



TEXAS TECH UNIVERSITY
College of Education™

Counselor Education

*Prospective Student Handbook
for the
Master of Education Program
and
Certification Preparation Program*

2009-2010

College of Education
Graduate Education and Research
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Program Overview

The purpose of this guide is to provide specific information that will assist students as they consider applying to Master's level programs 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.depts.ttu.edu. Information about the College of Education can be found at www.educ.ttu.edu.

Students may choose either the Master's degree program in community counseling or in school counseling; the non-degree certification program in school counseling; or the Mental Health Certificate (for those who have a masters in counseling or related fields). Course requirements for these programs are located later in this guide. The College of Education is accredited by the National Council for Teacher Accreditation (NCATE) and the Southern Association of Colleges and Schools (SACS). The Counselor Education Program is nationally accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP).

The Counselor Education program faculty 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.

Master of Education in Counselor Education -- Community Counseling Program. This 48-hour program prepares counselors to work in human service settings. Depending on electives chosen and field experiences completed, graduates of this program may be qualified for positions in a wide range of mental health and related community counseling agencies. This program meets the academic coursework requirements for licensure by the Texas Board of Professional Counselors (Licensed Professional Counselor-LPC).

Master of Education in Counselor Education -- School Counseling Program. This 48-hour program prepares students to serve as counselors in educational settings at the elementary and secondary levels. This program provides academic coursework for certification as a school counselor in Texas*

Non-Degree Professional Certification in School Counseling Program. This 48-hour program allows persons with a Master's degree in a related field to complete academic coursework for certification as a school counselor in Texas. *Students must apply and be admitted to the counselor education program prior to seeking certification.

Mental Health Certificate. This 15-hour program is for persons with a Master's degree in counseling or related fields and provides in-depth knowledge in mental health counseling. Please note that this certificate does not replace a license in the practice of counseling or any related mental health field.

***NOTE:** In addition to coursework requirements, the Texas Education Agency requires Texas certification as a teacher and 2 years of TEA-approved teaching experience. TEA's Professional School Counselor TExES examination must also be passed. Information regarding the TExES for school counselor certification and registration materials is available from the College of Education Certification Office (Rooms 107 and 108).

Graduate Faculty

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Research Interests

Counselor Supervision; career counseling; ethics pluralism/multicultural counseling; counseling women across the life span; adolescent development

School counseling; child counseling; career counseling

School counseling, Child counseling, career counseling

Career decision-making, child and adolescent development, dysfunctional behavior and substance abuse

Multicultural counseling; crisis intervention; counselor supervision

Group counseling; counseling international students; professional issues in counseling/career satisfaction

Admissions and Advisement Procedures

Admissions Procedures

The application process is two-fold and requires that you apply to both the Graduate School and the Counselor Education program in the College of Education. The application to the Graduate School can be found online (www.gradschool.ttu.edu). The application for the Counselor Education program begins on page 12 of this Handbook and must be mailed to the address provided. **Contact Dr. L.J. Gould (lj.gould@ttu.edu or 806-742-1997 ext. 296) for admissions information regarding Counselor Education programs.**

- A. Apply through the Office of Graduate Admissions in Holden Hall for “General Admission” to the Graduate School. Read the Graduate Catalog of the University for admission requirements. The admission application may be found online at www.gradschool.ttu.edu. A bachelor’s degree from Texas Tech University or any other university does not guarantee admission to the master’s or doctorate programs.

There are several different categories of admission to the Counselor Education program. Official descriptions may be found in the current Graduate Catalog.

1. Full admission to the 48 hour master’s program in Counselor Education (EPCE), either community counseling or school counseling;
2. Non-degree certification in school counseling (CERT); this requires a previous master’s degree, admission to the Counselor Education program, and the completion of 48 hours of course work;

3. Graduate temporary (GTMP) admission; students may enroll as a “Graduate Temporary” (GTMP) graduate student for one semester while awaiting their test results. Be advised that the program faculty will not accept students into MEd courses unless they have been admitted into the program which requires official GRE scores submitted to the Graduate School. If students enroll in courses, those grades earned during this GTMP period may not apply towards credits earned in the program of study;
 4. Continuing Professional Education Development (CPED); this is for professionals who need continuing education in the field; students must apply to graduate admissions and get permission from the faculty before enrolling in classes;
 5. Graduate Certificate Program (GCRT); this is meant to meet the supplemental needs of professionals in the field; admission to the graduate school and the program is required.
- B. Complete the Graduate Record Examination (GRE). Applications may be obtained from the Testing and Evaluation Center in West Hall on the TTU campus or other authorized testing centers.
- C. Complete the Master's degree application process by submitting all recommendation forms and applicant statements. Please refer to page 12 of this Handbook and carefully follow the steps in the application process. Please note the College of Education (COE) has established a holistic approach to the admission process.

