



TEXAS TECH UNIVERSITY

College of Education™

Counselor Education

*Prospective Student Handbook
for the
Ph.D. Program*

2009-2010

College of Education
Graduate Education and Research
Texas Tech University
Box 41071
Lubbock, TX 79409-1071
(806) 742-1997
Fax (806) 742-2197
www.educ.ttu.edu

Program Overview

The purpose of this guide is to provide specific information that will assist students as they consider applying to the PhD program in Counselor Education. Specific descriptions of courses are in the *Texas Tech University Graduate Catalog*. Information about Texas Tech University can be found on-line at www.ttu.edu. Information about the College of Education can be found at www.educ.ttu.edu. Additional information is in the *Student Handbook for Graduate Study in Counseling*, which students receive when they are admitted to the program.

The overall goal of the PhD program in Counselor Education is to develop within the student the specific knowledge and experience bases necessary to become effective counselor educators, counselor supervisors, counseling researchers, and/or leaders in counseling-related educational settings.

The Counselor Education program faculty members have defined their mission as training counselors, not psychologists. While the professions of counseling and psychology are akin, there are distinct differences. Thus prospective applicants desiring a degree in psychology and/or licensure as a psychologist are encouraged to apply to a psychology training program.

The College of Education is accredited by the National Council for Teacher Accreditation (NCATE) and by the Southern Association of Colleges and Schools (SACS). The Counselor Education Program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

Graduate Faculty

	Research Interests
Loretta J. Bradley, Ph.D. Paul Whitfield Horn Professor loretta.bradley@ttu.edu 806-742-1997 ext. 263	Counselor Supervision; career counseling; pluralism/multicultural counseling; counseling women across the life span; adolescent development
Charles Crews, Ph.D. Assistant Professor charles.crews@ttu.edu 806-742-1997 ext. 369	School counseling; child counseling; career counseling
Janet Froeschle, Ph.D. Assistant Professor janet.froeschle@ttu.edu 806-742-1997 ext.	School counseling, child counseling, career counseling
C. Bret Hendricks, Ed.D. Associate Professor bret.hendricks@ttu.edu 806-742-1997 ext. 230	Career decision-making, child and adolescent development, dysfunctional behavior and substance abuse
Aretha Marbley, Ph.D. Associate Professor aretha.marbley@ttu.edu 806-742-1997 ext. 268	Multicultural counseling; crisis intervention; counselor supervision
Gerald Parr, Ph.D. Professor gerald.parr@ttu.edu 806-742-1997 ext. 262	Group counseling; counseling international students; professional issues in counseling/career satisfaction

Admission and Advisement Procedures

Admission Procedures

- A. Apply through the TTU Office of Graduate Admissions in Holden Hall for “General Admission” to the Graduate School or you may apply online at www.depts.ttu.edu/gradschool. Read the *Graduate Catalog* for

admission requirements for the university. A master's degree from Texas Tech University or any other university does not guarantee admission to the PhD program.

- B. Complete the Graduate Record Examination (GRE). Applications may be obtained from the Testing and Evaluation Center in West Hall on the campus or other authorized testing centers.

The Graduate School has two admission categories that are briefly described in this Handbook. Official descriptions are in the current graduate catalog. The graduate admissions categories are: (1) Full admission to the PhD program in Counselor Education (EPCE), and (2) Graduate Temporary (GTMP). Students may enroll as a "Graduate Temporary" (GTMP) graduate student for one semester or (two summer sessions in the same summer) while awaiting the admissions decision. If a student does not gain full admission within one semester, he or she will not be permitted to register for the second semester.

The College of Education (COE) has established a holistic approach to the admission process. This means that in addition to the GRE and GPA, the faculty review other factors such as (but not limited to) volunteer/paid work experiences, letters of recommendation and the applicant's statement.

- C. The standards for admission to the Counselor Education program go beyond those for admission to the Graduate School. Prospective students should complete the Ph.D. degree application process by submitting three (3) recommendation forms and an applicant statement. The student must have a Master's Degree in counseling or a related area. Although, the Counselor Education Program does not have a minimum requirement for the GRE or the GPA, the prospective student must submit his/her GRE scores. Failure to submit the GRE scores will result in the admission file not being reviewed. Please review the Criteria for Consideration in Selecting Doctoral Level Students.

Cohort Admission: Doctoral students are admitted into a cohort of a minimum of 10 students. If the program faculty members do not receive applications from a minimum of 10 students eligible for admission into the Ph.D. Program, then students will not be admitted that semester. That is, students are admitted as a minimum of 10 students, not by individual admission.

