



UNIVERSITY OF
WEST GEORGIA

Graduate Student Handbook

2022 - 2023

Ed.S. in Professional Counseling

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Department of Counseling, Higher Education, and Speech Language Pathology

Counselor Education Programs

M.Ed. (College Student Affairs, Clinical Mental Health
Counseling, School Counseling)

Ed.S. (Professional Counseling)

Ed.D. (Professional Counseling & Supervision)

**The M.Ed. in Professional Program and Ed.D. in Professional Counseling and Supervision Program are detailed in separate handbooks.*

This Handbook is designed to provide graduate students enrolled in the EdS in Professional Counseling with helpful information. It is not intended to be a comprehensive listing of policy statements or to supersede University policy nor is it to be interpreted as a contract.

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Introduction and Welcome

Welcome to the Counselor Education Program (CEP) in the Department of Counseling, Higher Education, and Speech Language Pathology (CHS). The faculty and staff are pleased that you have selected the University of West Georgia (UWG) for the pursuit of your graduate education. We are committed to helping make this a positive educational, personal, and professional growth experience.



Overview of the Department

The Department of Counseling, Higher Education, and Speech Language Pathology (CHS) is housed in the College of Education (COE) at the University of West Georgia and is home to graduate degree programs in Counseling as well as undergraduate and graduate degree programs in Speech Language Pathology.

It is the policy of CHS to actively recruit students and faculty from a variety of backgrounds, experiences, and cultural influences. Our faculty and students have diverse backgrounds and the program strives to maintain multicultural awareness and appreciation. The department is committed to recruiting students and faculty from diverse backgrounds.

Vision and Mission Statement

The vision of the Department of Counseling, Higher Education, and Speech Language Pathology is to prepare exemplary practitioners who make a meaningful difference in the community and in the lives of the individuals with whom they work.

The mission of the Department of Counseling, Higher Education, and Speech Language Pathology is to:

Prepare exemplary entry-level practitioners with the professional knowledge, skills, and disposition to deliver evidence-based practices to diverse individuals across the life span.

Prepare exemplary advanced-level practitioners with professional knowledge, skills, and dispositions to bring about systemic change through program evaluation, advocacy, and leadership.

Provide outreach to the community, including outreach through a comprehensive community clinic that delivers speech-language pathology, audiology, developmental reading instruction, special education, counseling, and related diagnostic and educational services.

Explore and communicate new knowledge through applied research.

Accreditations

CACREP

CACREP does not accredit Ed.S. programs and, as such, the Ed.S. in Professional Counseling is not accredited by CACREP. The purpose of the Ed.S. is to prepare candidates with advanced skills and knowledge related to the field of professional counseling.

Other Accreditations

- UWG is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- COE is accredited by the Council for the Accreditation of Educator Preparation.

Program Faculty and Staff



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Professional Counseling Programs

Ed.S. Mission Statement

The mission of the Ed.S. in Professional Counseling program is to provide professional counselors with advanced skills and knowledge to be exemplary practitioners and supervisors.

Program Goals

Candidates will demonstrate:

- the ability to apply advanced theories of individual and group counseling in practice.
- the ability to apply research methods to counseling interventions and/or program evaluation and use the information to improve programming
- the ability to provide quality clinical supervision
- an understanding of current issues in counseling and supervision
- advanced skills in specialty area of interest
- knowledge, skills, and dispositions relevant to practice in a multicultural society

Program Evaluation

The CEP evaluates our programs in a number of ways including the following:

Assessment of Student Learning Outcomes

An integral part of all of our degree programs is the ongoing assessment of student learning outcomes. In order to achieve this, key assessments across the curriculum are linked to learning outcomes. Data are entered into CourseDen/D2L or Qualtrics.

Course Evaluations

At the end of each semester, students are asked to anonymously evaluate each course and instructor. This is a University-wide evaluation process. The purpose of this evaluation is to provide the instructor with constructive feedback relative to future teaching of the course. Additionally, students may at any time communicate to any faculty member their needs, observations, or appraisal.

Other evaluations include

- ❖ Graduate Surveys
- ❖ Employer Surveys

The data collected from all evaluation methods are used by the faculty for continuous improvement of the program.

Advisement

Students are assigned an advisor upon admission to the program and receive initial advisement during orientation. Students must meet with their advisor during their first semester of course work to discuss program requirements as well as to develop their individual plans of study. Students also are recommended to schedule periodic meetings with their advisor to be sure program requirements are being met. It is imperative that students keep in contact with their advisor. Because changes do occur, it the responsibility of the student to check their official UWG email account and to visit the Counselor Education Program website for notice of change.

Transfer Credits

A maximum of 6 semester hours of appropriate graduate credit MAY be transferred from another academic institution upon approval of the advisor. The following conditions must be met:

- Coursework credited toward awarding of another degree cannot be transferred;
- No course older than 7 years will be accepted for transfer credit;
- Work must have been for graduate degree credit; and
- Transfer courses must meet the student learning objectives for the courses they replace.
- A transfer credit request form is available in the department office and must be completed and signed by the appropriate parties.

