Strategic Therapy
CHR 8695 Practicum in Facilitating and Co-facilitating Groups*
  * Admission by permission of professor

- Group Theory and Practice (CHR 8686) is a prerequisite for Practicum in Facilitating and Co-facilitating Groups (CHR 8695)
- Ethics & Legal issues in Counseling (1 Credit) is required for all students and must be completed before or during practicum.

WORKSHOPS
Workshops are one credit elective courses graded on a pass/fail basis. Workshops require ten hours of classroom work and are usually scheduled on a Friday evening and the following Saturday morning and afternoon. Although students are welcome to participate in any number of workshops, they may take no more than three for credit toward the Master's degree.

TRANSFER OF CREDIT
A student who has had previous graduate work on a matriculated basis and wishes to transfer this credit may request a transcript evaluation. The request must include a letter to the Chairperson of the Department of Education and Human Services stating the desire to transfer credits and a photocopy of the catalog course description from the college or university attended.

No more than six credits from another program, in which the candidate was matriculated, will be accepted towards a Villanova University graduate degree. If a student wishes to transfer in courses that are similar to CHR 8605 (Laboratory in Counseling Skills), CHR 8655 (Laboratory in Group Dynamics), or CHR 8687 (Counseling Theory and Practice), the credits, if accepted in transfer, will be counted as electives only. These three courses must be taken at Villanova University.

Only students who qualify for and are granted matriculated status at the time of their admission may be approved for transfer of credits. Requests for this approval must be made at the time of application for admission.
IX. PRACTICUM

Students are required to complete a 100 hour practicum. The practicum is a 100 hour (3 credit) supervised experience, which will provide students with the opportunity to practice and enhance their counseling and consulting skills that they have acquired in previous courses.

Clinical Mental Health Counseling Practicum is designed to introduce students to the role and function of a professional clinical mental health counselor and provide them with experience in a mental health treatment setting. School Counseling Practicum is designed to introduce students to the role and function of a professional school counselor and assist them in becoming familiar with the school as a work setting. Additional information about registration for practicum and placement procedures will be provided during the orientation meeting which takes place during students’ first semester.

Throughout the practicum experience, students gain familiarity with the counseling process and begin to conceptualize cases. The following prerequisite courses must be completed prior to beginning the practicum experience: CHR 8605 Laboratory in Counseling Skills, CHR 8655 Laboratory in Group Dynamics, CHR 8687 Laboratory in Counseling Theory and Practice, CHR 8688 Community Counseling Orientation OR CHR 8680 School Counseling Orientation, and CHR 7132 Ethics & Legal Issues in Counseling. Please note that CHR 8688, 8680, and 7132 may be taken concurrently with the practicum. The Practicum in School Counseling will only be offered during Spring semester, and students should plan their coursework accordingly.

Practicum in School or Clinical Mental Health Counseling meets weekly and provides an environment designed to support students through the practicum experience and expose students to various professional issues. Students are evaluated by their practicum professor and their site supervisor on their ability to interact appropriately with staff, patients, and peers, their receptiveness to supervision, and their knowledge and skills as beginning level counselors.

X. INTERNSHIP

Internship I and II are experiential courses which combine supervised counseling experience in an approved agency or school with an intensive review of this experience in seminars on campus. Students are required to participate in the six credit hour two-semester Internship sequence in a setting appropriate to their concentration in the Counseling Program. Clinical Mental Health Counseling students must work in an approved agency under the supervision of a certified counselor. School Counseling students must work in an approved school under the supervision of a certified school counselor. Other counseling students are similarly required to work in an approved agency which corresponds to their area of professional interest. Students must log a minimum of 600 clock hours in their field experience during their two-semester Internship. The exact schedule is to be developed by the sponsoring agency and the counselor trainee with the approval of their professor.
The purpose of the Internship is to provide the counselor trainee with the opportunity to work directly with clients individually, and in small groups. Hopefully, students will integrate their theoretical knowledge with the realities of the internship site. It is important that counselor trainees have a broad range of experiences, including some of the less desirable clerical tasks which are invariably associated with counseling.

To qualify for Internship I, students must have completed Level I and Level II (with faculty approval, a student may take a Level II course concurrently with Internship) and submit an Application for Internship (see Appendix A for a sample application). Those applying for a Fall semester Internship must file an application by February 1; those applying for a Spring semester Internship must file by October 1. Application for internship does not replace registration; it simply alerts the faculty of a student's intentions. Students must still register for both Internships I & II as they do with all courses.

Internship I and Internship II are each three-credit courses which are typically completed in the same agency during consecutive semesters. Students need to apply for Internship I only; it is assumed they will continue with Internship II the following semester. Students must register for both Internship I and Internship II.

A Spring and Summer semester Internship I and II experience is usually offered for Clinical Mental Health Counseling students. Internship I and II are uniquely intensive courses; students are advised to plan accordingly, avoiding additional demanding course work. Students may, but usually do not, receive pay for Internship.

FACULTY ASSISTANCE
Although the major responsibility for internship placement rests with the student, faculty members willingly assist students by writing letters and making telephone calls so as to facilitate a placement in the student's best interest. In the Spring semester, students in the Clinical Mental Health Counseling program should contact the professor in whose section he/she is enrolled to discuss possible sites. A directory of possible Practicum and Internship placement sites is available for Clinical Mental Health and School Counseling students and may be obtained from the Department of Education and Human Services office in 302 SAC.

PROFESSIONAL LIABILITY INSURANCE
The Counseling Committee requires all internship students to carry and to provide proof of coverage of professional liability insurance for the period during which they are enrolled in internship. Students may not begin working at a field site without having met this requirement. For internships which span the Fall and Spring semesters, coverage should commence August 1st and extend over 12 months. For Internships which commence in the Spring, coverage should commence December 1st and extend over seven months. The maximum amount of liability/malpractice insurance is recommended.
Although there may be other sources of insurance which students are welcome to explore, we recommend insurance through the American Counseling Association (ACA), 5999 Stevenson Avenue, Alexandria, VA 22304, 1-800-545-2223 or 703-823-9800. One must be a member of ACA before he/she can qualify for this insurance. Membership dues are reduced for students.

**CHILD PROTECTIVE SERVICES LAW**

The following information pertains to counselor trainees who desire an internship in Pennsylvania's public schools. Pennsylvania Act 34, the Child Protective Services Law, requires all employees of Pennsylvania's public schools to submit to a PA state criminal record check, child abuse history clearance, and FBI criminal history report. The purpose of Act 34 is to protect students from adults with criminal records of abuse to children. A teacher, counselor, administrator or staff member with a record of abuse cannot continue/find employment in Pennsylvania's public elementary and secondary schools.

Applicants to Pennsylvania's public schools and, in many cases, internship students and student teachers, are asked to provide proof that they have been investigated and received clearance. To furnish this documentation, Pennsylvania residents must:

- Go to any Pennsylvania State Police barracks and request the forms required by Act 34. School personnel offices will often have the forms.
- Complete the form and mail it to Harrisburg with the required $10.00 fee. Pennsylvania Department of Education, Division of Student and School Services, Bureau of Community and Student Services, 333 Market Street, Harrisburg, Pennsylvania 17126-0333. Phone: 717.783.3750
- Clearance documentation will be sent by mail in two to six weeks.

Non-residents must:

- Go to any Pennsylvania State Police barracks and request the forms required by Act 34.
- Be finger printed (the FBI uses these prints to complete the investigation; Pennsylvania State Police do not have jurisdiction outside of the state.)
- Complete the form and mail it to Harrisburg with the required $10.00 fee. Pennsylvania Department of Education, Division of Student and School Services, Bureau of Community and Student Services, 333 Market Street, Harrisburg, Pennsylvania 17126-0333. Phone: 717.783.3750
  *Clearance documentation will be sent by mail in six to ten weeks.

**XI. EVALUATION OF STUDENT PERFORMANCE**

Grades are recorded at the end of each semester or summer session. The student receives an official report by mail. Any inaccuracy must be reported by mail to the Registrar immediately. The following reflects the numerical GPA equivalents of letter grades, as approved by the Dean of Graduate Studies on August 21, 1995:
Students receiving a grade of "F" must retake the course and achieve a "C" or better. After the dates stipulated in the Academic Calendar in the *Villanova University Graduate Studies Catalog for the Arts and Sciences*, only substantive non-academic reasons will be considered sufficient to receive a WX grade. No WX grades will be granted for purely academic reasons after these dates. The same principle applies to requests for changes from grade to audit (AU) status.

An N (incomplete) grade indicates the instructor is not prepared to give a definite grade for the course in view of the student's not having completed all the assigned work. It automatically becomes F if the work is not completed and submitted to the instructor within one month's time after the end of the term. Without the approval of the professor, the department head, and the Dean of Graduate Studies, no change of grades can be effective. Grades are part of the student's permanent record. No changes other than N grades can be made, unless due to faculty error. The Academic Appeal Policy is contained in Appendix E.

In graduate study, the student is expected to do more than pass the required courses. In addition students must maintain a grade-point average of at least 3.00 and cannot be approved for the comprehensive examination or graduation unless this average has been maintained. Refer to the *Villanova University Graduate Studies Catalog for Liberal Arts and Sciences* for an explanation of how the grade-point average is derived and computed.

**XII. COMPREHENSIVE EXAMINATIONS**

The Comprehensive Examination, graded pass/fail, requires students to integrate information from a number of courses in the Counseling Program. The examination is required for all students in degree programs, including those obtaining a second Master's degree. Students taking special courses or credits leading to certification only need not take the examination. Students may take the comprehensive examination when they have completed 30 credit hours, including all required courses on Levels I and II. It is recommended that a student take the comprehensive examination as soon after completing required courses as possible.

The examination is offered once during the Fall, Spring, and Summer II semesters, usually toward the middle of the semester. Specific dates are published each year in the *Villanova University Graduate Studies Catalog for the Arts and Sciences*. Students must apply to take the examination at least two weeks prior to the examination. Detailed instructions and guidelines for preparing and taking the examination are available from the Departmental Office and are mailed to each student upon the department's receipt of his/her application to take the examination. Applications and examination policies will be available in 302 SAC.
Since Spring 2010, the Counseling program implemented a new format for the comprehensive examination. The new formatting follows the Counselor Preparation Comprehensive Exam (CPCE) written by the Center for Credentialing & Education, an affiliate of The National Board for Certified Counselors. The purpose of the CPCE is to “assess counseling students’ knowledge of counseling information viewed as important by counselor preparation programs.”

This new exam consists of 160 multiple-choice questions with 20 items per CACREP area. Exam content covers the common-core areas as defined by the CACREP Standards for Preparation. These eight core areas (Human Growth & Development, Counseling Diverse Populations, Counseling Skills, Group Work, Lifestyle & Career Development, Appraisal, Research & Evaluation, & Ethics), which constitute the CPCE, serve as the primary theoretical basis for the examination. In addition, students will be given a Case Study with which they will be asked to conceptualize, assess, and present a plan of treatment.

Students will be permitted to take this exam without having taken the background coursework, though in such cases students are strongly advised to form study groups or find alternative methods of obtaining the relevant information. There is a cost of $45 for student’s planning to sit for the CPCE exam. Please note that it may increase annually. While there is no official study guide for this exam, any study materials developed for the NCE should be useful for the CPCE.

XIII. CERTIFICATION IN SCHOOL COUNSELING

APPLYING FOR CERTIFICATION

Students in the School Counseling Programs are eligible to apply for certification upon successful completion of their Master's degree program. Students seeking certification to work in Pennsylvania must complete all requirements for a Master of Science degree in Counseling with a specialization in Elementary or Secondary School Counseling.