Notification of acceptance. The official letter of acceptance or rejection will be sent by the Office of Graduate Admissions within two months of the receipt of the student's completed application. Please call Patsy Mountz at (806)742-1998, ext. 434 if you have not received a letter or a telephone call within two months.

Appeal process. Applicants who are not accepted into the Ph.D. program in Counselor Education may appeal the decision of the Counselor Education Program faculty. The first level of appeal is to reapply to the program. If an applicant is still rejected by the Counselor Education program faculty, the next level of appeal is the College of Education Graduate Studies Committee. In making an appeal to the Graduate Studies committee, the applicant must address the Counselor Education program faculty's reason(s) for rejection. If the applicant's appeal is denied by the College of Education Graduate Studies Committee, there is no further recourse for admission.

Retention Policy

Students who fail to demonstrate basic knowledge, communication, interpersonal, and/or counseling skills will be asked to seek remediation. Students who fail to grasp and to demonstrate consistently basic communication and interpersonal skills will not be accepted for Advanced Practicum/Internship Placement.

In addition, those students who demonstrate personal limitations that might impede future performance, consciously violate ethical standards, and/or are ineffective and harmful to clients, will be asked to leave the program. Any faculty member may bring such concerns to the Program Chair and/or program faculty. The faculty member bringing such a report will first consult with the student.

Students dismissed from the program may file an appeal. Appeal procedures are described in the *Student Handbook*.

Advisement Procedures

Following admission to the Counseling Program, the Program Coordinator will assign an advisor to each student. The student may request *in writing* to be assigned to a specific faculty advisor. However, a student should not assume that a faculty member will be able to serve as advisor. Decisions will be made based on several factors, including faculty members' current advising loads, committee assignments, and special responsibilities. Students may change advisors during their course of study by writing the Coordinator of the Program to request such a change.

Degree Plan and Preliminary Examination

As soon as possible after admission to a degree program, but no later than during the second semester of course work, the student should contact his or her assigned departmental advisor to develop a "Program for the Ph.D. Degree." During an individual conference, the departmental advisor will assist the student with selection of courses related to the program option chosen. After the student's departmental degree plan is approved by the Preliminary Examination Committee, Department Chair, Dean of COE Graduate Education and Research, and the Graduate School, the student is expected to follow it as the basis of all subsequent course enrollments. Additional details about the preliminary examination are available in the *Student Handbook*.

Transfer credit. Course work (usually 6-9 hours) completed in the Ph.D. program of another CACREP recognized graduate school will be considered on the recommendation of the student's Ph.D. Doctoral Advisory Committee; however, no assurance can be given that such work will reduce the course requirements at Texas Tech University. No course on the degree plan may be over six (6) years old. In no instance can transfer credit reduce the minimum residence requirements. Information concerning residence requirements is available in the current *TTU Graduate Catalog*. Please note transfer credit will not be accepted for any courses in the Counselor Education core, an area that requires 27 semester hours.

Leveling coursework. In some instances, students entering the Ph.D. program with a Master's degree from an institution other than TTU may be required by their Preliminary Examination Committee to complete coursework beyond the minimum courses required for the Ph.D. degree.

Enrollment

Students who have been granted admission are expected to register in the term for which admission is granted. Any student who fails to register during the term for which they were admitted will be required to reapply for admission to the Counselor Education Program. Reapplications are not guaranteed admissions.

Program of Studies

The Ph.D. program in Counselor Education is designed to prepare students for professional positions as faculty members, administrators, researchers, supervisors, and consultants at the highest degree of expertise. The program utilizes study of advanced theory, research, and practice, as well as intensive supervision, to develop knowledge and skills. The degree includes a minimum of **60 hours beyond the Master's Degree**, plus 12 hours of dissertation credit (EPCE 8000). A Master's Degree (48 hours) in counseling (or its equivalent) is required for admission to the program. In some cases leveling coursework may be required if a student has graduated from a program that is not CACREP approved.

Applicants to the Ph.D. Program should have two to three years paid work experience in counseling following the awarding of their Master's Degree.

Residency. Ph.D. students must complete a residency requirement as described in the *Texas Tech University Graduate Catalog*. The coursework, reading, reflection, research, and interaction with peers and faculty are intended to provide continuity in the pursuit of scholarship and development as a professional.

Course Requirements: Ph.D.