Plan of Studies

Current plans of studies may be found at the following webpage:

<https://www.westga.edu/academics/education/cspc/counselor-education-and-college-student-affairs.php#>

Additionally, the EdS plan of study is located in [Appendix A](#).

Course Syllabi

Course syllabi contain descriptions of course objectives, activities, evaluation criteria, and other general information and are available at <https://www.westga.edu/academics/courses.php>. They may also be accessed via individual faculty profiles.

Registration

The Scoop

The Scoop is an online resource published each semester. This indispensable guide contains essential information including the University calendar, general announcements, class periods, exam schedules, registration deadlines, financial aid information, a map of the campus, and other important details. Find The Scoop at <https://www.westga.edu/student-services/registrar/the-scoop.php>.

Class Bulletin

A listing of courses offered during the current and, usually two semesters past, can be found at the UWG website under Academics titled: “Schedule of Classes.”

Selection of Courses

Selection of courses should be done in consultation with one’s advisor. During advisement sessions, the academic advisor will go over the [Plan of Study](#) and discuss scheduling of classes. Students should make an appointment with their advisor after admission during the first semester and at regular intervals thereafter.

Continuing Students

Registration dates are available online in the Scoop. After the first semester, continuing students may register for next semester courses during “early registration.” Registration may be accomplished on-line through myUWG. Registration during the “early registration” period is recommended because returning students are more likely to obtain a seat in the desired class.

Class Schedules and Mode of Delivery

The Ed.S. in Professional counseling is a fully online degree, which means all the classes are provided fully online for students through the online learning management system CourseDen.

Fees and Fee Payment

Tuition and fee payment may be made on-line through myUWG, in person at the Bursar's Office, or by mail. If a payment is late, classes may be dropped and a late fee will be assessed. Please visit the Bursar's Office for additional information on fees and university policies regarding missed payments.

Drop/Add and Withdrawal

If it is necessary to drop or add a course after registration, there is a one- to three-day opportunity at the beginning of each semester for open drop/add. After that time period, withdrawal policies are in effect, including a grade of "W" on the transcript and no refund of tuition or fees. See www.westga.edu/registrar/ for policies and procedures.

Financial Aid, Scholarships and Awards

Financial Aid

Financial Aid is available in a variety of forms including federal, state and institutional loans, grants, scholarships and work programs. Please visit the Financial Aid office www.westga.edu/finaid/ for more information.

CEP Scholarships

The CEP selects one candidate in the program each year for the John J. and Ann K. Pershing Memorial Scholarship. This scholarship was established in memory of the Pershings by family, friends, and former students. Dr. Pershing served as Dean of Student Services and also was a professor and acting chair of the Guidance and Counseling Department at West Georgia. The scholarship award is usually around \$200.00, though the availability of monies and the actual amount of the award will vary with the economy. CEP students may be eligible for other scholarships. Detailed information about all scholarships may be found at the COE homepage <https://www.westga.edu/academics/education/coe-scholarships.php>

CEP Awards

CEP presents two awards each year at the COE Convocation. Criteria for the awards vary from year to year but consistently recognize those students who excel in academic performance, advocacy, leadership, professional development and service.

Grades

Academic Standing and Retention

Grades are letter grades of A, B, C, and F for graduate students. The Practicum and Internships are graded with S/U (satisfactory and unsatisfactory). All students enrolled in CEP programs must maintain a cumulative graduate-level GPA of 3.0 or higher to remain in good academic standing. Any student earning a C in a core course (all courses required for graduation) must retake the course, regardless of the cumulative GPA, and earn a grade of B or higher. A grade of C in a non-core course will not be included in the student's approved plan of studies. The student may retake the same course or substitute another graduate-level course (approved by the advisor) one time. The student must earn a B or higher in order for the grade to be included in the approved plan of study. The repeated course will not replace the grade for the original course; in other words, all grades will be calculated to comprise the cumulative GPA. Earning an Unsatisfactory, two C's, or an F will result in dismissal from the program.

Grading Policy

Grading policies are outlined in the course syllabus and are in accordance with the Grading System for Graduate Students as outlined in the Graduate Catalogue located at <https://www.westga.edu/student-services/registrar/course-catalogs.php>

Academic Standards

Academic Standards are described in the Graduate Catalog located at <https://www.westga.edu/student-services/registrar/course-catalogs.php>

Academic Appeals

Students have the right to appeal a course grade. Policy for grade appeals may be found in the Graduate Catalog at <https://www.westga.edu/student-services/registrar/course-catalogs.php>

Assignment of Incomplete

An incomplete (I) indicates that a student was doing satisfactory work but, for non-academic reasons beyond his or her control, was unable to meet the full requirements of the course. An incomplete will be given only for illness, death in the family, or other major emergencies. Approval for an incomplete must be made by student's instructor, Department Chair, and COE Dean. An incomplete must be removed by the completion of work within one calendar year or otherwise noted by the faculty member if there is a desire to resolve the (I) earlier than the 1 calendar year limit; otherwise, the Incomplete (I) becomes a Failure (F).

Academic and Ethical Expectations

Faculty Expectations of Students

Faculty expectations of students' academic, professional, and personal development are explicit in admission and grade point policies, as well as in the course syllabi. Students are advised to plan their progress through the program at a pace that allows for meeting normal responsibilities to self and others. Students are responsible for knowing and following all college and departmental policies and procedures.