In addition, students must complete the PDE-4511C Commonwealth of Pennsylvania Application for Professional Personnel Certificate available in the Department Office. This Application should be completed and submitted to the Administrative Assistant of the Department Chairperson (with the required fees) for final processing prior to graduation.

CONTACT PEOPLE FOR INFORMATION REGARDING CERTIFICATION:
Certification — Fr. Robert Murray, OSA, Ph.D. (610) 519-6991 or your advisor
Praxis Applications — available in the main office SAC 302

APPLYING FOR CERTIFICATION

- Certification is required for all school counseling students who plan to work as a counselor within a public school.
- Certification is through the Pennsylvania Department of Education.
- All students must apply for certification. This should be done during the last semester of your internship through your internship supervisor.
• In order to be certified you must have fulfilled degree requirements
• There are 2 types of certificates- elementary (kindergarten through sixth) and secondary (seventh through twelfth). *Middle school counselors can have either certification, dependent upon specific district requirements.
• If you desire to be both elementary and secondary certified at this time you cannot do them simultaneously. Doing both requires 2 separate internships, one in an elementary school and the other in a secondary school. You are also required to complete additional coursework.
• For more information refer to the PA Department of Education's website at www.pde.psu.edu or call (717) 783-6788.
• Physical examinations by a doctor are required prior to starting a full-time position in school.

For more information see Appendix H in this Student Manual.

*Please note- school counseling certification has no National Counseling Examination requirement - (You do not have to take the NCE to be eligible to counsel in a school).

PRAXIS
Graduate students seeking certification in Elementary or Secondary School Counseling must pass three basic skills PRAXIS tests and the School Guidance and Counseling PRAXIS test. The PRAXIS are required for all teachers and non-teachers in the school counseling program. Teachers are required to take the counseling section only. Non-teachers are required to take the reading, math, writing, and counseling sections.

Praxis Registration Bulletin booklets are available in the main office SAC 302. The test is administered on campus on designated Saturdays throughout the academic year. Other local testing sites are available as identified in the manual.

*Please note:
1) You cannot take all four exams on one day. Testing requires at least two testing dates (See the Praxis Registration Bulletin for planning).
   There is a test fee (refer to p. 8 of the Praxis Registration Bulletin).
2) You must register ahead of time by mail or online (it is suggested that students register for specified exam date no later than the completion of the 1st semester).
3) For more information regarding the Praxis call Educational Testing Service at (609) 771-7395, email praxis@ets.org or go online to www.ets.org/praxis

You must take the following 4 sections of the PRAXIS series:
1. PPST-Reading: # 10710
2. PPST-Math: # 10730
3. PPST-Writing: # 20720
4. School Guidance and Counseling: # 20420

In order to pass the 4 sections, you will need to receive at least the following scores:
1. PPST-Reading = 172
2. PPST-Math = 173
3. PPST-Writing = 173
4. School Guidance and Counseling = 590

The earlier you register to take the tests, the more likely you are to get the test site of your choice. You can register on-line at www.ets.org/index.html or you can pick up a Registration Bulletin in the Education and Human Services Department, SAC 302.

XIV. GRADUATION

Graduation is a time to celebrate your accomplishments and successes as a Villanova Graduate Student. You are now ready to venture into your career as a school or clinical mental health counselor. We look forward to assisting you in this process.

In order to graduate, you must fill out the Application for Granting of Master’s Degree Counseling Program form by the beginning of your last semester. You must complete and submit this form to the main office SAC 302.

Students who expect to be graduating have the responsibility of applying for graduation to the Chairperson of the Department of Education and Human Services by January 31st for May commencement and by June 1st for degrees granted in September. Specific deadlines for this application are published each year in the Villanova University Graduate Studies Catalog for Liberal Arts and Sciences. An example application for Granting of Master's Degree can be found in Appendix C.

Although degrees are granted at the end of the Fall and Spring semesters, commencement ceremonies are held once a year, in May. Specific information concerning graduation exercises is mailed to each applicant before graduation. For further information contact the Department of Education and Human Services at 610.519.4620.

XV. LICENSURE RELATED ISSUES

CONTACT PEOPLE FOR INFORMATION REGARDING LICENSURE:
1) Degree Requirements — Fr. Robert Murray, OSA, Ph.D (610) 519-6991 or your advisor
2) National Counselor Examination — Dr. Krista Malott, Ph.D (610) 519-4642
3) Licensure Applications — contact State Board of Social Workers, Marriage and Family Therapists and Professional Counselors, Post Office Box 2649, Harrisburg, Pennsylvania 17105-2649. Call (717) 783-1389, visit www.dos.state.pa.us, or email at socialwo@pados.state.pa.us.

Licensure – Act 136 requires the following steps to be taken:
EDUCATIONAL REQUIREMENTS
You must complete a planned program of 60 semester hours of graduate work, which could include the 48-semester hour master's degree in counseling plus 12 additional post Master’s credits. The Program of Counseling has developed a 12 credit certificate program which you may complete in order to satisfy the 60 semester graduate credit requirements. (See Post-Masters Certificate Form available in 302 SAC)

EXPERIENCE REQUIREMENTS
1. Currently, Act 136 states that you must complete at least three years or 3,600 hours of supervised clinical experience, obtained after the completion of 48 semester hours. Approximately 10% of these hours need to be supervised.
2. Students need to document and have supervisors sign a letter to verify hours of supervised experience and supervision time (both group and individual).
3. During the calendar year, Villanova University will offer four Advanced Practicum courses, CHR 8856, 8866, 8858 & 8868, (enrollment limited to 12 students) which will allow you the opportunity to obtain additional supervision. The Commonwealth allows for two supervisory hours for each contact hour of a supervisory course.

NCE EXAM
1. National Counselor Exam is offered on campus in April and in October.
2. Applications for the April exam will arrive in early fall. An email will be sent to all current CHR students when the application packet arrives—please check your villanova emails that come regularly. However, for more details, contact Dr. Malott at krista.malott@villanova.edu. Applications for other test dates must be obtained from NBCC.
3. In order to sit for the NCE, students must fill out an application as well as send in an application fee. Failure to have completed the required course work will result in the rejection of your application and the forfeit of the application fee.
4. The following courses must have been completed in order to be eligible to sit for exam:

<table>
<thead>
<tr>
<th>Acceptable Course for NCE Content Area</th>
<th>Villanova Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Growth &amp; Development</td>
<td>(CHR 8884) Human Development</td>
</tr>
<tr>
<td>Social/Cultural Foundations</td>
<td>(CHR 8860) Counseling Diverse Populations</td>
</tr>
<tr>
<td>Helping Relationships</td>
<td>(CHR 8687) Counseling Theory &amp; Practice; (CHR 8605) Lab in Counseling Skills</td>
</tr>
<tr>
<td>Group Work</td>
<td>(CHR 8655) Lab in Group Dynamics; (CHR 8686) Group Counseling Theory &amp; Practice</td>
</tr>
<tr>
<td>Career &amp; Lifestyle Development</td>
<td>(CHR 8685) Lifestyle &amp; Career Development</td>
</tr>
<tr>
<td>Appraisal</td>
<td>(CHR 8855) Assessment and Appraisal</td>
</tr>
<tr>
<td>Research &amp; Program Evaluation</td>
<td>(CHR 8604) Research &amp; Evaluation</td>
</tr>
<tr>
<td>Professional Orientation &amp; Ethics</td>
<td>(CHR 8688) Community Counseling Orientation OR</td>
</tr>
</tbody>
</table>
**MASTER ADDICTIONS COUNSELOR CERTIFICATION (MAC)**

The MAC credential represents a nationally certified, masters’ level prepared substance abuse professional. This credential attests to the educational background, knowledge, skills, and competencies of a specialist in addictions counseling. NCC’s who hold the NCBB MAC credential are eligible to seek Substance Abuse Professional (SAP) status through the U.S. department of Transportation (USDOT).

**REQUIREMENTS:**
1. Graduate degree (Masters or higher) & NCC Certification
2. Have completed a minimum of 12 semester hours of graduate-level coursework specifically in addiction counseling, including: drug terminology, theories of addiction, and treatment methods
3. Have completed a minimum of 36 months of supervision. There is no fixed number of hours required; however 24 of the 36 months of supervision must take place after completing your Graduate degree
4. Received a passing score on the Examination for Master Addictions Counselors (EMAC)

**CONTENT AREAS:**
1. Addiction Counseling Practices
2. Treatment Planning and Implementation
3. Orientation to Treatment Process
4. Assessment & Prevention

For more information, see the NBCC-MAC website: http://www.nbcc.org/certifications/mac/ or contact Dr. Michael Mason at michael.mason@villanova.edu
XVI. PROFESSIONAL IDENTITY

AMERICAN COUNSELING ASSOCIATION (ACA)
ACA is a professional organization representing counselors. It offers a number of services and publications to its members. ACA members can join one or more of the divisions or organizational affiliates which correspond to their specific interests in counseling. Information on ACA and the benefits its membership provides is available in the Education and Human Services Office along with applications for membership. Students are strongly encouraged to join ACA soon after being admitted to the program. Students entering their internship are required to join ACA, so as to qualify for malpractice insurance. Contact information: 5999 Stevenson Ave., Alexandria, VA 22304. Phone: 703.823.9800 Toll-free: 800.347.6647 or Fax: 703.823.0252. Web Site: http://www.counseling.org/

PENNSYLVANIA COUNSELING ASSOCIATION (PCA)
PCA is a state professional organization which offers reduced rate student membership. Membership provides students with an opportunity to voice their opinions and concerns in an arena with other professionals eager to listen. PCA offers a number of publications and services to their members. Information on this association and applications for membership are available from the receptionist in the Education and Human Services office. PCA Web Site: www.pacounseling.org.

AMERICAN SCHOOL COUNSELOR ASSOCIATION (ASCA)
The American School Counselor Association is the national organization that represents the profession of school counseling. ASCA focuses on providing professional development, enhancing school counseling programs, and researching effective school counseling practices. The mission of ASCA is to promote excellence in professional school counseling and the development of all students. Contact Information: American School Counselor Association, 801 North Fairfax Street Suite 310 Alexandria, VA 22314, 703.683.2722 or Toll-free 800.306.4722, Fax: 703.683.1619 Hours: Monday-Friday 8:30 a.m. to 4:30 p.m. Web Site: http://www.schoolcounselor.org/

PENNSYLVANIA SCHOOL COUNSELORS ASSOCIATION (PSCA)
PSCA is a state professional organization which offers reduced rate student membership. Membership provides students with an opportunity to voice their opinions and concerns in an arena with other professionals eager to listen. PSCA offers a number of publications and services to their members. In addition, the PSCA offers a scholarship to incoming and first-year students in school counseling. Information on these associations and applications for membership are available from the receptionist in the Education and Human Services office. For further information: Nancy G. Moore, NCC, PSCA Membership Chairperson, 329 Eighth Ave., Juniata, Altoona, PA 16601-5715. PSCA Web Site: www.psca-web.org.
NATIONAL BOARD FOR CERTIFIED COUNSELORS (NBCC)

NBCC allows counselor education programs to hold special National Counselor Examination (NCE) testing administrations for their graduating students who apply as Board Eligible National Certified Counselors (NCC’s). The intent is to permit counseling students in their final semester to have the opportunity to sit for the examination before intervening months or years create the necessity for extensive review. Board Eligible status allows candidates to sit for the examination without prior experience.