Admissions Deadlines

Student applications will be reviewed once each semester. Applications must be received in the College of Education by **October 1, February 1, and June 1**. Since all applications must first be submitted to the TTU Graduate School, this means students should allow **a minimum of 4 weeks** prior to the deadline dates listed above. Although the above dates are the official times when completed application files are reviewed, application files received after the deadline but approximately one month prior to the beginning of the next semester may be considered if the application file is complete. However, failure to meet the admission deadlines may result in the student’s application not being reviewed until the next semester.

Admissions Decisions

Notification of acceptance. The official letter of acceptance or rejection will be sent to the applicant by the COE Office of Graduate Admissions, not the Counselor Education Program. Admission is quite competitive; therefore, not all applicants will be admitted. The Graduate school notifies students of their status online.

Appeal process. Applicants who are not accepted into the master’s program in Counselor Education may appeal the Counselor Education program faculty’s decision. 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 reasons for rejection as defined in the previous letters. If the applicant’s appeal is denied by the College of Education Graduate Studies Committee, there is no further recourse for admission.

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. Students may change advisors during their course of study by writing the coordinator of the program to request such a change.

The endorsement plan (for certification) and/or degree plan (for graduation) are the primary advisement tools. Both are completed early in the student's program during the first semester and provide the listing of courses needed for graduation. The student is responsible for keeping the endorsement and/or degree plans updated and for bringing the plans to advisement sessions. Students need to file a change in their degree plan if changes in courses occur.

The student's advisor will provide other forms of guidance as requested by the student. This includes providing suggestions for preparing for the Master's comprehensive examination.

Degree Plan

As soon as possible after admission to a degree program, but no later than during the end of the first semester of coursework, the student should contact his or her assigned departmental advisor to develop a "Program for the Master's Degree." During an individual conference, the departmental advisor will assist the student with the selection of courses related to the program option chosen. After the student's departmental degree plan is signed by the advisor and department chairperson and approved by the Graduate School, the student is expected to follow it as the basis of all subsequent course enrollments. In addition, students seeking School Counseling Certification must file a certification plan and schedule an appointment with a College of Education Certification Officer at (806) 742-1998.

Care must be taken to select courses on the degree plan that will also meet special credentials the student may be seeking such as licensure or certification as a school counselor. (See LICENSURE and SCHOOL COUNSELOR CERTIFICATION sections for details).

Transfer credit. A maximum of 6-9 approved semester hours of graduate coursework may be transferred from a CACREP accredited Counselor Education Program. Transfer courses **may not include** group (EPCE 5354), techniques (EPCE 5357), dysfunctional (EPCE 5366), ethics (EPCE 5370), practicum (EPCE 5360), or internship (EPCE 5094). No course on the degree plan may be over six years old at the time the degree is conferred.

Applicants with a prior Master's degree. The TTU Graduate Catalog states that permission to work toward a second degree of the same level is granted only upon approval by the Counselor Education program and by the Graduate Dean. The applicant is subject to all requirements as a new student including transferring courses from a CACREP accredited Counselor Education Program. While there is no guarantee that any work from the first Master's degree may apply to the second, at least *one full year (24 semester hours) must be taken specifically for the new degree program*. Therefore, applicants with a prior master's degree in Counselor Education are encouraged to investigate the Doctoral Counselor Education program.

Non-degree certification as a school counselor. Once accepted into the Counselor Education program, the student should meet with the Certification Officer (Pam Tipton, Room 106B) to discuss the preparation of a *School Counselor Certification Plan*. Please note this certificate program requires admission to the Counselor Education Program and completion of 48 graduate semester hours in counseling classes.

Non-degree certificate in Mental Health counseling. Individuals who have a master's degree in Counseling or a related field may enroll in this Certificate (not certification) program. It requires acceptance by both the Graduate School and the Counselor Education Program. For more information, contact Dr. L.J. Gould at (806) 742-1997 ext. 296 or Dr. Aretha Marbley at (806) 742-1997 ext. 268.