Online Class Engagement

Class engagement policies are outlined in the syllabus. Students are expected to engage in the online platform as required by the faculty member. Failure to adhere to attendance policy as outlined in the syllabus may result in a reduction of grade.

Academic Honesty

Students are expected to adhere to the highest standards of academic honesty, which is outlined in the [Graduate Catalogue](#). All work completed in this program must be original work. Students are expected to adhere to the highest standards of academic honesty. Plagiarism occurs, but is not limited to, when a student uses or purchases ghostwritten papers. It also occurs when a student utilizes ideas or information obtained from another person without giving credit to that person regardless of intentionality. If plagiarism or another act of academic dishonesty occurs, it will be dealt with in accordance with the academic misconduct policy as stated in the latest Student Handbook and the Graduate Catalog.

Style Manual

Students in the Counselor Education Programs are expected to use the most recent edition of the Publication Manual of the American Psychological Association as the style manual for writing reports and papers. This manual is available in the University bookstore and other local bookstores. The APA publication manual addresses correct format, organization of the paper, and plagiarism. Grades may be lowered due to non-compliance to APA style. It is the student's responsibility to learn APA style outside the classroom and ensure papers comply.

Ethical Standards

Ethical standards of the profession (ACA Code of Ethics) guide and protect the client, the counselor, and the student. Throughout program matriculation, students will directly adhere to the ethical standards of the profession. There are also likely to be items on professional examinations (i.e., CEP exit exam, LPC licensure exam, etc.) specific to the ACA Code of Ethics. Students are expected to be familiar with the ACA Code of Ethics, which can be found at www.counseling.org.

Technology Competencies

Students are expected to already possess basic computer skills upon entering CEP and to acquire more skills as they progress through the program. Below is a list of computer competencies that describe this developmental expectation:

- Basic Computer Operation and Concepts
- Word Processing Skills
- Spreadsheet Skills
- Internet/Web Skills
- MyUwg
- Library Skills
- Course Den/D2L
- TK20

Summary of Student Review Process

There are incidences when faculty may have specific concerns regarding students. In such instances, the following procedure will occur.

It is important to note that this is a case by case review process to assess any dispositions deemed problematic by faculty.

Step 1: Student is notified by program faculty that they are under review, and are given information as to the nature of the review (e.g., clinical, dispositional, and/or inter/intra-personal)

Step 2: A student review committee is formed, which includes 2 faculty members from the CSC department

Step 3: Student attends review and has an opportunity to express concerns and opinions. Student is given evidence of reasons for review.

Step 4: Following the outcome of this meeting, a Professional Development Plan may be initiated. Faculty will create this plan. The Professional Development plan includes the following:
The student's advisor and at least one other faculty member of the student's selection will meet with a student to discuss the noted deficiencies and suggest the steps necessary for remediation. The remediation plan must include, but is not limited to, the following:

1. Specific measures to be taken
2. Time line for completing the plan;
3. The means for determining whether the measures taken have resulted in remediation
4. The consequences if there is a failure to remedy the problem within the specified timeline, which may include being dropped from the program
5. Notification of the student's rights in this process

A copy of the plan for remediation and a summary of the committee meeting will be developed by the advisor and provided to the student, program coordinator, department head, and/or Director of Graduate

Studies.

If the student's committee, at the end of the designated timeline, determines that the remediation efforts have been successful, all of the individuals listed above will be formally notified of that determination. If the student's committee determines that the conditions for remediation have not been met in the time designated, the student will be given time to prepare and present their case to the Student Review Committee (SRC). The SRC will make a recommendation based on input from the student and the student's advisor.

If the recommendation is made to drop the student from the program, the SRC will prepare a statement reiterating the deficiencies and the outcome of the original professional development plan and forward it to the same individuals listed in "a" above.

Student Rights

- Students have a right to review this policy
- Students have a right to receive written description of the faculty concerns prior to any meetings to discuss progress or remediation
- Students have a right to respond to concerns raised about their progress and have their responses considered and integrated, when feasible, into professional development plans
- Students whose progress review results in recommendations for suspension or dismissal have the right to appeal that decision beginning with the department head.

Graduation Requirements and Information

General Requirements

Students must have successfully completed the appropriate plan of studies with a minimum GPA of 3.0 and receive a passing score on the department exit exam to be eligible for graduation. See <https://www.westga.edu/student-services/registrar/course-catalogs.php> and <https://www.westga.edu/student-services/registrar/steps-for-graduate.php> for university policy related to graduation requirements.

Plan of Study

In order to graduate, all course requirements must be met, which are identified for the EdS plan of study. Faculty monitor the courses taken by students and once all courses have been taken, the student has passed the Exit Exam, and the student is in the final semester, faculty will approve the student for graduation. Please see [Appendix A](#) for the EdS Plan of Study.

Exit Exam

Students are required to take an Exit Exam in their final semester of the EdS Program. Students may take the Exit Exam early, if there are extenuating circumstances. Students are provided the Exit Exam procedures by the Program Coordinator via email. The due date for the semester is communicated via email to all students and is typically due the month prior to graduation. Please see [Appendix B](#) for the full procedures.