Those who pass have a three year period in which to accrue the required post-masters experience of 3,600 hours (an average of 20 hours per week for 3 years), including 1,000 hours of direct service and 100 hours of face-to-face supervision by a mental health professional. For further information: National Board for Certified Counselors, Inc., 3 Terrace Way, Suite D, Greensboro, NC 27403-3660. Phone: 336.547.0607 or Fax: 336.547.0017. Web Site: http://www.nbcc.org/. Office hours: Monday-Friday 8:30 a.m. to 5:00 p.m. ET. Please note that the Certification Department accepts calls after 11:00 a.m. ET. Before that time, the certification staff is reviewing applications. Students should consider sitting for the NCE only if they have taken graduate course work in the following areas; undergraduate course work is not applicable:

NCE Area - Required Courses

1. **Human Growth and Development** - Human Growth and Development (CHR 8884)
2. **Helping Relationships** - Counseling Theory and Practice (CHR 8687); Lab in Counseling Skills (CHR 8605)
3. **Research and Program Evaluation** - Research and Evaluation (CHR 8604)
4. **Group Work** - Laboratory in Group Dynamics (CHR 8655); Group Counseling Theory and Practice (CHR 8686)
5. **Career and Lifestyle Development** - Lifestyle and Career Development (CHR 8685)
6. **Appraisal** - Assessment and Appraisal (CHR 8855)
7. **Social/Cultural Foundations** – Lab in Counseling Diverse Populations (CHR 8860)
8. **Professional Orientation and Ethics** - Ethics in Counseling (CHR 7132); Community Counseling Orientation (CHR 8688); School Counseling Orientation (CHR 8680)
9. **Field Experience** - Internship I and II (CHR 8689 and 8691, 8690 and 8693, or 8850 and 8851)
XVII. MEET THE FACULTY

ROBERT J. MURRAY, OSA, Ph.D
Father Murray is the program coordinator for the Counseling Program at Villanova. He received his Ph.D from Temple University and currently teaches Educational Psychology, Human Growth & Development and Independent Study and Research. Father Murray’s research interests include education and ethos, mission effectiveness, charism and religious life, and the therapeutic use of forgiveness.

KRISTA M. MALOTT, Ph.D
Dr. Malott received her Ph.D from the University of Northern Colorado. She has taught Practicum in Community Counseling, Working with Diverse Populations, Secondary School Internship, Lifestyle and Career development, and Adolescent Counseling. Dr. Malott’s research interests include multicultural counselor training, ethnic identity development, and effective counseling with diverse populations. She supervises the law/counseling collaboration.

RAYNA MARKIN, Ph.D
Dr. Markin received her Ph.D from the University of Maryland. She presently teaches Counseling Theory and Practice and enjoys conducting individual and group psychotherapy research on topics such as transference, real relationship, working alliance, and attachment.

MICHAEL J. MASON, Ph.D
Dr. Mason received his Ph.D from Oregon State University. He presently teaches Research and Evaluation and is currently working on a research study looking at the social ecologies of urban youth, drug abuse risk and prevention in adolescents, and linkages between mental health, social networks, and activity spaces.

JOAN Q. MONNIG, Ed.D
Dr. Monnig received her Ed.D from the University of Massachusetts. She has taught such courses as Lab in Group Processes, Secondary School Internship, Crisis Interventions, Lab in Group Dynamics, and Assertiveness Training. Dr. Monnig’s research interests include the study of group interaction and team building based on personality profiles.

CHRISTOPHER SCHMIDT, Ph.D
Dr. Schmidt received his Ph.D from the College of William and Mary. He has taught such courses as Lab in Group Process, Lab in Counseling Skills, and Counseling Theory and Practice. Dr. Schmidt’s research interests include the study of enhancing professional practice through moral development, positive youth development and prevention through family-based developmental programming, the school counselor response to proactive aggression, counselor competency and cognitive complexity, adolescent social environments, and integrating evidence-based practice into family counseling agencies.
ADJUNCT FACULTY
Our program employs an extensive network of adjunct faculty, each of whom is an essential component of the Counseling program. The diverse backgrounds and experiences of these instructors is of great value and it is encouraged that you actively participate and build relationships with these individuals as their breadth and depth of knowledge will surely enhance your academic experience.

XVIII. STUDENT/UNIVERSITY RELATIONSHIP

SELECTIVE RETENTION POLICY
Aware that effective counselors offer their clients not only their academic training, but also their personal values, attitudes, maturity and stability, the Counseling program faculty has developed a student review process known as Selective Retention. The process enables the faculty to identify and help students who may need additional course work or other experiences in order to master specific counseling skills. The Counseling Committee meets at least once each semester on Selective Retention matters. For a complete description of the Selective Retention Policy, refer to Appendix D.

STUDENT COMPLAINT PROCESS
Students who wish to voice a concern or complaint regarding any facet of the Counseling program should first contact his/her professor. If the student does not want to approach his/her professor, for whatever reason, the Director of the CHR program should be contacted. If unresolved, the student may bring his or her concern to the attention of the Chairperson of the Department of Education and Human Services or the Dean of Graduate Studies. For a complete description of the Academic Appeal Policy, refer to Appendix E.

SEXUAL HARASSMENT
Villanova University's policy is to maintain an atmosphere free of any pressure on employees and students relating to sexual harassment. For any person who believes he or she is the victim of sexual harassment, there is confidential counseling available. Definitions of sexual harassment and sexual assault can be found in the Student Handbook or at: http://www.studentlife.villanova.edu/handbook/index.htm.

If you cannot solve your problem of sexual harassment informally, file a formal written complaint with the complaint officer, Kathy Byrnes, Assistant Vice President for Student Life (610.519.4550). The complaint must be filed no later than six months from the date on which the incident allegedly occurred. If you need someone to talk to, contact one of the following:

Dr. Joan Whitney, Counseling Center, 206 Student Health Services Building, 610.519.4050 or Dr. Edward Collymore, Multicultural Affairs, 202 Vasey Hall, 610.519.4077.
ENDORSEMENT POLICY
The Counseling faculty fully support and encourage all graduates of the Master's degree program to pursue the appropriate academic or professional career available to them. Letters of recommendation for employment and/or to verify professional credentials are provided at the discretion of each faculty member. Professional endorsement is based on evidence of demonstrated proficiency specifically in the vocational and/or credentialing area for which endorsement is sought. Letters of endorsement may be provided after the student has completed a substantial portion of the program.

ACADEMIC INTEGRITY

XIX. VILLANOVA UNIVERSITY SERVICES AND FACILITIES
The following is a partial list of Villanova University services and facilities. Additional information may be obtained by calling the telephone number provided. The Villanova University Student Handbook is also helpful.

ATHLETIC FACILITIES (610.519.6469)
A wide range of athletic facilities are available to students upon presentation of a valid student identification card. Villanova University provides: basketball courts, swimming pools, indoor and outdoor running tracks, tennis courts, and weight room. Intramural teams may be formed for most sports. Those interested may contact the intramural office at 610.519.6560 or 610.519.6387.

CAMPUS MINISTRY (610.519.4080)
Campus Ministry is located in the lower level of St. Rita's Hall and coordinates all religious activities and services on campus. Campus Ministry works with all members of the Villanova community to build spiritual awareness and growth. For further information on their services and a listing of area churches and synagogues, see the Villanova University Student Handbook.

CAREER SERVICES (610.519.4060)
Career Services is located in Garey Hall (320 & County Line Rd) and offers free career planning services which include on-campus recruiting and workshops on such topics as resume writing and interview preparation. Students are encouraged to register at Career Services before graduation and are advised to request letters of recommendation from three faculty members, including their Internship instructor. Protocol suggests students request, rather than assume, that a faculty member will write a recommendation.

CONNELLY CENTER (610.519.7250)
The Connelly Center is a multi-purpose student facility that houses an information center,
meeting rooms, lounges, an art gallery, a cafeteria, game room, ticket box office, travel agency, electronic banking machines, and the Connelly Cinema.

**EMERGENCY CLOSING INFORMATION (610.519.4505) (recording)**
In the event that Villanova University is closed for any reason, announcements of the closing will be made on KYW 1060 AM and other local radio stations. The number for graduate classes is 524 in Delaware County. This information is also available on a recorded announcement by calling 610.519.4505.

**FALVEY MEMORIAL LIBRARY (610.519.4292)**
The Falvey Memorial Library provides resources and facilities for study and research, including more than 600,000 volumes, 2,600 periodical titles, 16,000 government documents, 1,050,000 microfilms, and 25,000 audiovisual materials. Microfilms and audiovisual materials are on the ground floor, periodicals and reference materials are on the first floor and books are on the top three floors. The reference staff is available to answer any questions, to help locate materials not owned by the Falvey library, or to complete Inter-Library Loan requests. Students may also conduct a computer search on their own at http://dgprod2.vill.edu/~library/homepage.htm.

Books or periodicals not owned by Villanova may be requested and obtained through Inter-Library Loan (ILL), a cooperative arrangement among libraries throughout the country that allows the sharing of their resources. An ILL request can be initiated by obtaining the appropriate forms from the ILL librarian or reference librarian. Books are usually obtained without charge and photocopies of articles are free of charge. It takes a minimum of ten days to two weeks to obtain materials through ILL and students are notified by telephone or mail when they arrive. The loan period varies from two to four weeks and most libraries allow one renewal. Falvey Memorial Library is open during the Fall and Spring semesters at the following times:

**Regular Semester Hours**

- **Monday - Thursday** 8:00 a.m. - 12:00 a.m.
- **Friday** 8:00 a.m. - 8:00 p.m.
- **Saturday** 9:00 a.m. - 8:00 p.m.
- **Sunday** 10:00 a.m. - 12:00 a.m.

The Holy Grounds study section of Falvey is open to students (via student ID access) 24 hours a day.

Holiday, exam week, fall/spring break and summer hours vary as posted. Call 610.519.4292 or 610.519.4271 for changes in library hours.

Villanova University ID required for access to the library at all times.

Web Site: http://www.library.villanova.edu
GRADUATE STUDIES EVENTS – ACADEMIC AND SOCIAL (610.519.7090)
In September, the Graduate Student Council (GSC) sponsors an Orientation Day for students new to Villanova University’s Graduate Studies programs. Important questions are answered and a tour of the campus is provided. Throughout the year, the GSC sponsors forums on topics of interest to graduate students. They are designed to enrich the intellectual atmosphere at Villanova and to promote stimulating discussion among students from different programs. In addition to the academic events, the GSC sponsors social events including a holiday social and a picnic in the Spring featuring food, drink, and entertainment for all graduate students and faculty. For more information, check out the GSC Web Site at http://ucis.vill.edu/~user7/gsc/gschome.html or contact the GSC at 610.519.5414.

HEALTH CENTER (610.519.4070)
The Health Center is located in the Student Health Services Building (across from Bartley Hall), third floor, and is open 24 hours a day with a registered nurse available around the clock, seven days a week. In urgent cases requiring emergency treatment, the physician is on call at all times. A physician is available every weekday morning for consultation and treatment.

HEALTH INSURANCE (610.519.4070)
Full-time graduate students may apply for health insurance through Villanova University. Information and an application for this plan may be obtained from the Student Health Center in the Student Health Services Building, third floor.

HUMAN SERVICES (610.519.7829)
Human Services is an organization designed to handle all the special needs of those students who have a physical disability or learning disability. It is located in Vasey Hall, Room 5, along with Project Sunshine (610.519.4079), an outreach program designed to provide volunteer services to the surrounding community.

INTERNATIONAL STUDENT SERVICES (610.519.4095)
The International Student Services office provides assistance with immigration regulations; educational, social, and personal counseling; cultural and social activities; and sponsors an annual Association, language orientation program, a host family program, the International Students’ club, and an international newsletter and magazine. All international students must register with this office as soon as they begin their studies at Villanova University and must report each change of address in accordance with government regulations. The office is located in Connelly Center second floor.