Foundations (Select one course from three of the following four areas). 9 hours

Philosophy

EPSY 5310	Philosophy of Education
PHIL 5330	Philosophy of Science
PHIL 5331	Philosophical Psychology

Human Development

EPSY 5331	Human Development in Education
HDFS 5310	Theories of Human Development
HDFS 5313	Psychosocial Development
HDFS 5353	Issues and Research in Human Development and Family Studies
PSY 5336	Child and Adolescent Development

Cultural Foundations

EPSY 5323	Cultural Foundations of Education
SOC 5313	Seminar in Minority Relations
SOC 5303	Seminar in Contemporary Sociological Theory
SOC 5315	Seminar in Social Change

Educational Psychology

EPSY 5332	Educational Psychology
EPSY 5349	Seminar in Educational Psychology
EPSY 6332	Advanced Educational Psychology
PSY 5326	Human Motivation: A Social Psychological Approach
PSY 5332	Constructivist and Narrative Therapies

Research and Program Evaluation (Select 5 courses from the following) 15 hours

- EPSY 5381 Intermediate Educational Statistics
- EPSY 5382 Qualitative Research in Education
- EPSY 5383 Data Analysis with Statistical Software
- EPSY 5385 Foundations of Educational Research
- EPSY 6301 Advanced Data Analysis
- EPSY 6303 Educational Measurement
- EPSY 6304 Qualitative Research Methods
- EPSY 6305 Qualitative Data Analysis in Education

Counselor Education Core 27 hours

- EPCE 6335 Advanced Counseling Theory and Techniques
- EPCE 6360 Advanced Practicum in Counseling (3 hours required)
- EPCE 6354 Advanced Group Counseling
- EPCE 6366 Advanced Practicum in Counselor Education and Supervision
- EPCE 6094 Doctoral Internship Counseling (6 hours required)
- EPCE 6350 Doctoral Seminar in Counseling (9 hours required)

Minor Area 15 hours

Students will develop a specialty area of expertise such as: addictions, assessment and program evaluation, child counseling, diversity, geriatric counseling, group and organizational behavior, human growth and development, marriage and family counseling, risk-taking behavior, supervision and administration, or career counseling. Students are encouraged to select minor area courses outside the College of Education. Other specialty areas may be approved by the student's Ph.D. Advisory Committee.

Dissertation

- EPCE 8000 12 hours required

Total Hours

- Minimum Hours: 93
- Maximum Hours: 99

Please Note: Students may be able to transfer 6-9 semester hours from a CACREP approved program. Students may not transfer credit from non-CACREP approved programs. Students may not transfer credit for the Counselor Education Core; all 27 hours of the core must be taken at TTU. Students may not take independent study classes to satisfy any Ph.D. course requirements listed above (includes the minor area).

Additional Information

Practicum and Internship (Clinical Sequence)

The clinical sequence at the Ph.D. level provides for the development of advanced skills in clinical practice, counselor supervision, research in counseling, and counselor education.

Prerequisites. Students must successfully complete the equivalent of EPCE 5360 (Practicum) and EPCE 5094 (Internship) prior to enrolling in EPCE 6360, Advanced Practicum or EPCE 6094, Internship in Counselor Education.

Please note that practicum and internship sites for direct and indirect hours must be in Lubbock or the Lubbock area (located in an area no more than 60 miles from Lubbock). Sites in Lubbock and the Lubbock area must be reviewed individually and must be approved by the Clinical Director at least one semester prior to enrollment in the practicum or internship.

All students are required to produce proof of professional liability insurance for the duration of Practicum and Internship. Professional liability insurance may be obtained from a professional counseling association including the American Counseling Association, 1-800-347-6647, ext. 284.

Qualifying Examination

All Counselor Education Ph.D. students must pass a qualifying examination prior to receiving their degree. Students are permitted to take the examination following their last semester of coursework (in some instances the exam may be given at the end of the last semester of coursework), excluding the dissertation. Students should contact their advisor regarding procedures for taking the exam. Please note students should contact their advisor at least 4-6 weeks prior to taking the exam.

For a full description of the Ph.D. Qualifying Examination, see the *Ph.D. Student Handbook*.

Statement of Intention to Graduate and Graduation Fees

All Ph.D. degree students must file a Statement of Intention to graduate and pay graduation fees. Since specific deadlines exist for filing forms and paying fees, students should contact the Texas Tech University Graduate School at (806)742-2781 for additional information.

Licensure

Ph.D. students may be eligible for licensure as a counselor in the state of Texas. Students seeking to become a Licensed Professional Counselor (LPC) must submit a completed application packet to The Texas State Board of Examiners of Professional Counselors (1100 West 49th Street, Austin, TX 78756-3183, phone 512/834-6658). The Board makes all decisions regarding licensure eligibility. Only designated staff members of the LPC Board are authorized to do official transcript evaluation; please contact them at the address listed above.