Scoring

The Exit Exam rubric consists of five questions, each of which is associated to a program outcome. The rubric is provided in [Appendix C](#). Each committee member scores the responses from the Oral Presentation (i.e. Oral Exam), which are averaged together for a final score. Students must earn an average score of 3.0 or better to pass the exam.

Application for Graduation

A student is required to make application for the graduation with the Registrar's Office. There is a minimal fee. The deadline for submission of the graduation application is during the semester prior to graduation. Specific information for graduation should be obtained from the Registrar's website: <https://www.westga.edu/graduation/>

Spring Graduation	Fall Graduation	Summer Graduation
October 1st	August 1st	March 1st

Graduation Regalia and Supplies

Graduation supplies may be ordered on-line through the [University Bookstore website](#). EdS students should purchase the EdS/Master's Gown and the Specialist Education Hood, Light Blue.

CEP Hooding Ceremony

Each Fall and Spring, the CEP holds an annual hooding ceremony for M.Ed. (CMHC and School Counseling) and Ed.S. graduates. Additional information is sent directly to students through the student listserv and UWG email.

Professional Endorsement and GA PSC Upgrades

For certificate upgrades only, please work through your school system's central office to submit the

necessary paperwork to GaPSC. The only documentation you will need from UWG is your official transcript to be ordered for delivery directly to GaPSC, or to your school system if they plan to upload to GaPSC on your behalf.

For endorsements, please contact Kathy Jones, kjones@westga.edu.

General Information

Name/Address/Phone Number Changes

For a variety of reasons, it is important that the department is able to reach students. Therefore, it is necessary to report any change of address or phone number to the CEP Administrative Assistant as soon as possible. In addition, changes in contact information also must be made at the Registrar's office. The CEP department does not make changes for the student to the Registrar's office. Likewise, the Registrar's Office is unable to provide the department with an address change for the student's record. It is the student's responsibility to make the appropriate changes to both the CEP Office and the Registrar. This may be easily done online through the [Registrar Form Site](#).

I.D. Cards

Student ID cards are made in the Wolves Card Office located in the University Community Center (UCC), Top Floor, from 8 am until 5 pm, Monday through Friday. Student I.D. cards are free of charge for students enrolled in a University program. The same card is used throughout the entire enrollment period. It is validated as students pay fees each term and is non-transferable.

myUWG

MyUWG is an innovative tool designed to simplify the process of using email, Banner, WebCT and more. It provides a central login and url for access to most everything a student needs at UWG. To access myUWG go to <http://myuwg.westga.edu/>.

MyUWG email account

Upon admission to the university every student is automatically provided with a free Google Apps account and free personal webspace through Google Drive. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email. For information regarding your email account visit <https://www.westga.edu/its/google/student-info.php>.

CEP Listserv

The CEP maintains a student listserv. You are automatically enrolled in this listserv upon admission to the program. The listserv is moderated and used to communicate about important matters such as deadlines, course scheduling changes, job openings and other current news items.

Parking and Vehicle Registration

All vehicles parking on campus must be registered with Parking Services. Students must register their vehicles and obtain a hangtag in person at Parking Services in Row Hall (hours 7:30am to 4:30pm). Students have the first 5 class days after the beginning of their first semester to register their vehicles. Upon vehicle registration, a hangtag will be issued and is required for parking on campus. Failure to display a hangtag will result in a citation. Park only in the designated parking area that is depicted on your parking hangtag. It is important to pay all parking tickets promptly; unpaid parking tickets will result in an inability to register for classes until the fine is paid. Parking ticket appeals must be made within 5 days.

Students should be familiar with the UWG Parking Code found at the Parking Services webpage <https://www.westga.edu/campus-life/parking/index.php>.

Weather/Emergency Closing

Classes may be canceled during times of inclement weather or an emergency. However, because of the difficulty in making up lost time, classes are canceled only in extreme circumstances. Final decision about University closings rests with the President. Announcements are made through local and Atlanta media and posted on the University website www.westga.edu.

Safety and Security of Minor-Children

Due to the safety and security of minor-children, potential distractions within the classroom/clinical settings, and the demanding and sometimes confidential nature of some information covered in our courses, it is not appropriate for our enrolled students to bring their children into classroom sessions and/or into the CCC during active class and/or clinical periods.

Please be aware that the Department of Counseling, Higher Education, and Speech Language Pathology has the following policy:

- The “minor children of enrolled students” are not approved to be present in classrooms and/or in the CCC during active class/clinical meetings;
- The “minor children of enrolled students” are not to be left unattended in any of the COE facilities while students attend class, clinical or advisement sessions.

We are sensitive to the fact that some of our students have childcare responsibilities, and we clearly support childcare as taking priority over a class and/or clinical meeting. Although such absences are not “excused” under the UWG attendance requirements, our faculty (instructors) may be cooperative in dealing with missed class meetings where there is a legitimate childcare conflict, and such situations will be handled on a case-by-case basis between the student, the instructor and the Department Chair (if necessary).