LEGAL INFORMATION CENTER (610.519.4379)
The Legal Information Center, located in Sheehan Hall, Room 10, enlists the services of volunteer law students, under the supervision of a faculty member, to provide free legal consultative services.
PARKING (610.519.6990)
Student parking is strictly limited to designated on-campus parking lots and parking stickers are required. Cars without current stickers will be towed, as will those parked on the street or in the SEPTA parking lots. Parking stickers may be obtained from the Public Safety Office in St. Clare Hall on Lancaster Avenue (there is a sign outside) from 9 a.m. to 5 p.m. The cost is $50.00 for evening students. Those who go through walk-in registration, after they see the Bursar, will then have an opportunity to meet with Public Safety to purchase a parking sticker.

VILLANOVA UNIVERSITY COUNSELING CENTER (610.519.4050)
The University Counseling Center, located in the Student Health Services Building, Room 206, offers professional help in individual and group counseling, testing, reading services, and consultation. The Counseling Center also houses an occupational and educational library. The center is open from Monday-Friday 9:00 a.m. to 5:00 p.m. Appointments may be made in person or by telephone.

VILLANOVA UNIVERSITY SHOP (610.519.4160)
The Villanova University Shop is located in Kennedy Hall and contains texts and materials for virtually all courses as well as a variety of products for everyday needs.

VILLANOVA UNIVERSITY WRITING CENTER (610.519.4604)
If you have experienced any difficulty in writing and organizing your papers in the past, you may wish to consult Villanova University's Writing Center early in the semester. It is free of charge and staffed by graduate and undergraduate students from the English Department. The location is the second floor of Falvey Hall. Its entrance is next to Mendel Field, not through the main entrance of Falvey library. The Writing Center is open Monday: 1:30 p.m. to 9:30 p.m., Tuesday: 1:30 p.m. to 9:30 p.m., Wednesday: 1:30 p.m. to 9:30 p.m., Thursday: 1:30 p.m. to 9:30 p.m., and Friday: 1:30 p.m. to 5:30 p.m..

XX. USEFUL DOCUMENTS

The Department of Education and Human Services strongly recommends that students obtain the following documents as they contain important supplementary information not provided in this Student manual.

GRADUATE STUDIES CATALOG FOR THE ARTS & SCIENCES
The catalog contains descriptions of the courses offered in the Counseling program. A calendar of the school year with important dates to remember and a campus map are contained in the Catalog as well. Catalogs are available in the Education and Human Services Office. Web Site: http://www.catalog.villanova.edu/
STUDENT HANDBOOK: “THE BLUE BOOK”
*The Blue Book* is available at the front desk in the Connelly Center and is a valuable resource for any student. It contains information on many aspects of student life at Villanova including: spiritual life, academic regulations, community life, and much more. If you have a question on anything that does not pertain directly to the Counseling Program, the *Blue Book* is one of the first places you should look.
Web Site: http://www.studentlife.villanova.edu/handbook/index.htm

INTERNSHIP SITE DIRECTORY
The process of identifying a potential field experience site for one's Internship and getting approval is time consuming. A list of Internship site locations for Clinical Mental Health Counseling and School Counseling students is available in the Education and Human Services Office. This Internship Site Directory includes local school districts and clinical mental health agency names, addresses, and phone numbers. The department strongly advises students to look at this directory and make inquiries several months prior to the start of Internship. The directory is available from the receptionist in the Education and Human Services Office.

GUIDELINES FOR PREPARING FOR AND TAKING COMPREHENSIVE EXAM
The guidelines provide an overview of the comprehensive exam, a description of general procedures, information on which course material the student should study, and sample questions. Those students planning on taking the comprehensive exam are strongly advised to obtain the guidelines and familiarize themselves with its contents. The sample questions provided are a helpful study tool. The guidelines are available from the receptionist in the Education and Human Services Office and will be mailed to students as their application to take the examination is received.
XXI. APPENDICES

Appendix A: Application for Internship
Appendix B: Experience and Goals Form
Appendix C: Application for Granting of Master's Degree
Appendix D: Selective Retention Policy
Appendix E: Academic Appeal Policy
Appendix F: Sequential Planning Charts
Appendix G: Planning Guide of Study (Full Time Program)
Appendix H: Counseling & Human Relations – Certification
Appendix I: Counseling & Human Relations – Licensure
Appendix J: CHR Program: From Start to Finish
Appendix K: Steps for Online Registration
Appendix L: Application Form for Graduate Assistants and Lab Technicians.
Appendix M: Thesis Guidelines

Note: Please obtain ALL applications found in this student manual from the Office of Education and Human Services or online.
APPENDIX A

VILLANOVA UNIVERSITY
Department of Education and Human Services
Counseling Program

APPLICATION FOR INTERNSHIP

I. General Guidelines:

Please complete this application and submit it to the Department prior to February 1st for a Fall semester internship and prior to October 1st for a Spring semester practicum or internship. The purpose of this application is to assist the faculty in determining the number of internship sections to schedule. Failure to comply with the stated deadlines may preclude your enrollment. The student must then register for the section of his or her choice during the first week of pre-registration.

II. Admission Requirements:

A. Hold matriculated status for a Master's Degree in Counseling or permission from the Counseling Committee to enroll for purposes of certification in Elementary or Secondary School Counseling.

B. Have completed all courses in Levels I and II (except Research & Evaluation and Human Growth & Development).

C. Complete application procedures by specified dates and be approved by the internship instructor and Coordinator of the Counseling Program.

D. Register for the internship.

III. Placement Requirements:

The student is responsible for securing an internship placement in consultation with their internship instructor. Once the internship class rolls are finalized after pre-registration, each student will be contacted by his or her internship instructor. If the student has not secured an internship site, the instructor and the student will work together to identify several options and obtain a satisfactory internship site. Students enrolled in a school counseling certification program must be supervised by a certified counselor and work with the appropriate aged clients. All placements are subject to the approval of the internship instructor.

Students are encouraged to give serious thought to their field work placement long before the application is completed. An Internship Manual listing possible internship sites for Clinical Mental Health Counseling and School Counseling is available in the Education and Human Services Office. School Counseling should consult an appropriate faculty member to discuss possible internship sites. Many placements are available, but students should give consideration to those which are most compatible with their own career goals.
VILLANOVA UNIVERSITY
Counseling Program

APPLICATION FOR INTERNSHIP

1. Name: ___________________________ Date: ______________
2. Local Address: __________________________________________________________
   Home Telephone: ____________________ Work Telephone: ____________________

3. I wish to begin Internship during which semester (indicate year)
   [ ] Fall, 20____ [ ] Spring, 20____

4. Program: (you must check one)
   • Clinical Mental Health Counseling: ___ Elem. School Counseling: ___
   • Sec. School Counseling: _____

5. List grades in the following courses:

<table>
<thead>
<tr>
<th>General</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory in Counseling Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory in Group Dynamics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Theory and Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research and Evaluation or Statistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics in Counseling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab in Counseling Diverse Population</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifestyle and Career Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment and Appraisal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum in Elem/Sec. School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Counseling Orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultation Processes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Therapeutic Strategies or Adolescent Counseling Interventions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Ed. For Counselors &amp; Teachers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinical Mental Health</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum in Clinical Mental Health Counseling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Mental Health Counseling Orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Resources and Crisis Intervention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychopathology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Current Grade Point Average: ________

7. Total number of credit hours completed by beginning of Internship I: ________

8. List required courses to be taken prior to Internship I and when you plan to take them:

________________________________________________________________________________

9. If you know your preferences for a placement site, please list below:

   A.  __________________________________________  ____________________________  ______________
   B.  __________________________________________  ____________________________  ______________
   C.  __________________________________________  ____________________________  ______________

   This application does NOT replace registration
APPENDIX B

VILLANOVA UNIVERSITY
Department of Education and Human Services
Counseling Program

EXPERIENCE AND GOALS

In order that the Admissions Committee may be able to know you better, please complete the following:

Name: ____________________________________________

(Last) (First) (Middle Initial)

A. In order that we may better understand your interest in our program, please respond to the following three questions on a separate sheet of paper. Feel free to add any additional information which you feel will increase our understanding of your life experience and your decision to apply to the counseling program. Place your name and date on each additional sheet you use. Thank you.

1. What has stimulated and/or maintained your interest in counseling?

2. What are your professional objectives and career interests upon completion of the program?

3. What personal assets do you possess which you feel would be valuable for a career as a counselor?

B. Please list chronologically your work experiences, paid or on a volunteer basis, and other activities for the past ten years and/or since your graduation from high school. Start with your most recent experience.

<table>
<thead>
<tr>
<th>From/To</th>
<th>Role or Title</th>
<th>Location/Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX C

VILLANOVA UNIVERSITY
Counseling Program

APPLICATION FOR GRANTING OF MASTER'S DEGREE

After completing the Application, please save the form as a pdf file, and e-mail the pdf file to: GSDeam@villanova.edu and your Departmental Chairperson.

Submission Date is listed in Villanova University Catalog
Graduate Studies, Liberal Arts and Sciences
(see Academic Calendar)

(This form is only a SAMPLE Please use actual form from Web)

1. I should be awarded the degree dated:
   September ________ December________ May

2. Which degree:
   Master of Arts in (Please select one)________________________
   Master of Science in (Please select one)________________________
   Master of Public Administration _________________________

3. Please complete the following information for the commencement program
   A. Undergraduate degree received (for example, B.A., B.S., etc) _________
   B. Undergraduate major ____________________________
   C. Year degree received ____________________________
   D. Undergraduate college attended (indicate country if not USA) _________

Please print your name EXACTLY as it is to appear on the diploma and supply your mailing address.

_____________________________________________________________________
(First name) (Middle Initial) (Last Name) (Initials of religious if applicable)

PLEASE SIGN:
_____________________________________________________________________

_____________________________________________________________________

(Street) (City) (State/Zip Code)

( Student ID) (Telephone#)
APPENDIX D

VILLANOVA UNIVERSITY
Department of Education and Human Services
Counseling Program

SELECTIVE RETENTION POLICY

I. Purpose
The purpose of the Selective Retention Policy (SRP) is to ensure the following:

- The preparation and endorsement for entry into the profession of only those counselor trainees who possess the cognitive, affective and behavioral skills to serve the best interests of the public.
- Implementation and maintenance of high academic standards in compliance with guidelines of Graduate Studies and the office of the Vice President for Academic Affairs.
- Implementation and maintenance of high academic and professional standards as determined by curriculum related decisions made by the Counseling Committee (CHR).
- Feedback to students whose standing in the program is at risk.

II. Overview
The success of the SRP is dependent upon a close and continuing professional relationship between the student and his/her advisor, professors and part-time faculty of the Department of Education and Human Services. Providing concrete and meaningful feedback to students throughout their program is essential. The feedback process begins at the time the student applies and continues until the student completes the program. The process is particularly important in laboratory courses such as Laboratory in Counseling Skills, Laboratory in Group Dynamics and Counseling Theory and Practice.

III. Goals
The goal of both the Admissions Policy and SRP is to select and retain only those students who demonstrate the cognitive, behavioral, and affective traits which are essential to the effective, fully-functioning counselor.

IV. The Process
The SRP requires that the CHR Committee devote a minimum of one meeting during the Fall and Spring semesters to a confidential discussion of students who, in the judgment of any professor (full or part-time) or advisor, present a special concern insofar as suitability to the counseling profession.

A meeting will be held late in the Fall and the Spring semesters for the explicit purpose of Selective Retention. All full and part-time faculty members have the responsibility to present the names of all students about whom they are concerned. Other faculty members will provide input on each student. A decision on each student will be reached by the CHR Committee by a majority vote.
It will be the Director's responsibility, as directed by a majority of the full-time CHR Committee present to request a meeting with the student(s). It will be at the student's option if the professor who raised the concern is in attendance at this meeting.