Retention Policy

Students who fail to demonstrate basic knowledge, communication, interpersonal, ethics, and/or counseling skills may be asked to seek remediation or leave the program. Students who fail to grasp and

to demonstrate consistently basic communication, ethics, counseling skills, and interpersonal skills will not be accepted for Practicum/Internship placement.

In addition, those students who demonstrate personal limitations that might impede future performance, or who violate ethical standards, and/or who are ineffective and/or harmful to clients, will be asked to leave the program. Any faculty member may bring such concerns to the Division Chair and/or the Counselor Education faculty. The faculty member bringing such a report will first consult with the student in question. Students may appeal the Division Chair's decision. Appeal procedures are described in the *Student Handbook*.

Continuation of 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 any one-year period prior to graduation, and who does not have an official leave of absence from study granted by the Counselor Education Program and the Graduate School, will be required to apply for re-admission to the program according to the procedures and standards in effect at the time of reconsideration. Students, originally admitted to the Counselor Education program, choosing to pursue another degree or certificate (e.g., teaching certificate) must re-apply for admission to the Counselor Education Program. That is, readmission is not automatic. Instead the Counselor Education faculty will seek information regarding how that student performed in the other program (e.g., degree or certification).

Class Availability

Classes are offered from 4:30 to 5:50 pm and 6:00 to 8:50 pm in the Fall and Spring semesters. Occasionally, some classes are offered on weekends. Summer classes are offered during the day. To pursue a degree in the Counselor Education Program, you must be able to attend classes at **all** of these times.

Students should also recognize that not all classes are offered every semester and plan their course of study accordingly.

Program of Studies

Community Counseling

The Community Counseling Option for the Master of Education in Counselor Education is designed to prepare students to work in community agency counseling settings, as well as to provide the academic preparation for becoming a Licensed Professional Counselor in Texas. The program utilizes study of factual knowledge and theory, as well as clinical supervision, to develop student knowledge and skills. The 48-semester hour Community Counseling option includes the following courses:

Required (48 hours)

EPCE 5094	Internship in Counseling
EPCE 5353	Introduction to Community Counseling
EPCE 5354	Group Counseling
EPCE 5355	Introduction to Career Counseling
EPCE 5357	Techniques of Counseling*
EPCE 5360	Practicum in Counseling (Community Section)*
EPCE 5364	Theories of Counseling
EPCE 5366	Dysfunctional Behavior
EPCE 5367	Family Counseling Applied to School Settings
EPCE 5370	Ethical & Legal Issues in Counseling
EPCE 5371	Counseling Diverse Populations for Licensed Professional Counselor
EPCE 5376	Fundamentals of Assessment for Professional Counselors
EPSY 5331	Human Development in Education
EPSY 5379	Introduction to Educational Research

Elective (3 hours)

EPCE 5352	Advanced Issues in School Counseling
EPCE 5358	Introduction to School Counseling
EPCE 5372	Addictions: An Overview for School and Community Counselors
EPCE 5373	Advanced Addictions

Students must select one elective class. Some possible graduate courses are listed above. Other courses, usually from EPSY, or courses from other TTU departments (e.g., Family Studies, Psychology and Special Education) may be selected.

A faculty advisor in the department will assist students with the selection of an elective course that will best meet the individual student's needs.

NOTE: Some courses have prerequisites. Please see the *Student Handbook* for details.

*If counseling skills are marginal, students will be required to repeat the course (e.g., repeat 5357, 5360, 5094).

*If a grade of F is obtained in techniques, practicum, or internship, the student will be dismissed from the Counselor Education Program.

Additional Information

1. Successful completion of the courses above satisfies the academic requirements for counselor licensure (LPC) in Texas. Licensure requires additional experience, as outlined in the *Counselor Education Admitted Student Handbook for Masters of Education*.

- All degree students are required to pass the Counselor Preparation Comprehensive Evaluation (CPCE), which is taken during the last semester of coursework. Students may take the exam two times. In certain instances, to be determined by the Dean of the Graduate School, a student may take the exam three times. Any student failing the exam on the third administration will not be awarded a Master's degree in Counselor Education. Please see the *Student Handbook* for additional information regarding the exam.