If students have a class/clinical meeting conflict, related to a childcare, they should:

- Contact their instructor as early as possible (preferably in advance of the class meeting) in order to advise the instructor of the conflict;
- The student should request the relevant information/materials that they will miss (or have missed) during the class session from the instructor, and/or from their fellow classmates;
- The student should make arrangements with the instructor to make up the class absence (if appropriate).

Finally, it is the responsibility of the faculty member (instructor of record for the class/clinical section) to clearly articulate this policy to their students and to enforce the policy.

Student Support Services

Personal Counseling

Personal counseling for students is available at no cost through UWG Counseling Center. Students are encouraged to use this confidential service if the need should arise. Often when learning how to promote growth and change for clients, it becomes necessary to examine one’s own change process. Faculty may suggest students seek counseling when personal issues appear to be interfering with the student's professional development or with the counseling process during Practicum or Internship. Neither CEP faculty nor counselors in training at the Counseling Center counsel students and any contact with UWG Counseling Center is confidential. To learn more about services or to learn how to make an appointment

visit <http://www.westga.edu/counseling/>.

Accessibility Services

The official UWG policy is contained in the link to the [Common Language for Course Syllabi](#) located on the Provost's website. All students are provided with equal access to classes and materials, regardless of special needs, temporary or permanent disability, special needs related to pregnancy, etc. For more information, please contact Accessibility Services at the University of West Georgia:

<https://www.westga.edu/student-services/counseling/accessibility-services.php>

Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given.

Career Services

UWG career services offers comprehensive resources for students including job search information, student employment and volunteer opportunities. Staff also provides help with resume and cover letter writing and mock interviews. To learn more about UWG career services visit

<https://www.westga.edu/student-services/careerservices/index.php>

Other Resources

Bookstore

The University Bookstore is a campus resource for UWG textbooks, gear and supplies. The bookstore website enables students to buy or sell used and new textbooks; find official UWG gear; and purchase software, gifts, and graduation supplies on-line. Search the bookstore homepage at

www.bookstore.westga.edu/.

CourseDen/D2L

CourseDen/D2L is the online course management system used by UWG. All or part of your course content for every course will be delivered using CourseDen. The log in page for CourseDen is at

<https://westga.view.usg.edu/> Your login is your UWG ID and password. Help information is noted on the log in page as well as at <https://www.westga.edu/uwgonline/courseden-help.php>

Ingram Library

The Ingram Library on the UWG campus houses a multitude of resources, including books, professional journals, government documents, and the Annie Belle Weaver Special Collections. Visit the library's website <http://www.westga.edu/library/> for complete information about the library holdings, reference resources, circulation, and other details. A useful service offered by the library is Ask-A-Librarian, an electronic connection to library the staff.

Innovation Lab

The COE houses Innovation Lab, a free resource center for students and educators, located in the Education Center on the first floor. The Innovations Lab is designed to provide a space for university faculty, students, and local educators to learn, use, and innovate emerging technology for use in the classroom and the community. The Innovation Lab website can be found at

<https://www.westga.edu/academics/education/innovations-lab.php>

Technology Resources

The COE has computer labs available to students on the second floor of the Education Center in rooms 204 and 205. For information including hours of operation and available software visit <https://www.westga.edu/its/student-services.php> UWG also provides wireless access to students through connect West Wireless access. Coverage can be found throughout campus. To learn how to connect and for access points please visit <https://www.westga.edu/its/wireless.php>

Professional Organizations

Professional organizations are vital to any profession. Such organizations foster standards, ethical principles, research, accreditation, and governance. Students are encouraged to join appropriate professional organizations. Most professional counseling organizations offer lowered rates for student membership.

Faculty members belong to professional organizations, attend and present at professional conferences, hold editorial positions for national and state journals, and hold office or chair committees in national and state organizations.

Students are encouraged to attend professional meetings and to offer proposals for presentations and manuscripts for publication. Some courses may require participation in professional development activities.

Following is a partial list of relevant national and state organizations with contact information. Students are encouraged to explore and join organizations of interest to them.

American Counseling Association (ACA)	http://www.counseling.org
American School Counselors' Association (ASCA)	http://schoolcounselor.org
American Mental Health Counselors Association (AMHCA)	http://amhca.org
Chi Sigma Iota (CSI)	http://www.csi-net.org
National Board of Certified Counselors (NBCC)	http://www.nbcc.org/
Licensed Professional Counselor Association of Georgia (LPCA)	http://www.lpcaga.org/
Georgia School Counselors Association (GSCA)	http://www.gaschoolcounselors.com/

Appendix A

Plan of Study Worksheet
 Ed.S. in Professional Counseling
 Department of Counseling, Higher Education, and Speech Language Pathology
 University of West Georgia

CORE CURRICULUM	HRS	SEMESTER REQUIRED	GR	SEM/YR COMPLETED
CEPD 8138 Advanced Multicultural Counseling	3	FALL		
CEPD 8185 Professional Research Writing	3	FALL		
CEPD 8184 Research: Quantitative Analysis	3	FALL		
CEPD 8194 Research: Mixed Methods Analysis	3	SPRING		
CEPD 8152 Consultation, Collaboration and Program Development in Counseling	3	SPRING		
CEPD 8156 Designing Effective Programs	3	SPRING		
CEPD 8171 Current Issues in Counseling and Supervision	3	SUMMER		
CEPD 8141 Supervision in Counseling	3	SUMMER		
CEPD Elective CEPD 7158 Counseling in the Military Community or CEPD 7185 Gender and Sexuality in Counseling (Advisor approval needed for other courses)	3	SUMMER		
Total Hours	27			
Comments:				
<ul style="list-style-type: none"> • Students can NOT deviant from this plan of study without prior permission from the Ed.S. program coordinator. • Students are to apply for graduation the semester before they are scheduled to graduate. • Students have to complete and pass the Ed.S. Oral Exit Exam during the semester they are scheduled to graduate. 				