Recommendations for dropping a student from the program will be conveyed by the CHR Program Director to the Chair of the Department of Education and Human Services. Any exceptions to this policy must be approved by a majority of the members of the CHR Committee.

V. Confidentiality

All deliberations of the CHR Committee regarding Selective Retention will be confidential and privy only to the student in question and CHR Committee members.

VI. Criteria

- The concern may fall into any of the following categories: cognitive, affective, and behavioral.
- Any student receiving two grades lower than a C+ in his or her program will be dropped from the program immediately and prohibited from taking any additional courses.
- Students must have a 3.0 cumulative grade point average prior to beginning Internship I.
- Students who are judged deficient on either affective or behavioral grounds will be informed of the CHR Committee's recommendations which may include, but are not limited to, such requirements as repeating a course(s), withdrawing from the program, seeking professional help, or taking a leave of absence.
- This policy applies equally to all matriculated, non-matriculated, and special students.

VII. Appeal Process

Students who are dissatisfied with the recommendations or decisions of the SRP may appeal the decision in writing. The letter should be addressed to the then current Director of the CHR Program. The Director will present the appeal no later than the next Selective Retention meeting. Any change to the student's status will be determined by a majority vote of the CHR faculty. Students who have been dropped for academic reasons or asked to take a leave of absence may not take any additional courses while their appeal is being processed.

VIII. Relationship to Policies of Graduate Studies

The SRP is in addition to the policies of Graduate Studies as they pertain to academic standing. Students should consult the Villanova University Graduate Studies Catalog for the Arts and Sciences.

IX. Notification of Policy Change

Approved by CHR Committee on 20 February, 1991 and by the Dean of Graduate Studies, March 25, 1991. This policy goes into effect and applies to all students admitted subsequent to June 1, 1991.
APPENDIX E

VILLANOVA UNIVERSITY
Department of Education and Human Services

ACADEMIC APPEAL POLICY

I. Grade Complaints

A. Student complaints concerning a grade should be directed to the Chairperson of the faculty member involved. The Chairperson shall urge a student who brings a complaint about a grade in the first instance to try to resolve the matter with the course instructor. That failing, the Chairperson should attempt to resolve the issue between the student and instructor. The Chairperson may consult with others in connection with his or her review of the complaint.

If the complaint is against the Chairperson, it should be directed to the Dean of the College and these procedures shall be modified such that the Dean of the College shall undertake the responsibilities of the Chairperson under these Guidelines and the Vice President for Academic Affairs (or his or her designate) shall undertake the responsibilities of the Dean under these guidelines.

B. In the event that the complaint cannot be amicably resolved in the Chairperson's judgment, the Chairperson may make such disposition of the complaint as the Chairperson deems warranted. The Chairperson shall ordinarily communicate his or her disposition of the complaint to the student initiating the complaint and the faculty member.

C. In a particularly difficult case the Chairperson may elect to refer the matter to the departmental committee for fact finding and recommendations. Villanova University does not permit legal counsel to participate in hearings or interviews of the committee on behalf of the student or faculty member. The Committee shall consider the Chairperson's referral of the matter and send its recommendation in writing to the Chairperson. The Chairperson shall be guided in his or her determination by widely accepted professional norms of academic freedom which normally make the instructor the locus of authority in determining grades. The Chairperson shall communicate his or her determination of the complaint to the Dean of the College, the faculty member involved and the complainant.

II. Appeals Process

A. In the extraordinary case when a student or faculty member is unwilling to accept the decision of the Chairperson with respect to a grade complaint or the departmental complaint committee with respect to a faculty performance complaint, she or he may appeal the decision in writing to the Dean of the College within seven days of that decision but only on the following basis:

1. material procedural defect in the Committee, or
2. material procedural defect in the Chairperson's handling of the matter, or
3. new material evidence not reasonably available at the time of the committee or Chairperson's review of the matter.

B. All written deliberations concerning the complaint shall be forwarded to the Dean to aid in the decision. In the course of his or her review of the appeal, the Dean may, but shall not be required to, consult with others, interview the complainant, faculty member, Chairperson, committee members or others. The decision of the Dean shall be final.
APPENDIX F

VILLANOVA UNIVERSITY
Counseling Program

SEQUENTIAL PLANNING CHARTS

Note: Effective for Students Entering as of Fall 2010
## Counseling Program/Clinical Mental Health
### Sequential Planning Chart
#### Effective /Fall 2010

<table>
<thead>
<tr>
<th>STUDENT: ____________________________</th>
<th>ADVISOR: ________________________________</th>
</tr>
</thead>
</table>

### Level I (Prerequisites for Practicum) (13 SMH)

<table>
<thead>
<tr>
<th>Course</th>
<th>Scheduled for</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR 8605 Laboratory in Counseling Skills</td>
<td>CHR 8845 Family Interventions*</td>
</tr>
<tr>
<td>CHR 8655 Laboratory in Group Dynamics</td>
<td>CHR 8862 Couples Counseling*</td>
</tr>
<tr>
<td>CHR 8687 Counseling Theory and Practice</td>
<td>CHR 8864 Brief Strategic Therapy*</td>
</tr>
</tbody>
</table>

**Note:** The following may be taken prior to or concurrent with the practicum experience

<table>
<thead>
<tr>
<th>Course</th>
<th>Scheduled for</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR 8688 Community Counseling Orientation</td>
<td>CHR 8683 Consultation Processes*</td>
</tr>
<tr>
<td>CHR 7132 Ethics in Counseling</td>
<td>CHR 8844 Family Systems Theory*</td>
</tr>
</tbody>
</table>

### Level II (Continued) Choose 1 of the following 10 courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Scheduled for</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR 8686 Group Counseling-Theory and Practice*</td>
<td></td>
</tr>
<tr>
<td>CHR 8661 Preventative Methods in Couples Therapy*</td>
<td></td>
</tr>
<tr>
<td>CHR 8873 Substance Abuse Counseling*</td>
<td></td>
</tr>
<tr>
<td>CHR 8638 Consultation Processes*</td>
<td></td>
</tr>
<tr>
<td>CHR 8844 Family Systems Theory*</td>
<td></td>
</tr>
<tr>
<td>CHR 8682 Practicum in Community Counseling</td>
<td>CHR 8876 Adolescent Substance Abuse*</td>
</tr>
</tbody>
</table>

**Note:** Practicum is a prerequisite for Internship experience

### Level II Work Setting Related (27 SMH)

<table>
<thead>
<tr>
<th>Course</th>
<th>Scheduled for</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR 8661 Preventative Methods in Couples Therapy*</td>
<td>CHR 8874 Prevention Theory and Practice*</td>
</tr>
<tr>
<td>CHR 8876 Adolescent Substance Abuse*</td>
<td></td>
</tr>
</tbody>
</table>

### Level III Internship (6 SMH)

<table>
<thead>
<tr>
<th>Course</th>
<th>Scheduled for</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 8225 Psychopathology</td>
<td>CHR 8850 Internship I in Community Counseling</td>
</tr>
<tr>
<td>CHR 8685 Lifestyle and Career Development*</td>
<td>CHR 8851 Internship II in Community Counseling</td>
</tr>
<tr>
<td>CHR 8860 Lab in Counseling Diverse Populations*</td>
<td>CHR 8859 Internship III in Community Counseling (if necessary)</td>
</tr>
<tr>
<td>CHR 8684 Human Growth and Development*</td>
<td></td>
</tr>
<tr>
<td>CHRS 8655 Assessment and Appraisal*</td>
<td>Electives (2 SMH)</td>
</tr>
<tr>
<td>CHR 8604 Research and Evaluation* or EDU 8641 Statistics*</td>
<td>Any 2 workshops (1 credit each one) or 1 elective (3 credits)</td>
</tr>
</tbody>
</table>

**Note:** * These courses may be taken at any time after the completion of Level 1 courses.

Revised 07/10
<table>
<thead>
<tr>
<th>Electives (3-Credit Courses)</th>
<th>Workshops (1-Credit Course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR 8683 Consultation Processes</td>
<td>CHR 7119 Gestalt Approaches</td>
</tr>
<tr>
<td>CHR 8845 Family Interventions</td>
<td>CHR 7131 Assertiveness Training</td>
</tr>
<tr>
<td>CHR 8844 Family Systems Theory</td>
<td>CHR 7135 Stress Relief and Management</td>
</tr>
<tr>
<td>CHR 8695 Practicum in Facilitating and Co-facilitating Groups</td>
<td>CHR 7137 HIV/AIDS Interventions</td>
</tr>
<tr>
<td>CHR 8862 Couples Counseling</td>
<td>CHR 7144 Rational Emotive Behavior Therapy</td>
</tr>
<tr>
<td>CHR 8661 Preventative Methods in Couples Therapy</td>
<td>CHR 7155 Human Sexuality</td>
</tr>
<tr>
<td>CHR 9031 Independent Study I</td>
<td>CHR 7156 Counseling Death &amp; Dying</td>
</tr>
<tr>
<td>CHR 8871 Creativity in Counseling</td>
<td>CHR 7164 Marriage Counseling</td>
</tr>
<tr>
<td>CHR 8873 Substance Abuse Counseling</td>
<td>CHR 7165 Counseling Psychopharmacology</td>
</tr>
<tr>
<td>CHR 8874 Prevention Theory and Practice</td>
<td>CHR 7166 Gerontology</td>
</tr>
<tr>
<td>CHR 8875 Advanced Assessment and Treatment of Substance Abuse</td>
<td>CHR 7174 Christian Counseling</td>
</tr>
<tr>
<td>CHR 8876 Adolescent Substance Abuse Treatment</td>
<td>CHR 7176 Depression &amp; Suicide</td>
</tr>
<tr>
<td>CHR 8686 Group Counseling Theory and Practice</td>
<td>CHR 7181 Psychodrama</td>
</tr>
<tr>
<td>CHR 8864 Brief Strategic Therapy</td>
<td>CHR 7191 Diagnostic Interviewing with Children</td>
</tr>
<tr>
<td></td>
<td>CHR 7192 Nonverbal Communication</td>
</tr>
<tr>
<td></td>
<td>CHR 7210 Domestic Abuse</td>
</tr>
<tr>
<td></td>
<td>CHR 7601 Eating Disorders</td>
</tr>
</tbody>
</table>
# Counseling Program /School Counseling
## Sequential Planning Chart
### Effective /Fall 2010

STUDENT: __________________________
ADVISOR: __________________________

ELEMENTARY: _____  SECONDARY: _____

## Level I (Prerequisites for Practicum) Core (13 SMH)

<table>
<thead>
<tr>
<th>Course</th>
<th>Scheduled for</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR 8605 Laboratory in Counseling Skills</td>
<td></td>
</tr>
<tr>
<td>CHR 8655 Laboratory in Group Dynamics</td>
<td></td>
</tr>
<tr>
<td>CHR 8687 Counseling Theory and Practice</td>
<td></td>
</tr>
</tbody>
</table>

Note: The following may be taken prior to or concurrent with the practicum experience

<table>
<thead>
<tr>
<th>Course</th>
<th>Scheduled for</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR 8680 School Counseling Orientation</td>
<td></td>
</tr>
<tr>
<td>CHR 7132 Ethics in Counseling</td>
<td></td>
</tr>
</tbody>
</table>

## Level II (Continued)

<table>
<thead>
<tr>
<th>Course</th>
<th>Scheduled for</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR 8685 Lifestyle and Career Development*</td>
<td></td>
</tr>
<tr>
<td>CHR 8684 Human Growth and Development*</td>
<td></td>
</tr>
<tr>
<td>CHR 8604 Research and Evaluation* or EDU 8641 Statistics*</td>
<td></td>
</tr>
</tbody>
</table>