The LPC Board requires 3000 clock hours, completed in 18-36 months, of supervised counseling experience (acceptable to the Board) after completion of the master's degree. This is referred to as "internship" and is not to be confused with our internship course (EPCE 5094 or 6094) within our graduate program. Before beginning this post-program experience, the student must obtain a TEMPORARY LICENSE from the LPC Board. Consult with the LPC Board staff regarding gaining the temporary license, which must be obtained after graduation (Master's degree) and before beginning the 3000-hour experience requirement. Please note that it may take four (4) weeks for the board to process paperwork for a temporary license. The LPC-Intern must have the temporary license before he/she can begin the 3000-hour experience. In addition, students must pass the LPC Board's licensure examinations to be licensed. Information is available from the Texas LPC Board.

Additional Resources and Suggestions

Other important issues such as registration, financial assistance, ethics, and appeals procedures are outlined in the *Texas Tech University Graduate Catalog*, *Counselor Education Ph.D. Student Handbook*, and the office of the *COE Associate Dean for Graduate Studies and Research*.

Although counseling faculty are available to assist the student, the final responsibility for following correct procedures remains with the student. In addition to the *Student Handbook*, students must also follow the procedures outlined in the current *Texas Tech University Graduate Catalog*.

Other Suggestions

- Before applying, talk to professionals in the counseling profession to clarify your understanding of the rewards and demands of counseling careers.
- Assess how your personal strengths and weaknesses may impact your ability to be a competent counselor.
- Join professional associations such as TCA, ACA, ACES, ASCA, IAMFC, and WTCA. In addition, attend conferences, network, and read journals published by counseling professional associations. Students can greatly enhance their development by student memberships in these professional associations. Students can access information about these groups at www.counseling.org.
- Join Chi Sigma Iota (CSI), the counseling profession's professional honorary society as soon as you meet eligibility requirements. The Theta Theta Upsilon chapter is active at TTU. Students may join after their first semester of enrollment if they have a 3.5 GPA. For more information about CSI, please visit www.csi-net.org.
- Volunteer for community organizations that provide support for at-risk populations to gain valuable human service experience with diverse populations.

Application Materials

Steps in Application Process

- Contact Dr. L.J. Gould (806-742-1997 ext. 296 or lj.gould@ttu.edu) for advisement in the doctoral degree admissions process
- Submit the Application for Admission to the Graduate School of Texas Tech University, to the Graduate School (03 Holden Hall) or online at www.depts.ttu.edu/gradschool.
- Submit Graduate Records Exam (Qualitative, Verbal and Writing/Analytical) scores to the Graduate School
- International students: Submit Test of English as a Foreign Language (TOEFL) score to the Graduate School
- Submit official transcripts of all college work to the Graduate School
- Submit the program application form, acknowledgement form, resume and applicant statement, to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071
- Submit 3 recommendation forms (see attached form) to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071. The recommendation forms should be completed by professors and current supervisors (e.g., principal, supervisor). Family and friends cannot complete recommendation forms.

- Have a personal interview or submit a videotape **if requested**.
- AFTER YOU RECEIVE AN OFFICIAL LETTER OF ADMISSION from the Graduate School, complete the Program for PhD Degree (degree plan) with your faculty advisor, who will also advise you on course selection and registration.
- IF YOU RECEIVE A REJECTION LETTER from the Graduate School, and if you want to appeal the decision, you should contact the Associate Dean of Graduate Education and Research (806) 742-1998 x 447 (ED. 110AA) for advisement regarding the admissions appeals process.

Admissions Criteria

- 1) ***Academic aptitude for doctoral level study.*** Indicators:
 - a) High GRE scores.
 - b) High grade point average in bachelor's degree work.
 - c) High grade point average in post-master's degree graduate work.
 - d) Successful completion of or progress in graduate courses in counselor education or related courses.
- 2) ***Interest in assuming an identity as a professional counselor.*** Indicators:
 - a) An expressed preference for becoming a professional counselor educator.
 - b) Knowledge of the counseling profession.
 - c) Employment or volunteer experience in a counseling setting.
- 3) ***Successful work experience or leadership activities.*** Indicators:
 - a) One or more years (preferably 2-3 years) of full-time work experience.
 - b) Recognition as a successful employee, volunteer, or college student.
 - c) Leadership experiences as an employee, volunteer, or college student.
- 4) ***Interpersonal skills.*** Indicators:
 - a) History of positive relationships with peers, professors, employers, friends, and family.
 - b) Ability to handle stressful situations effectively.
 - c) No evidence of having behaved unethically.
- 5) ***Interest in a counseling area needed to balance the program or the profession.*** Indicators:
 - a) Indication of interest in a needed emphasis area.
 - b) Experience or background in a needed emphasis area.

