

Advisement Checklist
Department of Counselor Education

Student Name:

Section I.

Conditional Accept

Complete Section I if applicable. If not, proceed to Section II.

Semester of Admission:

Spring Semester 20_____

Summer Session 20_____

Fall Semester 20_____

As outlined in your official letter of admission from the Office of Graduate Studies, in order to move from conditional to regular admission status, you must:

Take and pass EDC 501 or 502 or 503 with a grade of B or higher.

1. One month after beginning EDC 501 or 502 or 503, obtain support of your instructor for your participation in a second matriculation interview.
2. Immediately following, write the Chair of the Department of Counselor Education to indicate your instructor's support and to request inclusion in the matriculation interview.
3. Participate in the second matriculation interview and demonstrate successful performance at a level that meets regular acceptance in the program.

Take and pass EDC _____ with a grade of B or higher.

Other _____

These conditions must be completed in the following semester and year (check only one):

Spring Semester 20_____

Summer Session 20 _____

Fall Semester 20 _____

Section II.

All courses must be passed with grade of "B" in order for you to meet competency. If you receive less than a grade of "B" in a course, you must repeat that course and pass it with a B to receive credit towards your degree.

If you take a course and receive less than a grade of "B" in that course and that course (e.g., Self in Society) is a prerequisite for another course (e.g., Group Counseling Concepts), you must repeat the prerequisite course (e.g., Self in Society) and obtain a B before you can take the course for which it is a prerequisite (e.g., Group Counseling Concepts).

You are to have taken EDC 602 and EDC 603 *before* EDC 720: Integration and Application of Basic Concepts. You may take EDC 604, EDC 612, EDC 614, EDC 606 and EDC 685 concurrently with EDC 720. All these courses must either be completed before or during Integration.

You are to document 6 individual counseling sessions *before* you take EDC 720: Integration and Application of Basic Counseling Concepts.

- Brockport Counseling Center (585) 395-2207.

- In the community, the counselor must have a minimum of a master's degree in counseling or a related field and be approved by your advisor.

- Documentation - letter sent by your counselor to your advisor stating that you have completed 6 individual counseling sessions.

Selecting an Internship Site is done when you are enrolled in EDC 720: Integration and Application of Basic Counseling Concepts.

- Internship Orientation is held once a semester by the Internship Placement Coordinator. At that Orientation you will be told the procedure for finding a site.

- You *are not* to make any contacts with a potential site before you attend the Internship Orientation.

- You *must* attend the Internship Orientation in order to be enrolled in Implementation I. Plan for this. Having to work is not an excuse.

Practicum (EDC 720)

- You **must** carry student liability insurance during Practicum. (ACA, ASCA and AMHCA offer liability insurance).
- 10 hours a week at Brockport's Counseling Center.
- Class meets two times a week for the first couple of weeks, then once a week after.
- Individual clinical supervision (EDC721) requires that you meet once a week for at least an hour with a supervisor.

Child Abuse Report/SAVE Training must be done before Integration

- School Counselors - must take Child Abuse Reporting/SAVE Training.
- Mental Health Counselors and College Counselors - must take Child Abuse Reporting.
- Child Abuse Reporting: Online LIVE internet training is available 24/7 and free. Go to <http://www.nysmandatedreporter.org/default2.html> to attend the online training.
- SAVE Training will be covered in EDC 619: Counseling in School Settings.

Internship (EDC 722 & 728; EDC 723 & 729; or EDC 724, 730 & 731)

- Minimum 20 hours per week at your site.
- A weekly class.
- Thesis.
- Individual clinical supervision (EDC 735) requires that you meet once a week for at least an hour with a faculty supervisor.
- You **must** carry student liability insurance while you are an intern.
- Many counseling organizations have student liability insurance for a very reasonable price (e.g., ACA and its affiliates such as ASCA and AMHCA).
- You must have proof of liability insurance before you begin at your internship site.
- Proof must be sent to the Internship Placement Coordinator prior to the first night of your internship class (EDC 722 or 723 or 724).

If you make any changes to your Plan of Study you must notify your advisor immediately.

Academic Standing

- Probation – if your overall GPA falls below a 3.0 you will be notified by the Office of Graduate Studies that you are placed on probation.
- You must immediately schedule an appointment with your advisor so that he or she can help you develop a plan to help you remove yourself from probationary status.
- Your advisor knows the probation policy and can help you make the best decision about courses to take while on probation.

Leave of Absence

- If you need to take time off from studies for whatever reason, contact your advisor.
- A leave of absence stops the time clock you have in terms of the 5 (MSEd) or 7 (MS) years you have to complete your program.

***"Your Right to Know and Academic Policies Handbook"* is available on the college's website at www.brockport.edu/publications.**

- This contains information regarding student rights, codes of student social conduct, and policies such as student academic dishonesty and grade appeals.

Mandatory Orientation

I have discussed the above information with my advisor.

Student Signature

Date

Faculty Advisor Signature

Date