School Counseling

The School Counseling Option for the Master of Education in Counselor Education is designed to prepare students to work as School Counselors, K-12. The program utilizes study of factual knowledge and theory, as well as clinical supervision, to develop student knowledge and skills. The 48-semester hour School Counseling option includes the following courses:

Required (48 hours)

EPCE 5094	Internship to Counseling
EPCE 5352	Advanced Issues in School Counseling
EPCE 5354	Group Counseling
EPCE 5355	Introduction to Career Counseling
EPCE 5357	Techniques of Counseling*
EPCE 5358	Introduction to School Counseling
EPCE 5360	Practicum in Counseling (School Section)*
EPCE 5364	Theories of Counseling
EPCE 5367	Family Counseling Applied to School Settings
EPCE 5370	Ethical and Legal Issues in Counseling
EPCE 5371	Counseling Diverse Populations for Licensed Professional Counselor
EPCE 5376	Fundamentals of Assessment for Professional Counselors
EPSY 5331	Human Development in Education
EPSY 5379	Introduction to Educational Research

Elective (3 hours)

EPCE 5366	Dysfunctional Behavior
EPCE 5369	Seminar in Counseling
EPCE 5372	Addictions: An Overview for School and Community Counselors
EPCE 5373	Advanced Addictions

Students must select one elective class. Some possible graduate courses are listed above. Other courses, usually from EPSY, or courses from other TTU departments (e.g. Family Studies, Psychology and Special Education) may be selected.

An advisor in the department will assist students with the selection of an elective course that will best meet the individual student's needs.

NOTE: Some courses have prerequisites. Please see the Student Handbook for details.

*If counseling skills are marginal, students will be required to repeat the course (e.g., repeat 5357, 5360, 5094).

*If a grade of F is obtained in techniques, practicum, or internship, the student will be dismissed from the Counselor Education Program.

Additional Information

- The courses above include course requirements for professional school counselor certification in Texas. Such certification also requires a satisfactory score on TEA's TExES examination for school

counseling, a valid Texas teacher certificate, and two years of teaching experience. Students must also apply to the College of Education Certification Office.

2. All degree students are required to pass the Counselor Preparation Comprehensive Evaluation (CPCE), which is taken during the last semester of coursework. Students may take the exam two times. In certain instances, to be determined by the Dean of the Graduate School, a student may take the exam three times. Any student failing the exam on the third administration will not be awarded a master's degree in Counselor Education. Please see the *Student Handbook* for information regarding the exam.

Dual Majors

It is possible to focus on both Community Counseling and School Counseling providing the student completes the course requirements for both majors. Students must take at least 15 additional semester hours including two courses in practicum (EPCE 5360) in which one practicum is completed in a community agency and another practicum is completed in a school, and four courses in internship (2 classes in a school and 2 classes in a community agency). In addition, the student must complete EPCE 5353, EPCE 5358, EPCE 5352 and EPCE 5366.

Beginning Courses for Masters Program

To assist the student in planning a schedule, the information provided below lists courses that are considered as beginning courses. That is, these courses do not have prerequisites.

Please note that students majoring in Community Counseling should immediately enroll in EPCE 5353 and EPCE 5364. Students majoring in School Counseling should immediately enroll in EPCE 5358 and EPCE 5364 as these courses are prerequisites for many counseling classes.

Beginning Courses

EPCE 5353	Introduction to Community Counseling
EPCE 5354	Group Counseling
EPCE 5358	Introduction to School Counseling
EPCE 5364	Theories of Counseling
EPCE 5367	Family Counseling Applied to School Settings
EPCE 5376	Fundamentals of Assessment for Professional Counselors

If the above classes are full, other beginning classes include:

EPCE 5355	Introduction to Career Counseling
EPSY 5331	Human Development in Education
EPSY 5379	Introduction to Educational Research

Please note that Advanced Issues in School Counseling (EPCE 5352) is required for the School Counseling Program. EPCE 5352 (usually offered Spring semester only) has a prerequisite of EPCE 5364. Thus, if EPCE 5352 is a required course for the major (e.g., required for School Counseling), the student should enroll in Advanced Issues in School Counseling during Spring semester following completion of EPCE 5364 during fall semester. Additional information on courses and their prerequisites may be found in the *Counselor Education Admitted Student Handbook for Master of Education* that is available on our website.