As part of its commitment to the Texas Tech University policy of affirmative action and to the professional ethics and values of the field of counseling, the Counselor Education program strives to seek a diverse student body.

Personal Interview

Transcripts, GRE scores, letters of recommendation, and personal essays provide valuable information for making decisions regarding admission to Ph.D. study. What is missing in this data, however, is the uniquely personal dimensions of who you are, what you value most, and what you want most in life and work.

Whereas a visit to Texas Tech University for an interview would be ideal for determining compatibility between our program and your goals, this may not be feasible. As an alternative, we recommend that you create a videotape of approximately 30 minutes in which you address the following issues:

1. What are the most significant life and work experiences that have shaped who you are, what you do, and how you do it?
2. Why are you pursuing doctoral study? What are your career goals?
3. What do you see as your major strengths and weaknesses as a counselor?
4. What do you see as some of the main problems in the field of counseling?
5. What are some of your current research interests?
6. What else would you like the faculty to know about you that would be helpful in considering your application for admission?

I certify that all the information in my application is true and correct.

Signature

Date

6-01-09

Ph.D. Degree in Counselor Education Texas Tech University College of Education Recommendation Form

To the applicant: Complete the information requested below and give this form to the person (**faculty or supervisor**) serving as a reference along with a stamped envelope addressed to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Texas Tech University, Lubbock, TX 79409-1071. **Letters of recommendation should be completed by university college faculty. Friends, colleagues or family members cannot serve as a recommender for the applicant.** Sign the waiver below if you want the recommender's comments to remain confidential.

Applicant's Name: _____
Last
First
Middle

Applicant's Telephone: _____ Applicant's Email: _____

Recommender's Name: _____
Last
First
Middle

I waive my rights to ever see this form and any supplementary notes or letters.

Signature
Date

Applicant: Do Not Write Below This Line

To the recommender: The person named above is applying for admission to the Doctoral program in Counselor Education at Texas Tech University. We would appreciate having your appraisal of the applicant's qualifications for doctoral work. Please respond on this form and attach an additional letter if you wish. Thank you for your assistance.

1. How long have you known the applicant? less than one year more than one year
2. How well do you know the applicant? casually fairly well very well
3. In what capacity have you known the applicant? _____

4. Please rate the applicant on the characteristics shown below, by marking an X along the line to indicate your assessment. Indicate below to whom you are comparing the applicant.

- Undergraduates Master's level students doctoral level students

	Weak	Strong	Can't Judge
	0	10	20
	30	40	50
	60	70	80
	90	100	
a. Has Capacity for analytical thinking			
b. Accepts responsibility			
c. Has Motivation and enthusiasm			
d. Has Organizational ability			
e. Has Ability to work with colleagues			
f. Has Ability to handle stressful situations effectively			
g. Possesses integrity			
h. Has Potential as a professional counselor educator			

5. Do you have knowledge of the applicant ever behaving in an unethical or unprofessional manner?
 Yes No If yes, please explain in #6 below
6. Write a few sentences describing the applicant's chances of successfully completing the program of study in Counselor Education and his or her likely performance as a leader in the profession once the degree is completed. Statements about the candidate's **emotional maturity and stability, character and integrity, and interpersonal effectiveness** are particularly important for persons applying to our program.
7. If you alone were making the decision to accept this applicant as a graduate student, which of the following would best describe your decision?
- Recruit – will be a truly outstanding student and professional
 - Definitely accept – will complete the degree at a superior level
 - Accept – will complete the degree at an adequate level
 - Accept – with reservations about ability or motivation
 - Accept – with reservations
 - Do not accept (please explain in #6 above)

Please return the completed recommendation form promptly.

The application will be not reviewed until all recommendations are received.

Name: _____ Signature: _____ Date: _____

Position: _____

Address: _____

Office Phone: _____ Home Phone: _____ Email _____

Thank you for your assistance.

Please return this form in the envelope provided to:
 Associate Dean for Graduate Education and Research
 College of Education
 Box 41071
 Lubbock, Texas 79409-1071

Ph.D. Degree in Counselor Education
Texas Tech University College of Education
Understanding of Information Form

I _____ hereby certify that I have read
(Print name)

and that I understand the information presented in this *Handbook*.

(Signature) (Date)