Student signature: _____

Date: _____

Advisor signature: _____

Date: _____

Appendix B

EdS Oral Examination Procedures and Questions

Procedures for Oral Examination:

The Ed.S. Oral Exit Exam serves as your final capstone project, and as such, you are expected to demonstrate a high level of professionalism, intentionality, and conscientiousness as you complete this exam. You are asked to effectively communicate to faculty your successful integration of the knowledge and skills you have developed or enhanced during the Ed.S. program. Your oral examination will be an online format and additional instructions are listed below. The program will assign your EdS Oral Exam committee. The Program Coordinator will serve as one of your committee members alongside one other CEP faculty.

The Oral Exit Exam is administered every semester including summer. The Oral Exit Exam is an online format and consists of five open-ended questions.

- The program coordinator disseminates information via the Ed.S. Counseling Student listserv regarding the Oral Exit Exam each semester.
- Students will have **45 calendar days** to email their complete exam to the program coordinator.
- A passing score on the exam is an average **score of 3 points or higher, on a 4 point scale, across all five questions.**

If a passing score is **not obtained**, the student may resubmit the question(s) the following semester.

- The student must schedule a meeting with the program coordinator prior to re-submitting their Oral Exam
- The Oral Exam may only be taken 2 times.
- *If a student fails the exam 2 times, they **will be dismissed** from the program.*

Procedures for Oral Examination:

There are **five questions below, all of which** you are expected to address. Creating a video **of no more than 25 minutes** please respond to all five questions thoroughly, but succinctly. Please upload your video to **YouTube** using an **unlisted link**. Please provide that link to all exit interview committee members by the due date established by your committee. You may follow the instructions in the link below:

<https://www.youtube.com/watch?v=Y7OfEOWCvuo>

Question 1: Program Goal # 2:

Demonstrate the ability to apply research methods to counseling interventions and/or program evaluation and use the information to improve programming.

- a) *Providing at least one example from your clinical practice, please discuss the ways in which you have developed advanced understanding of research throughout this program and used that advanced knowledge to improve your selection and implementation of appropriate counseling interventions.*
- b) *Providing at least one illustrative example from your professional practice, please discuss the ways in which you have developed advanced understanding of program evaluation throughout this program and used that advanced knowledge to improve the programming in your place of work.*

Question 2: Program Goal # 3:

Demonstrate the ability to provide quality clinical supervision

- a) *Providing at least one illustrative example from your supervision practice, please discuss the ways in which you have developed advanced understanding of counseling supervision throughout this program. Further, please discuss your chosen model of supervision and how this model was executed during your supervision practice.*

Question 3: Program Goal # 4:

Demonstrate an understanding of current issues in counseling and supervision

- a) *Please discuss two current issues in counseling and supervision about which you learned during this program. Then, providing at least one illustrative example, please discuss the ways in which you applied that knowledge to improve your counseling and/or supervision practices.*

Question 4: Program Goal # 5:

Demonstrate advanced skills in specialty area of interest

- a) *Please identify your specialty area of interest – school counseling or clinical mental health counseling. Then, providing an illustrative example from your clinical practice, please discuss the ways in which you have developed advanced skills in your specialty area throughout this program and used that advanced skill to improve your clinical practices.*

Question 5: Program Goal # 6:

Demonstrate knowledge, skills, and dispositions relevant to practice in a multicultural society

- a) *Providing at least one illustrative example from your professional practice, please discuss the ways in which you have developed advanced understanding of, and skill in multicultural counseling, and used that advanced knowledge and skill to improve your professional practices.*

Appendix C

Ed.S. in Professional Counseling and Supervision Oral Exam Interview Questions Evaluation Rubric 2019

Question 1:

Program Goal #2: Demonstrate the ability to apply research methods to counseling interventions and/or program evaluation and use the information to improve programming