## Level III Internship (6 SMH)

<table>
<thead>
<tr>
<th>Course</th>
<th>Scheduled for</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR 8689 Internship I in Elem. School Counseling</td>
<td></td>
</tr>
<tr>
<td>CHR 8690 Internship I in Sec. School Counseling</td>
<td></td>
</tr>
</tbody>
</table>

### Level II Work Setting Related (27 SMH)

<table>
<thead>
<tr>
<th>Course</th>
<th>Scheduled for</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR 8691 Internship II in Elem. School Counseling</td>
<td></td>
</tr>
<tr>
<td>CHR 8693 Internship II in Sec. School Counseling</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Scheduled for</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR 8684 Practicum in Elementary School Counseling</td>
<td></td>
</tr>
<tr>
<td>CHR 8681 Practicum in Secondary School Counseling</td>
<td></td>
</tr>
</tbody>
</table>

Note: Practicum is a prerequisite for Internship experience

<table>
<thead>
<tr>
<th>Course</th>
<th>Scheduled for</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR 8683 Consultation Processes</td>
<td></td>
</tr>
<tr>
<td>CHR 8854 Therapeutic Strategies (Elementary)</td>
<td></td>
</tr>
<tr>
<td>CHR 8857 Adolescent Counseling Interventions (Secondary)</td>
<td></td>
</tr>
<tr>
<td>CHR 8855 Assessment and Appraisal*</td>
<td></td>
</tr>
<tr>
<td>CHR 8600 Special Ed. for Counselors &amp; Teachers*</td>
<td></td>
</tr>
<tr>
<td>CHR 8860 Lab in Counseling Diverse Populations*</td>
<td></td>
</tr>
</tbody>
</table>

Note: Electives (2 SMH)

<table>
<thead>
<tr>
<th>Course</th>
<th>Scheduled for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any 2 workshops (1 credit each one) or 1 elective (3 credits)</td>
<td></td>
</tr>
</tbody>
</table>

Note: See the list below

Note: * These courses may be taken at any time after the completion of Level 1 courses. Revised 07/10
<table>
<thead>
<tr>
<th>Electives (3-Credit Courses)</th>
<th>Workshops (1-Credit Course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR 8683 Consultation Processes</td>
<td>CHR 7119 Gestalt Approaches</td>
</tr>
<tr>
<td>CHR 8845 Family Interventions</td>
<td>CHR 7131 Assertiveness Training</td>
</tr>
<tr>
<td>CHR 8844 Family Systems Theory</td>
<td>CHR 7135 Stress Relief and Management</td>
</tr>
<tr>
<td>CHR 8695 Practicum in Facilitating and Co-facilitating Groups</td>
<td>CHR 7137 HIV/AIDS Interventions</td>
</tr>
<tr>
<td>CHR 8862 Couples Counseling</td>
<td>CHR 7144 Rational Emotive Behavior Therapy</td>
</tr>
<tr>
<td>CHR 8661 Preventative Methods in Couples Therapy</td>
<td>CHR 7155 Human Sexuality</td>
</tr>
<tr>
<td>CHR 9031 Independent Study I</td>
<td>CHR 7156 Counseling Death &amp; Dying</td>
</tr>
<tr>
<td>CHR 8871 Creativity in Counseling</td>
<td>CHR 7164 Marriage Counseling</td>
</tr>
<tr>
<td>CHR 8873 Substance Abuse Counseling</td>
<td>CHR 7165 Counseling Psychopharmacology</td>
</tr>
<tr>
<td>CHR 8874 Prevention Theory and Practice</td>
<td>CHR 7166 Gerontology</td>
</tr>
<tr>
<td>CHR 8875 Advanced Assessment and Treatment of Substance Abuse</td>
<td>CHR 7174 Christian Counseling</td>
</tr>
<tr>
<td>CHR 8876 Adolescent Substance Abuse Treatment</td>
<td>CHR 7176 Depression &amp; Suicide</td>
</tr>
<tr>
<td>CHR 8686 Group Counseling Theory and Practice</td>
<td>CHR 7181 Psychodrama</td>
</tr>
<tr>
<td>CHR 8864 Brief Strategic Therapy</td>
<td>CHR 7191 Diagnostic Interviewing with Children</td>
</tr>
<tr>
<td></td>
<td>CHR 7192 Nonverbal Communication</td>
</tr>
<tr>
<td></td>
<td>CHR 7210 Domestic Abuse</td>
</tr>
<tr>
<td></td>
<td>CHR 7601 Eating Disorders</td>
</tr>
</tbody>
</table>
APPENDIX G

VILLANOVA UNIVERSITY
Counseling Program / Clinical Mental Health

PLANNING GUIDE OF STUDY
Full-Time Program (2 year)

**Option A:** Students can complete the program only taking courses in Fall (year 1 & 2: 25 credits) and Spring (year 1 & 2: 23 credits) Semesters.

<table>
<thead>
<tr>
<th>Fall Year 1</th>
<th>Credits</th>
<th>Spring Year 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td></td>
<td>Level II</td>
<td></td>
</tr>
<tr>
<td>CHR 8605 Lab in Counseling Skills</td>
<td>3</td>
<td>CHR 8642 Practicum in Community Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CHR 8655 Lab in Group Dynamics</td>
<td>3</td>
<td><strong>CHR 8604 Research and Evaluation</strong> or <strong>EDU 8641 Statistics</strong></td>
<td>3</td>
</tr>
<tr>
<td>CHR 8687 Counseling Theory and Practice</td>
<td>3</td>
<td><strong>CHR 8884 Human Growth and Development</strong></td>
<td>3</td>
</tr>
<tr>
<td>^^^CHR 8688 Community Counseling Orientation</td>
<td>3</td>
<td><strong>CHR 8855 Assessment and Appraisal</strong></td>
<td>3</td>
</tr>
<tr>
<td>CHR 7132 Ethics in Counseling (Workshop)</td>
<td>1</td>
<td>Total</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>13</td>
<td><strong>Total Accumulative</strong></td>
<td>25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Year 2</th>
<th>Credits</th>
<th>Spring Year 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level II and III</td>
<td></td>
<td>Level II and III</td>
<td></td>
</tr>
<tr>
<td>CHR 8850 Internship I in Community Counseling</td>
<td>3</td>
<td>CHR 8851 Internship II in Community Counseling</td>
<td>3</td>
</tr>
<tr>
<td><strong>CHR 8860 Laboratory in Counseling Diverse Population</strong></td>
<td>3</td>
<td><strong>CHR 8840 Community Resources and Crisis Intervention</strong></td>
<td>3</td>
</tr>
<tr>
<td>^^^PSY 8225 Psychopathology</td>
<td>3</td>
<td><strong>CHR Elective</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>CHR 8685 Lifestyle and Career Development</strong></td>
<td>3</td>
<td><strong>Any workshop</strong></td>
<td>1</td>
</tr>
<tr>
<td>****Comprehensive Examinations</td>
<td><strong>Any workshop</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12</td>
<td><strong>Total</strong></td>
<td>11</td>
</tr>
<tr>
<td><strong>Total Accumulative</strong></td>
<td>37</td>
<td><strong>Total Accumulative</strong></td>
<td>48</td>
</tr>
</tbody>
</table>

*These courses are prerequisites for practicum. It is strongly preferred that students take CHR 8688 and CHR 7132 **prior** to Practicum Experience, but may take the courses concurrently with the Practicum Experience.

**These courses do not have a specific order in which they should be taken.

^^^ This course is only offer in Fall.

**** Comprehensive Examinations

Please notice comprehensive examinations are required for all students in degree programs, with the exception of those who have written a thesis. The following eight core areas, which constitute the Counselor Preparation Comprehensive Examination (CPCE), serve as the primary theoretical basis for the
examination: Human Growth and Development, Social and Cultural Foundations (Lab in Counseling Diverse Populations), Helping Relationships (Lab in Counseling Skills), Group Work (Lab in Group Dynamics), Career and Lifestyle Development, Appraisal, Research and Program Evaluation, Professional Orientation and Ethics (Ethics in Counseling). Hence, we recommend students take these courses before taking the comprehensive examination.

[Revised 07/10]

**Option B:** Students can complete the program taking courses in Fall (year 1 & 2: 22 credits), Spring (year 1 & 2: 20 credits), and Summer (year 1 & 2: 6 credits) semesters.

<table>
<thead>
<tr>
<th>Fall Year 1</th>
<th>Spring Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level I</strong></td>
<td><strong>Level II</strong></td>
</tr>
<tr>
<td>Credits</td>
<td>Credits</td>
</tr>
<tr>
<td><strong>CHR 8605 Lab in Counseling Skills</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>CHR 8655 Lab in Group Dynamics</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>CHR 8687 Counseling Theory and Practice</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>CHR 8688 Community Counseling Orientation</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>CHR 7132 Ethics in Counseling (Workshop)</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Year 1 (June)</th>
<th>Summer Year 1 (July)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level II</strong></td>
<td><strong>Level II</strong></td>
</tr>
<tr>
<td>Credits</td>
<td>Credits</td>
</tr>
<tr>
<td><strong>CHR 8685 CHR 8685 Lifestyle and Career</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Accumulative</strong></td>
<td>28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Year 2</th>
<th>Spring Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level II and III</strong></td>
<td><strong>Level II and III</strong></td>
</tr>
<tr>
<td>Credits</td>
<td>Credits</td>
</tr>
<tr>
<td><strong>CHR 8850 Internship I in Community Counseling</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>CHR 8604 Laboratory in Counseling Diverse Population</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>PSY 8225 Psychopathology</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Comprehensive Examinations</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Total Accumulative</strong></td>
<td>40</td>
</tr>
</tbody>
</table>
**Option C:** Students can complete the program taking courses in Fall (year 1 & 2: 18 credits), Spring (year 1 & 2: 18 credits), and Summer (year 1 & 2: 12 credits) semesters.

<table>
<thead>
<tr>
<th>Fall Year 1</th>
<th>Spring Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level I</strong></td>
<td><strong>Level II</strong></td>
</tr>
<tr>
<td>Credits</td>
<td>Credits</td>
</tr>
<tr>
<td><em>CHR 8605 Lab in Counseling Skills</em></td>
<td>3</td>
</tr>
<tr>
<td><em>CHR 8655 Lab in Group Dynamics</em></td>
<td>3</td>
</tr>
<tr>
<td><em>CHR 8687 Counseling Theory and Practice</em></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong> 8</td>
</tr>
<tr>
<td></td>
<td><strong>Total Accumulative</strong> 17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Year 1 (June)</th>
<th>Summer Year 1 (July)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level II</strong></td>
<td><strong>Level II</strong></td>
</tr>
<tr>
<td>Credits</td>
<td>Credits</td>
</tr>
<tr>
<td><strong>CHR 8685</strong>CHR 8685 Lifestyle and Career</td>
<td>3</td>
</tr>
<tr>
<td>**CHR 8604 Research and Evaluation or <strong>EDU 8641 Statistics</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Accumulative</strong></td>
<td>23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Year 2</th>
<th>Spring Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level II and III</strong></td>
<td><strong>Level II and III</strong></td>
</tr>
<tr>
<td>Credits</td>
<td>Credits</td>
</tr>
<tr>
<td><em>CHR 8850 Internship I in Community Counseling</em></td>
<td>3</td>
</tr>
<tr>
<td><strong>CHR 8604 Laboratory in Counseling Diverse Population</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>PSY 8225 Psychopathology</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Comprehensive Examinations</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Total Accumulative</strong></td>
<td>38</td>
</tr>
</tbody>
</table>
**Option A:** Students can complete the program only taking courses in Fall (year 1 & 2: 25 credits) and Spring (year 1 & 2: 23 credits) Semesters.