Professional Certification (Non-Degree Program)

Persons who hold a Master's Degree in related fields may elect to complete a 48 semester hour program for certification in School Counseling. A maximum of 18 semester hours may be accepted for transfer providing:

- (a) The courses are equivalent to Texas Tech University School Counseling Program courses.
- (b) The courses were taken at a CACREP accredited Counseling Program.
- (c) The courses were taken during the six years immediately prior to enrollment.

Transfer credits will not be allowed for Techniques of Counseling (EPCE 5357), Practicum (EPCE 5360), or Internship (EPCE 5094). Transfer of credits will be decided with a faculty advisor and/or faculty advisory committee and will be reflected on the certification plan. Further information on certification may be obtained from the Texas Tech University Officer (College of Education Certification Rooms 107 & 108).

Advanced level studies are not necessarily represented by a sequence of courses. They must be planned programs that are designed to meet the unique needs of each individual student in order to ensure professional competence as prescribed by the State Board for Educator Certification.

The course requirements (48) semester hours are listed in this Handbook. Please see Course Requirements for School Counselors for a listing of required courses.

Additional Information

1. All applicants to the non-degree professional certification program must meet the same admission requirements and participate in the same admission process as degree students. Please carefully review this Admissions Packet for instruction about admission to the Counselor Education Program. Students in the certification program only are not required to take the Master's Comprehensive Examination.
2. The courses listed for School Counseling include course requirements for professional school counselor certification in Texas. Such certification also requires a satisfactory score on TEA's TExES examination for school counseling, a valid Texas teacher certificate, and two years of teaching experience. During their first semester of enrollment, students must also apply for certification at the College of Education Certification Office.

Mental Health Certificate

This certificate is composed of a set of courses amounting to 15 semester hours that provide in-depth knowledge in mental health counseling. It meets the supplemental education needs of licensed and/or post masters-level professionals in the mental health field by offering training needed as jobs and job-related responsibilities change. This certificate is available to licensed professionals in the mental health field

(e.g., counseling, social work, marriage and family, and psychology). It is also available to graduates with an earned master's degree in one of the mental health fields and current students in the Counselor Education program who complete the required course work. Please note that the Mental Health Certificate **is not** a replacement for a license in the practice of counseling or any other mental health field.

For more information, contact Dr. L.J. Gould at (806) 742-1997 ext. 296 or Dr. Aretha Marbley at (806) 742-1997 ext. 268

Additional Information

Practicum and Internship (Clinical Sequence)

Prerequisites. Students must successfully complete EPCE 5353 or 5358, 5354, 5357, 5364, 5370, 5371, and 5376 prior to enrolling in Practicum (EPCE 5360). In addition, Community Counseling students must complete EPCE 5366 and School Counseling students must complete EPCE 5352. Some courses (a maximum of two courses) may be taken concurrently with EPCE 5360; (see *M.Ed. Admitted Student Handbook* and *Field Experiences Handbook*). Students must successfully complete Practicum prior to enrolling in Internship. That is, the student must receive a grade of Pass in Practicum before enrolling in Internship. Students in Internship II must have successfully passed Internship I. **Only students admitted to the Counselor Education Program may enroll in EPCE 5357, 5360, and 5094.**

Practicum (3 hours). Students complete supervised practicum experiences that total a minimum of 100 clock hours. The practicum provides for the development of individual counseling and group work skills under supervision.

Internship (6 hours). Students complete 600 hours of supervised internship training at a site that offers opportunities for students to engage in both group and individual counseling work. Internship is taken as a minimum of two separate classes (usually 3 hours/class) extended over a minimum of two (2) semesters. Students may not enroll in more than three (3) semester hours of internship during a semester.

There is some flexibility in how the 700 hours from practicum and internship can be accrued. Detailed information about the clinical sequence is available in the *Field Experiences Handbook*, which is available to students on the COE website. This Handbook is also available from faculty.

All students are required to produce proof of professional liability insurance for the duration of Techniques, Practicum, and Internship. Professional liability insurance may be obtained from professional counseling associations (e.g., the American Counseling Association, 1-800-347-6647, ext. 284). This insurance must be obtained prior to registration for practicum or internship (purchase insurance the semester before you plan to enroll in practicum or internship).

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.