Key Assessment	Unacceptable (1)	Acceptable (2)	Proficient (3)	Exemplary (4)
<p>Question 1 a. Providing at least one example from your clinical practice, please discuss the ways in which you have developed advanced understanding of research throughout this program and used that advanced knowledge to improve your selection and implementation of appropriate counseling interventions.</p>	<p>Candidate response and examples lack clarity and are not clearly connected. Language used does not reflect an acceptable level of knowledge of research methods, counseling interventions or program evaluation. Candidate does not provide any evidence of implementation of counseling interventions or program improvement.</p>	<p>Candidate's response is clear, concise, and includes specific reference to knowledge of research methods, counseling interventions or program evaluation. Candidate provides evidence of implementation of counseling interventions and program improvement.</p>	<p>Candidate's response is clear, concise, and includes specific reference to knowledge of research methods, counseling interventions or program evaluation. Candidate provides evidence of implementation of counseling interventions and program improvement... Examples provided are clearly related to using information to improve programming.</p>	<p>Candidate's response is clear, concise, and includes specific reference to knowledge of research methods, counseling interventions or program evaluation. Candidate provides evidence of implementation of counseling interventions and program improvement... Examples provided are clearly related to using information to improve programming. Description of program implementation connotes an understanding of the connection between application of research methods, counseling interventions, program evaluation and using information to improved program planning.</p>

Question 2:

Program Goal #3: Demonstrate the knowledge and skills required to provide quality clinical supervision.

Key Assessment	Unacceptable (1)	Acceptable (2)	Proficient (3)	Exemplary (4)
<p>Question 2: Providing at least one illustrative example from your supervision practice, please discuss the ways in which you have developed advanced understanding of counseling supervision throughout this program. Further, please discuss your chosen model of supervision and how this model was executed during your supervision practice.</p>	<p>Candidate response and examples lack clarity and are not clearly connected. Language used does not reflect an acceptable level of respect for supervisee or concern for supervisee development. Client welfare is minimized or ignored. Candidate was not able to provide a model of supervision.</p>	<p>Candidate’s response is clear, concise, and includes specific reference to protection of client welfare and facilitation of counselor development. Example provided is clearly related to these two purposes. Description of clients and supervisees is professional and respectful. Candidate clearly articulates model of supervision and how this model was executed during supervision practice.</p>	<p>Candidate’s response is clear, concise, and includes specific reference to protection of client welfare and facilitation of counselor development. Example provided is clearly related to these two purposes. Description of clients and supervisees is respectful, professional, and connotes an understanding of the connection between monitoring client services and promoting supervisee development. Candidate clearly articulates model of supervision and how this model was executed during supervision practice. Client and supervisee behavior change is mentioned briefly.</p>	<p>Candidate’s response is clear, concise, and includes specific reference to protection of client welfare and facilitation of counselor development. Example provided is clearly related to these two purposes. Description of clients and supervisees is respectful, professional, and connotes an understanding of the connection between monitoring client services and promoting supervisee. Candidate clearly articulates model of supervision and how this model was executed during supervision practice.</p>

Question 3:

Program Goal # 4: Demonstrate an understanding of current issues in counseling and supervision

Key Assessment	Unacceptable (1)	Acceptable (2)	Proficient (3)	Exemplary (4)
Question 3: Please discuss two current issues in counseling and supervision about which you learned during this program. Then, providing at least one illustrative example, please discuss the ways in which you applied that knowledge to improve your counseling and/or supervision practice.	Candidate response and examples lack clarity and are not clearly connected. Language used does not reflect an acceptable level of Understanding current issues in the field of counseling and supervision. Candidate was not able to provide an example of how the knowledge of current issues would potentially improve counseling or supervision practice.	Candidate's response is clear, concise, and includes specific reference to current issues in the field of counseling and supervision. Candidate was able to provide two clear examples of how the knowledge of current issues improved counseling and supervision practice.	Candidate's response is clear, concise, and includes specific reference to current issues in the field of counseling and supervision. Candidate clearly articulated several current issues in the field of counseling and supervision. Candidate was able to provide two clear examples of how the knowledge of current issues improved counseling and supervision practice.	Candidate's response is clear, concise, and includes specific reference to current issues in the field of counseling and supervision. Candidate clearly articulated several current issues in the field of counseling and supervision. Candidate was able to provide two clear examples of how the knowledge of current issues improved counseling and two clear examples of how this knowledge improved supervision practice.

Question 4:

Program Goal #5: Demonstrate Advanced Skills in Specialty Area of Interest

Key Assessment	Unacceptable (1)	Acceptable (2)	Proficient (3)	Exemplary (4)
<p>Questions 4: Please identify your specific specialty area of interest – school counseling or clinical mental health counseling. Then, providing an illustrative example from your clinical practice, please discuss the ways in which you have developed advanced skills in your specialty area throughout this program and used that advanced skill to improve your clinical practices.</p>	<p>Candidate’s response lacks clarity and does not demonstrate the ability to identify or articulate the advanced knowledge, skills and awareness acquired in the chosen specialty area. Candidate did not provide an example in the use of advanced skills to improve clinical practices.</p>	<p>Candidate is able to identify and articulate advanced skills, knowledge and awareness developed in the specialty as a result of enrollment in the Ed. S. program. Candidate was able to provide ways in which this advanced knowledge and skills have improved clinical practices in their specialty area.</p>	<p>Candidate clearly and concisely articulates the advanced skills, knowledge and awareness developed in the specialty as a result of enrollment in the Ed. S. program. The candidate also discusses how the advanced competencies have been applied in counseling practice during the term of enrollment. Candidate provided at least two illustrative examples of advanced skill application in clinical practices.</p>	<p>Candidate clearly and concisely articulates the advanced skills, knowledge and awareness developed in the specialty as a result of enrollment in the Ed. S. program. The candidate also discusses how the advanced competencies have been applied in counseling practice during the term of enrollment. The illustrative examples clearly articulate application and shows how the candidate has integrated advanced skills, knowledge, and awareness into a coherent approach to work in the specialty area.</p>