<table>
<thead>
<tr>
<th>Fall Year 1</th>
<th>Credits</th>
<th>Spring Year 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level I</strong></td>
<td></td>
<td><strong>Level II</strong></td>
<td></td>
</tr>
<tr>
<td>CHR 8605 Lab in Counseling Skills</td>
<td>3</td>
<td>CHR 8684 Practicum in Elementary School Counseling or CHR 8681 Practicum in Secondary School Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CHR 8655 Lab in Group Dynamics</td>
<td>3</td>
<td><strong>CHR 8604 Research and Evaluation</strong> or <strong>EDU 8641 Statistics</strong></td>
<td>3</td>
</tr>
<tr>
<td>CHR 8687 Counseling Theory and Practice</td>
<td>3</td>
<td><strong>CHR 8884 Human Growth and Development</strong></td>
<td>3</td>
</tr>
<tr>
<td>CHR 8680 School Counseling Orientation</td>
<td>3</td>
<td><strong>CHR 8855 Assessment and Appraisal</strong></td>
<td>3</td>
</tr>
<tr>
<td>CHR 7132 Ethics in Counseling (Workshop)</td>
<td>1</td>
<td>Total</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>13</td>
<td><strong>Total Accumulative</strong></td>
<td>25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Year 2</th>
<th>Credits</th>
<th>Spring Year 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level II and III</strong></td>
<td></td>
<td><strong>Level II and III</strong></td>
<td></td>
</tr>
<tr>
<td>CHR 8689 Internship I in Elementary School Counseling or CHR 8690 Internship I in Secondary School Counseling</td>
<td>3</td>
<td>CHR 8691 Internship I in Elementary School Counseling or CHR 8693 Internship I in Secondary School Counseling</td>
<td>3</td>
</tr>
<tr>
<td><strong>CHR 8860 Laboratory in Counseling Diverse Population</strong></td>
<td>3</td>
<td><strong>CHR 8685 Lifestyle and Career Development</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>CHR 8683 Consultation Process</strong></td>
<td>3</td>
<td><strong>CHR 8600 Special Ed. for Counselors &amp; Teachers</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>CHR 8854 Therapeutic Strategies (Elementary) or CHR 8857 Adolescent Counseling Interventions (Secondary)</strong></td>
<td>3</td>
<td><strong>Any workshop</strong></td>
<td>1</td>
</tr>
<tr>
<td>****Comprehensive Examinations</td>
<td></td>
<td><strong>Any workshop</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12</td>
<td><strong>Total</strong></td>
<td>11</td>
</tr>
<tr>
<td><strong>Total Accumulative</strong></td>
<td>37</td>
<td><strong>Total Accumulative</strong></td>
<td>48</td>
</tr>
</tbody>
</table>

*These courses are prerequisites for practicum. It is strongly preferred that students take CHR 8688 and CHR 7132 prior to Practicum Experience, but may take the courses concurrently with the Practicum Experience.

**These courses do not have a specific order in which they should be taken.

****Comprehensive Examinations
Please notice comprehensive examinations are required for all students in degree programs, with the exception of those who have written a thesis. The following eight core areas, which constitute the Counselor Preparation Comprehensive Examination (CPCE), serve as the primary theoretical basis for the examination: Human Growth and Development, Social and Cultural Foundations (Lab in Counseling Diverse Populations), Helping Relationships (Lab in Counseling Skills), Group Work (Lab in Group Dynamics), Career and Lifestyle Development, Appraisal, Research and Program Evaluation, Professional Orientation and Ethics (Ethics in Counseling). Hence, we recommend students take these courses before taking the comprehensive examination. [Revised 07/10]

**Option B:** Students can complete the program taking courses in Fall (year 1 & 2: 22 credits), Spring (year 1 & 2: 20 credits), and Summer (year 1 & 2: 6 credits) semesters.

<table>
<thead>
<tr>
<th>Fall Year 1</th>
<th>Spring Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level I</strong></td>
<td><strong>Level II</strong></td>
</tr>
<tr>
<td>Credits</td>
<td>Credits</td>
</tr>
<tr>
<td>CHR 8605 Lab in Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>CHR 8655 Lab in Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>CHR 8687 Counseling Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>CHR 8680 School Counseling Orientation</td>
<td>3</td>
</tr>
<tr>
<td>CHR 7132 Ethics in Counseling (Workshop)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Year 1 (June)</th>
<th>Summer Year 1 (July)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level II</strong></td>
<td><strong>Level II</strong></td>
</tr>
<tr>
<td>Credits</td>
<td>Credits</td>
</tr>
<tr>
<td><strong>CHR 8685</strong> or CHR 8685 Lifestyle and Career</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Accumulative</strong></td>
<td>28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Year 2</th>
<th>Spring Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level II and III</strong></td>
<td><strong>Level II and III</strong></td>
</tr>
<tr>
<td>Credits</td>
<td>Credits</td>
</tr>
<tr>
<td>CHR 8689 Internship I in Elementary School Counseling or CHR 8690 Internship I in Secondary School Counseling</td>
<td>3</td>
</tr>
<tr>
<td><strong>CHR 8683 Consultation Process</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>CHR 8854 Therapeutic Strategies (Elementary) or CHR 8857 Adolescent Counseling Interventions (Secondary)</strong></td>
<td>3</td>
</tr>
</tbody>
</table>
Option C: Students can complete the program taking courses in Fall (year 1 & 2: 18 credits), Spring (year 1 & 2: 18 credits), and Summer (year 1 & 2: 12 credits) semesters.

<table>
<thead>
<tr>
<th>Fall Year 1</th>
<th>Level I</th>
<th>Credits</th>
<th>Level II</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHR 8605 Lab in Counseling Skills</strong></td>
<td>3</td>
<td><strong>CHR 8684 Practicum in Elementary School Counseling or CHR 8681 Practicum in Secondary School Counseling</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>CHR 8655 Lab in Group Dynamics</strong></td>
<td>3</td>
<td><strong>CHR 8680 School Counseling Orientation</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>CHR 8687 Counseling Theory and Practice</strong></td>
<td>3</td>
<td><strong>CHR 7132 Ethics in Counseling (Workshop</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9</td>
<td><strong>Any workshop</strong></td>
<td>9</td>
<td></td>
</tr>
<tr>
<td><strong>Total Accumulative</strong></td>
<td>40</td>
<td><strong>Total Accumulative</strong></td>
<td>48</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Year 1 (June)</th>
<th>Level II</th>
<th>Credits</th>
<th>Summer Year 1 (July)</th>
<th>Level II</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHR 8685 Lifestyle and Career</strong></td>
<td>3</td>
<td><strong>CHR 8604 Laboratory in Counseling Diverse Population</strong></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CHR 8604 Research and Evaluation</strong></td>
<td>3</td>
<td><strong>CHR 8855 Assessment and Appraisal</strong></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EDU 8641 Statistics</strong></td>
<td>3</td>
<td><strong>Total</strong></td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Accumulative</strong></td>
<td>6</td>
<td><strong>Total Accumulative</strong></td>
<td>18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Year 2</th>
<th>Level II and III</th>
<th>Credits</th>
<th>Spring Year 2</th>
<th>Level II and III</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHR 8689 Internship I in Elementary School Counseling or CHR 8690 Internship I in Secondary School Counseling</strong></td>
<td>3</td>
<td><strong>CHR 8691 Internship I in Elementary School Counseling or CHR 8693 Internship I in Secondary School Counseling</strong></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CHR 8683 Consultation Process</strong></td>
<td>3</td>
<td><strong>CHR 8884 Human Growth and Development</strong></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CHR 8854 Therapeutic Strategies (Elementary) or CHR 8857 Adolescent Counseling Interventions (Secondary)</strong></td>
<td>3</td>
<td><strong>CHR 8600 Special Ed. for Counselors &amp; Teachers</strong></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Comprehensive Examinations</strong></td>
<td>9</td>
<td><strong>Total</strong></td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>39</td>
<td><strong>Total Accumulative</strong></td>
<td>48</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX H

VILLANOVA UNIVERSITY
Department of Education and Human Services
Counseling Program

CERTIFICATION

I. Contact People for Information Regarding Certification:
   • Degree requirements -- Dr. Robert Murray (610) 519-6991 or your advisor
   • Certification -- Dr. Robert Murray (610) 519-6991 or your advisor
   • Praxis Applications -- available in the main office SAC 302
   • Internship Information -- your advisor

II. Applying for Certification and Graduation
   • Certification is required for all school counseling students who plan to work
     as a counselor within a public school.
   • All students must apply for certification. This should be done during the last
     semester of your internship through your practicum supervisor.
   • In order to be certified you must have fulfilled degree requirements.
   • *Please note* - school counseling certification has no National Counseling
     Examination requirement - (You do not have to take the NCE to be eligible to
     counsel in a school).
   • In order to graduate, you must fill out the Application for Granting of
     Master’s Degree Counseling form by the beginning of your last semester.
     You must complete and submit this form to the main office SAC 302.
   • You need to complete the school counseling portion of the Praxis if you are a
     certified teacher. If you are not a certified teacher you must take the 3
     additional PPST Praxis tests (see below).
APPENDIX I

VILLANOVA UNIVERSITY
Counseling Program

LICENSURE

I. Contact People for Information Regarding Licensure:
φ Degree Requirements -- Dr. Robert Murray (610) 519-6991 or your advisor
φ National Counselor Examination -- Dr. Krista Malott (610) 519-4642, www.ncbb.org
φ Licensure Applications – contact State Board of Social Workers, Marriage and Family Therapists and Professional Counselors, Post Office Box 2649, Harrisburg, Pennsylvania 17105-2649. Call (717) 783-1389, visit www.dos.state.pa.us, or email at socialwo@pados.state.pa.us.
φ Problem Issues: Ms. Mona Olds – call (336) 547-0607

II. Licensure – Act 136 requires the following steps to be taken:
A. Educational Requirements
You must complete a planned program of 60 semester hours of graduate work, which could include the 48-semester hour master's degree in counseling plus 12 additional post Master’s credits. The Master of Science in Counseling has developed a 12 credit certificate program which you may complete in order to satisfy the 60 semester graduate credit requirements. (See Post-Masters Certificate Form)

B. Experience Requirements
- Currently, Act 136 states that you must complete at least three years or 3,600 hours of supervised clinical experience, obtained after the completion of 48 semester hours. Approximately 10% of these hours need to be supervision.
- Students need to document and have supervisors sign a letter to verify hours of supervised experience and supervision time (both group and individual time).
- During the calendar year, Villanova University will offer four Supervision courses, CHR 8856 Supervision Seminar I, CHR 8866 Advanced Supervision Seminar I, CHR 8858 Supervision Seminar II & CHR 8868 Advanced Supervision Seminar II, which will allow you the opportunity to obtain additional supervision. Two hours of supervision is earned for each hour of the seminar for a total of 60 hours per course.