Comprehensive Examination

All Counselor Education Master's degree students must pass a Masters Comprehensive Examination (the CPCE Exam) prior to receiving their degree. Students are required to take the examination during their last semester of coursework. The examination is offered once each semester. The student fee for the examination is currently \$40. (This may change without notice.) Students must apply to take the examination in the office of the College of Education Associate Dean for Graduate Studies and Research

(Education Bldg. Room 105 or online at www.educ.ttu.edu/grad/masters_comp.htm). Since deadlines for applying to take the examination apply, students are encouraged to inquire about the procedures in their last year of course enrollment. There are 136 multiple choice questions on the Master's Comprehensive Examination. Students may take the examination a maximum of two times. In certain instances to be determined by the TTU Dean of the Graduate School, a student may take the examination three times. Any student failing the examination on the third administration will not be awarded a master's degree.

For a description of the Master's Comprehensive Examination, see the *Counselor Education Admitted Student Handbook for Masters of Education*.

Licensure

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. The Counselor Education Master's Degree Program in Community Counseling meets the academic coursework requirements stipulated by the Board. However, *the Counselor Education Program is not designed for individuals having a Master's degree and desiring to only complete eligibility requirements for licensure*. All students, including those seeking licensure as LPC, must apply and be admitted to the Counselor Education Program.

The LPC Board requires 3,000 clock hours 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) in 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 obtaining the temporary license, which must be obtained after the student completes the Master's degree and before the student begins the 3000-hour experience requirement. Please be aware that about four (4) weeks (sometimes longer) is required for a temporary license to be processed. Students must have the temporary license before the 3,000-hour experience begins.

Students must pass the LPC Board's licensure examinations to be licensed. Additional information is available in the *Student Handbook* and from the Texas LPC Board at (512) 834-6658.

Other Resources and Suggestions

Other important issues such as registration, financial assistance, ethics, and appeals procedures are outlined in the *Student Handbook*. Students may obtain a copy of the *Student Handbook* by downloading it from our Website. A copy is also available for review in the Program office, Education Bldg. Room 103 and online.

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

Before Submitting an Application

- Before applying, talk to professionals in the counseling community 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 ACA, ACES, ASCA, IAMFC and TCA--attend conferences, network, and read journal articles published by counseling professionals. Students

can greatly enhance their development by student memberships in these groups. Students may access information about these groups at www.counseling.org.

- Join Chi Sigma Iota (CSI), the counseling profession's professional honorary society. The Theta Theta Upsilon chapter is active at TTU. Students may join after their first semester if they have a 3.5 G.P.A. For more information and applications for membership contact Dr. Hendricks at (806) 742-1997, Ext. 230. For more information about CSI, go to www.csi-net.org.
- Volunteer for community organizations that provide support for at-risk populations to gain valuable human service experience with diverse populations.
- Check your interests, abilities, volunteer and paid work experiences for congruence with the requirements and expectations of the Counselor Education program. After you conclude that congruence exists, submit your application materials.

Application Materials

Steps in Application Process

- ❑ If you have questions, contact Dr. L.J. Gould (lj.gould@ttu.edu or 806-742-1997 ext. 296) for advisement regarding the Master's degree admissions process.
- ❑ Submit the Application for Admission to the Graduate School of Texas Tech University (online at www.gradschool.ttu.edu or at 03 Holden Hall).
- ❑ Submit Graduate Records Exam (GRE) scores (Qualitative, Verbal and Writing) 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, resume, acknowledgement form and applicant statement, to the **Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071.**
- ❑ Send three (3) recommendation forms (see attached form) to the Associate Dean of Graduate Education and Research, College of Education, Box 41071, Lubbock, Texas 79409-1071. Forms should be completed by professors and/or your immediate employer/supervisor. Forms must not be completed by friends or family.
- ❑ IF YOU RECEIVE AN OFFICIAL LETTER OF ADMISSION from the Graduate School, develop the Program for Master's Degree (degree plan) with your faculty advisor during your first semester of enrollment. Your advisor 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 this decision, contact the Associate Dean of Graduate Education and Research (806) 742-1998, Ext. 447 (College of Education Room 110AA) for advisement regarding the admissions appeals process.

NOTE: All prospective students must submit all application materials before their application for admittance to the Counselor Education Program will be considered.

Admissions Criteria

Admissions decisions are based on a holistic review that includes the following indicators:

- 1) ***Academic aptitude for master's level study.*** Indicators:
 - a) High GRE scores.
 - b) High grade point average in bachelor's degree work.
 - c) High grade point average in post-bachelor's degree graduate work.
 - d) Successful completion of or progress in TTU 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.
 - b) Knowledge of the counseling profession.
 - c) Employment or volunteer experience in a counseling environment.