Question 5:

Program Goal #6: Demonstrate knowledge, skills, and disposition relevant to practice in a multicultural society

Key Assessment	Unacceptable (1)	Acceptable (2)	Proficient (3)	Exemplary (4)
<p>Questions 5: Providing at least one illustrative example from your professional practice, please discuss the ways in which you have developed advanced understanding of, and skills in multicultural counseling, and used that advanced knowledge and skill to improve your professional practices.</p>	<p>Candidate’s response lacks clarity and does not demonstrate the ability to discuss an advanced understanding of multicultural counseling skills and was not able to provide an example of how these skills may improve professional practices.</p>	<p>Candidate is able to identify and articulate how an advanced understanding of multicultural counseling skills. Candidate was able to provide an example of how these skills may improve professional practices.</p>	<p>Candidate clearly and concisely articulates how multicultural counseling impacted professional identity development and professional development as a result of enrollment in the Ed. S. program. The candidate also discusses how the impact of the enhancement of professional identity development and professional development has been applied in counseling practice during the term of enrollment as well as the interface of multicultural counseling skills and their importance to the profession. The candidate provided one illustrative example of the ways s in which advanced understanding of multicultural counseling has impacted professional practices.</p>	<p>Candidate clearly and concisely articulates how multicultural counseling impacted professional identity development and professional development as a result of enrollment in the Ed. S. program. The candidate also discusses how the impact of the enhancement of professional identity development and professional development has been applied in multicultural counseling practice during the term of enrollment. The interface between professional identity, professional practices and professional development was clearly articulated. The candidate provided several illustrative examples of the ways s in which advanced understanding of multicultural counseling has impacted professional practices.</p>

Examining Committee:

Chair _____ **Member** _____ **Member** _____

Appendix D

Non-Discrimination Statement

The counseling program at University of West Georgia leads directly to certification, licensure, and professional practice in the field of counseling. For this reason, should any faculty within the program note any impairment in the judgment, interpersonal attributes, or intellectual functioning, this will be brought to the attention of the student and measures may be required for remediation. The counseling program at UWG is committed to nondiscrimination for all people, including but not limited to—race, color, sex, religion, creed, national origin, age, disability, and veteran status. To graduate from the program, the student must be willing and able to endorse the ethical standards of the American Counseling Association (ACA) and adhere to the ACA’s Nondiscrimination Position Statement, which reads as follows:

ACA’s NONDISCRIMINATION: POSITION STATEMENT

- ❖ The American Counseling Association is committed to nondiscrimination and to the prevention of harassment in all forms—verbal, physical, sexual, emotional, and psychological—including protections for transgender, gender non-conforming, and LGBTQ+ individuals.
- ❖ Every human being on earth is unique and uniquely important. Each person embarks on the adventure of life guided by their own spirit, outlook, and traits of character. These facets help to shape and guide the course of every human journey. Everyone is equal on this path. No individual has the right or the authority to judge or mock another, or to force anyone to adhere to any type of societal norm.
- ❖ Through its members, ACA strives to enhance quality of life in society by promoting the development of professional counselors, advancing the counseling profession, and using the profession and practice of counseling to promote respect for human dignity and diversity. ACA members help advocate for equity and fair treatment for all people and groups in order to end oppression and injustice affecting clients, students, families, communities, schools, workplaces, governments, and other social and institutional systems.
- ❖ ACA and its members agree that all individuals have the right to be accepted for their unique and authentic self. ACA members consider it a privilege to work with—and on behalf of—people of all orientations, emphasizing multicultural competence and a respect for diverse views. We encourage our clients to be genuine and to work to find their own authentic self, even if that authentic self appears to be somewhat different from dominant social norms.
- ❖ The ACA commitment to nondiscrimination and the prevention of harassment includes, but is not limited to, access to learning environments that are free of discrimination, bullying, and harassment; access to restrooms and changing facilities that are safe and affirming for gender non-conforming youth and adults; and use of preferred names.
- ❖ ACA recognizes the stress and psychological impact of discrimination and is committed to helping counselors advocate for nondiscrimination policies and practices in their work settings and practices.
- ❖ Our goal is to ensure that everyone has a safe, unthreatened space to continuously build a vibrant, thriving self, which in turn can build a vibrant, thriving family, as well as a constantly evolving and improving community.
- ❖ We respect and honor the unique human spirit that everyone—regardless of cultural attributes or sexual orientation—brings to our communities. At ACA, it is our goal to help make certain that everyone has an opportunity to grow and to achieve their full potential.

American Counseling Association (2017). *Nondiscrimination: Position statement*. Retrieved from: <https://www.counseling.org/about-us/social-justice/nondiscrimination>

By signing this document, I acknowledge that I have read, understand, and agree to follow the University of West Georgia Professional Counseling Program’s Non-Discrimination Policy.

Applicant Signature

Date