C. NCE Exam
- National Counselor Exam is offered on campus in April and October.
- Applications for the April exam will arrive in early fall. An email will be sent to all current CHR students when the application packet arrives--please check your villanova emails that come regularly. However, for more details, contact Dr. Malott at krista.malott@villanova.edu
- In order to sit for the NCE, students must fill out an application as well as send in an application fee. Failure to have completed the required course work will result in the rejection of your application and the forfeit of the application fee.
The following courses must have been completed in order to be eligible to sit for exam:

Acceptable Course for NCE

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Villanova Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Human Growth &amp; Development</td>
<td>(CHR 8884) Human Development</td>
</tr>
<tr>
<td>2. Social/Cultural Foundations</td>
<td>(CHR 8860) Counseling Diverse Populations</td>
</tr>
<tr>
<td>3. Helping Relationships</td>
<td>(CHR 8687) Counseling Theory &amp; Practice</td>
</tr>
<tr>
<td>4. Group Work</td>
<td>(CHR 8655) Lab in Group Dynamics &amp;</td>
</tr>
<tr>
<td></td>
<td>(CHR 8605) Lab in Counseling Skills</td>
</tr>
<tr>
<td></td>
<td>(CHR 8686) Group Counseling Theory &amp; Practice</td>
</tr>
<tr>
<td>5. Career &amp; Lifestyle Development</td>
<td>(CHR 8685) Lifestyle &amp; Career Development</td>
</tr>
<tr>
<td>6. Appraisal</td>
<td>(CHR 8855) Appraisal in Counseling</td>
</tr>
<tr>
<td>7. Research &amp; Program Evaluation</td>
<td>(CHR 8604) Behavioral Research</td>
</tr>
<tr>
<td>8. Professional Orientation &amp; Ethics</td>
<td>(CHR 8605) Lab in Counseling Skills</td>
</tr>
<tr>
<td></td>
<td>(CHR 7132) Ethics and Legal Issues in Counseling</td>
</tr>
<tr>
<td>9. Field Experience</td>
<td>(CHR 8689 &amp; 8691, 8690 &amp; 8693, or 8850 &amp;</td>
</tr>
<tr>
<td></td>
<td>8851) vInternship I and II</td>
</tr>
</tbody>
</table>

D. Two letters of recommendation may be required.
APPENDIX J

VILLANOVA UNIVERSITY
Counseling Program

CHR PROGRAM: FROM START TO FINISH

I. Admission Requirements
   A. Graduate Application and Fee
   B. Official Transcripts
   C. GREs (Verbal) or MATs
   D. Work Experience and Goals Form
   E. 3 letters of recommendation

II. Registration
   A. Registration dates are available online. All registration is done online on your student NOVASIS account. You will receive a PIN number from your advisor that you will need in order to register online.
   B. The deadline for registration occurs one day before classes begin

III. Practicum & Internship
   A. Complete specific course work in Level I & II (except Research & Evaluation and Human Growth & Development)
   B. Application – Beginning of semester prior to start of internship
   C. Register for Internship I & II
   D. Attend orientation meeting held by your Villanova supervisor
   E. Clearances, physicals, insurance forms
   F. Placement – work with your campus supervisor

IV. Praxis (REQUIRED FOR CERTIFICATION)
   A. Register
      1. Basic Tests – Reading, Writing, and Math (Praxis I)
      2. Counseling Subtest (Praxis II)
   B. Test dates – online at www.ets.org/praxis
   C. To be taken during the last two semesters of your program

V. Comprehensive Exams (REQUIRED FOR DEGREE)
   A. Application
   B. Complete level I and II course work
   C. To be taken during the last two semesters of your program

VI. Granting of a Master’s
   A. Application – at the beginning of last semester
   B. Complete course work

VII. Certification
   A. Application received
   B. Must have completed your degree requirements
   C. Must have passed your PRAXIS exams
   D. Must be submitted to the Department of Education & Human Services
APPENDIX K

VILLANOVA UNIVERSITY
Counseling Program

STEPS FOR ONLINE REGISTRATION

The following steps were designed to help assist you with electronic registration for your classes. In order to register for your classes please follow the subsequent steps. Paper registration will no longer be accepted after the completion of your first semester of course work.

1: Go to the website, novasis.villanova.edu.

(Do NOT enter ‘www’ before the link, please enter that website address exactly how it is written)

2: Click on ‘Enter Secure NOVASIS Area’

3: Enter your User ID: (Your student #)

(Currently, you can use either your social security number or your new Banner ID number as your User ID.)

Enter your novasis PIN number

(This is NOT your registration PIN number. This is your novasis PIN number, which was sent to you when you were originally accepted into the program. If you do not know your novasis PIN number there are two ways to obtain it. If you click on the link at the top of the page ‘Current VU Faculty, Staff, and Students: Click here’ where you can have your PIN number emailed to your Villanova account. The second option is to call the registrar, at 610-519-4030, and they will mail you your PIN number.)

4: Click on Student and Financial Aid

5: Click on Registration

6: Click on Log in to Registration

7: Select the Term you wish to register for.

8: Enter your registration PIN

(You may obtain your registration PIN number by contacting your academic advisor. If you are unaware of whom your academic advisor is, please contact...
Fr. Murray. Registration PIN numbers change every semester; therefore you will need to contact your advisor for each semester’s registration.)

9: Enter the **CRN number** for the courses you would like to register and add them!
APPENDIX L

VILLANOVA UNIVERSITY
Counseling Program

GRADUATE ASSISTANTSHIP APPLICATION 2010-2011

Name: ___________________________ Home Phone: (____) _______________________

Address: _________________________ Email: ____________________________________

____________________________________Work Phone: (____) _______________________

Completed Degrees and Schools: __________________________________________________

_________________________________________________________

Rate your proficiency in the following areas (i.e., Computer Skills, Research Skills, and Interpersonal Skills) by circling the number that best represents your ability. Provide a written rationale that supports your rating in each area. If you need more room please use the back of this page.

<table>
<thead>
<tr>
<th>No Experience</th>
<th>Very Little Experience</th>
<th>Some Experience</th>
<th>Proficient</th>
<th>Very Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Rationale: ___________________________________________________________

_________________________________________________________

Please check all the computer-related programs or duties that you have experience with and indicate your level of proficiency by placing a ☐ in the corresponding space.

Novice  Proficient  Expert

☐ Microsoft Word
☐ Microsoft Excel
☐ Microsoft Access
☐ Microsoft Front Page
☐ Microsoft PowerPoint
☐ SPSS
☐ WebCT/Blackboard
☐ NUDIST NVivo
☐ Journal Article Searching
☐ Reviewing Research Articles
☐ Library Searches
Research Skills

<table>
<thead>
<tr>
<th>No Experience</th>
<th>Very Little Experience</th>
<th>Some Experience</th>
<th>Proficient</th>
<th>Very Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Rationale:__________________________________________
____________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
Please check all the areas of research with which you have familiarity and indicate your level of proficiency by placing a ☑ in the corresponding space.

Research Experience
☐ Quantitative Research
☐ Survey Research
☐ Qualitative Research
☐ Program Evaluation
☐ Structured Interviews
☐ Ethnographic Research
☐ Experimental Research
☐ Focus Group Research

No? Yes? If yes, how many?
Conference Presentations
Research Publications

Interpersonal Skills

<table>
<thead>
<tr>
<th>No Experience</th>
<th>Very Little Experience</th>
<th>Some Experience</th>
<th>Proficient</th>
<th>Very Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Rationale:__________________________________________
____________________________________________________
______________________________________________________________________________________
With your application please provide:

1. A one-page letter of intent including why you desire a graduate assistantship in the Department of Education and Human Services, and what you hope to gain from the experience.
2. A resume or curriculum vitae.

This application for Graduate Assistantships must be received by the department by February 1st, 2010 to be considered for a position. All applicants must be accepted by February 1st. Please mail these materials to Department of Education and Human Services, 302 St Augustine Center, Villanova University, Villanova, PA, 19085. Attention: Graduate Assistant Coordinator.
APPENDIX M

VILLANOVA UNIVERSITY
Department of Education and Human Services

THESIS OPTION GUIDELINES

Policy:

In lieu of taking a comprehensive examination, the Department of Education and Human Services encourages all students enrolled in its M.A./M.S. Programs in Counseling, Educational Leadership, Graduate Teacher Education to write a thesis as the culminating exercise of their program of studies. Students who are considering doctoral studies at some future point in time are especially encouraged to write a thesis.

Timeline:

First (or Second) Semester (before completion 15 credit hours):
- take research course (either EDU 8603 or CHR 8604)

Second Semester (before completion 15 credit hours):
- seek out a full-time professor to work beside (who, upon reaching an agreement with the student will serve as Chair of the student’s Thesis Committee);
- identify two readers who will complete the Thesis Committee; and,
- register one’s intention to complete a thesis with the Dean of the Graduate School of Arts and Sciences.

Prior to Third Semester (at completion of 15 credit hours):
- identify and have approved by the Thesis Committee Chair one’s research topic; conduct meeting with Thesis Committee to approve student’s thesis proposal

Third Semester (before completion of 24 credit hours):
- present written review of the literature to Thesis Committee Chair; and,
  begin data collection.

Fourth Semester (at completion of 30 credit hours):
- complete and defend the thesis; and,
- present thesis at a symposium sponsored by the Department.

Specifications:

1. The thesis will replace two, 3-credit, elective courses (normally, third and fourth semester).
2. A student who has selected the thesis option and has not completed the requirements designated at the “Third Semester (before completion of 24 credit hours)” juncture, will be advised to take comprehensive exams instead.
3. The thesis is to be completed in APA format.
4. The thesis is graded on a pass/fail basis.
5. If possible, at least one reader will be selected from outside of the student’s program/department/college/university.
6. If a student’s thesis is published, the faculty directing the thesis may be identified as the second author.

Thesis I (EDU 9034)
(3 credits)

Rationale
The Department of Education and Human Services has implemented a new thesis option for graduate students, Thesis I and Thesis II. The underlying rationale for these courses is to provide support for students who express interest in conducting a thesis and to provide the necessary structure for them to begin the thesis process and bring it to a successful conclusion.

Description
Thesis I involves working closely with a faculty member in the area of one's research interest to begin the thesis project by: identifying a problem and clarifying a topic; designing a study; conducting a literature review; developing a hypothesis or research question; arriving at an analytic plan; beginning data collection; and, writing chapters 1-3.

Goals and Objectives
The goal of Thesis I is to guide a student through the process of writing chapters 1-3. More specifically, a student will:
1) identify a problem;
2) state hypothesis or research question;
3) specify research design;
4) specify analytic plan;
5) conduct a literature review;
6) address ethical issues in collecting data and obtain IRB approval (if necessary); and,
7) write chapters 1-3 (Introduction, Literature Review, and Methods).

Methods
Thesis I engages a student in directed readings of related research articles, project-based learning assignments, and feedback from the thesis director.

Course Outline
I. Identify problem
II. State hypothesis or research question
III. Specify design
IV. Specify analytic plan
V. Conduct literature review
VI. Begin data collection
VII. Write chapters 1-3
Thesis II (EDD 9035)  
(3 credits)

Rationale
Thesis II provides additional support for students writing a thesis and provides the necessary structure to complete the thesis successfully. Enrollment in Thesis II presupposes the student has successfully completed Thesis I and made sufficient progress to advance to Thesis II.

Description
Thesis II guides the student through the writing and defense of one's thesis by assisting the student to analyze, interpret, and present data.

Goals and Objectives
Thesis II guides the student through writing the remaining thesis chapters and assists the student to prepare for the defense of one's thesis. The student will complete data collection, analyze and interpret the data, as well as write chapters 4-5. Specific objectives include:
1) to complete data collection;
2) to conduct appropriate analytic procedures and analyze data;
3) to address the complexities of interpreting data;
4) to address validity issues in research when interpreting findings;
5) to address ethical issues in analyzing and presenting one's research;
6) to write the chapters 4-5 (Results and Discussion);
7) to prepare for the defense; and,
8) to share the knowledge gained.

Methods
Thesis II engages a student in directed readings of related research articles, project-based learning assignments, and feedback from the thesis director.

Course Outline
I. Complete data collection
II. Analyze data
III. Interpret findings
IV. Write chapters 4-5
V. Defend thesis
VI. Share the knowledge gained