

Advisement Checklist
Department of Counselor Education

Student Name: _____		
Section I.	Conditional Accept <i>Complete Section I if applicable. If not, proceed to Section II.</i>	Semester of Admission: <input type="checkbox"/> Spring Semester 20 _____ <input type="checkbox"/> Summer Session 20 _____ <input type="checkbox"/> 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:		
<input type="checkbox"/> Take and pass EDC 501 or 502 or 503 with a grade of B or higher.		
<ol style="list-style-type: none"> 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 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. 		
<input type="checkbox"/> Take and pass EDC _____ with a grade of B or higher.		
<input type="checkbox"/> Other _____		
These conditions must be completed in the following semester and year (check only one):		
<input type="checkbox"/> Spring Semester 20 _____ <input type="checkbox"/> Summer Session 20 _____ <input type="checkbox"/> Fall Semester 20 _____		

Section II.	<input type="checkbox"/> 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.
	<input type="checkbox"/> 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).
	<input type="checkbox"/> You are to have taken EDC 602 and EDC 603 <i>before</i> 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.
	<input type="checkbox"/> You are to document 6 individual counseling sessions <i>before</i> you take EDC 720: Integration and Application of Basic Counseling Concepts. <ul style="list-style-type: none"> ● 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.
	<input type="checkbox"/> Selecting an Internship Site is done when you are enrolled in EDC 720: Integration and Application of Basic Counseling Concepts. <ul style="list-style-type: none"> ● 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 <i>are not</i> to make any contacts with a potential site before you attend the Internship Orientation. ● You <i>must</i> attend the Internship Orientation in order to be enrolled in Implementation I. Plan for this. Having to work is not an excuse.
	<input type="checkbox"/> Application for Clinical Experience: All students are required to apply to enter the clinical portion of their program (i.e., practicum and internship). Students apply for EDC 720: Integration (practicum) the semester before they plan to enroll in EDC 720. Students will be notified via Brockport email of deadlines and application process. Students also need to apply for permission to register for Implementation (internship).

Practicum (EDC 720)

- 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/DASA 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://nysmandatedreporter.org/TrainingCourses.aspx> to attend the online training.
- SAVE Training will be covered in EDC 619: Counseling in School Settings.
- DASA Training is required by the State of New York for School Counselors only. This requires 3 online hours and 3 in-person hours. To sign up for training, go to: www.brockport.edu/certification/DASA.html

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

- Minimum 20 hours per week at your site.
- A weekly class.
- Capstone Research Project.
- Individual clinical supervision (EDC 735) requires that you meet once a week for at least an hour with a faculty supervisor.

You must carry liability insurance when 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.

Graduate Student Policies are available on the college's website at www.brockport.edu/policies/index.php.

- This contains information regarding student rights, student code of conduct, policy on student academic dishonesty, and policy on student grade appeal.

Professional Dispositions. Provided students with handout.

Mandatory Orientation

I have discussed the above information with my advisor.

Student Signature

Date

Faculty Advisor Signature

Date