- 3) ***Successful work experience or leadership activities.*** Indicators:
 - a) One or more 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.
 - d) Letters of recommendation

- 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.

Master of Education Degree in Counselor Education

Texas Tech University College of Education Application Form

Thank you for your interest in our master's level counseling programs. We look forward to receiving your application.

Name: _____
Last First Middle

Social Security Number _____ Email: _____

Address: _____
Street and Number Apt. #

_____ City State Zip

Telephone: _____
Home Office Other (Cell)

We currently offer three counseling emphases and one certificate. Please indicate your area of interest below.

- 1. **School Counseling** – 48 semester hours. Provides academic coursework for degree and certification as a School Counselor in Texas. (See program description for additional requirements for certification and Master's degree.)
- 2. **Community Counseling** - 48 semester hours. Meets academic coursework requirements for Licensed Professional Counselor (LPC) licensure. (See program description for additional requirements for certification and Master's degree.)
- 3. **Non-degree Certification Only** - 48 semester hours. Meets academic coursework for certification as a School Counselor in Texas. Persons who hold master's degrees in related fields may elect to complete the non-degree certification program. (See program description for additional requirements for certification and Master's degree.)
- 4. **Mental Health Certificate Only** – 15 semester hours. Non-degree program for persons who have a Master's degree in Counseling. (See program description for additional requirements.)

Intentions (check one in each line):

- Full Time Student (9-12 hrs/semester) Part Time Student (3-6 hrs)

Students admitted into the Counselor Education Program must be able to attend classes on Monday, Tuesday, Wednesday, and Thursday from 4:30 to 5:50 pm and on Monday, Tuesday, Wednesday, and Thursday from 6:00 to 8:50 pm. Also, some classes are occasionally offered on weekends. **To pursue a degree in the Counselor Education Program you must be able to attend classes at all of these times.**

Applicant Statement

As part of your application process to the Texas Tech University College of Education Counselor Education Graduate Program, a personal statement is required. This statement enables us to more accurately assess the compatibility between your educational and career goals and the counselor education program goals.

Please write a statement explaining why you are interested in counseling, your career plans, and why you will be an asset to the program and to the counseling profession. The statement must be developed and written by the applicant.

The length of the essay should be two (2) pages, typed, double-spaced. The statement will be reviewed for both **content** and your **writing skills**.

Resume

Please attach your resume to this application. Although we do not require a specific form for your resume, you may wish to review the Criteria for Consideration in Selecting Master's Level Counselor Education Students for guidelines about the type of information to include.

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

Signature

Date

Admissions Deadlines

Student applications will be reviewed once each semester. Applications must be received in the College of Education by **October 1, February 1, and June 1**. Since all applications must first be submitted to the TTU Graduate School, this means students should allow at **least 4 weeks** prior to the deadline dates listed above. Although the above dates are the official times when completed application files are reviewed, application files received after the deadline but approximately one month prior to the beginning of the next semester may be considered if the application file is complete. However, failure to meet the admission deadlines may result in the student's application not being reviewed until the next semester.

6/01/10

Master of Education Degree in Counselor Education
Texas Tech University
Recommendation Form

To the applicant: Complete the information requested below and give this form to the person (**faculty or employer**) 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. Sign the waiver below if you want the recommender's comments to remain confidential. **Letters of recommendation should be completed by university/college faculty. Friends, colleagues, or family members cannot serve as a recommender for the applicant.**

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 graduate program in Counselor Education at Texas Tech University. We would appreciate having your appraisal of the applicant's qualifications for graduate work. Please respond on this form and attach an additional letter if desired. 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. Capacity for analytical thinking			
b. Accepts responsibility			
c. Motivation and enthusiasm			
d. Organizational ability			
e. Ability to work with colleagues			
f. Ability to handle stressful situations effectively			
g. Possesses integrity			
h. Potential as a professional counselor			

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)

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

Name: _____ Signature: _____ Date: _____

Position: _____

Address: _____

Office Phone: _____ Home Phone: _____ Cell 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**

Master of Education Degree in Counselor Education
Texas Tech University
Confirmation of Understanding Form

I _____ hereby certify that I have read
(Print name)
and that I understand the information presented in this *Handbook*.

(Signature) _____
(Date)

(Please return this signed form with your application packet. Thank you.)