

Sam Houston State University

CACREP Accredited

DOCTOR OF PHILOSOPHY DEGREE (Ph.D.)
IN COUNSELOR EDUCATION



Doctoral Program Handbook

DEPARTMENT OF COUNSELOR EDUCATION
SAM HOUSTON STATE UNIVERSITY
Huntsville, Texas

Revised April, 2018

Dear Doctoral Students:

Welcome to the CACREP accredited Doctor of Philosophy program in Counselor Education at Sam Houston State University. Our first cohort of doctoral students matriculated in the 2003 Summer semester.

Our doctoral program is designed to prepare professionals for a range of work settings including college and university faculty positions, community mental health, private practice, and leadership in school counseling programs. I believe you will find our program both personally and professionally rewarding.

The Department faculty hopes that this handbook, designed both as a program introduction and a guide to help you progress through the program, will be of assistance in the completion of your doctorate.

Best wishes for your continued success.

Sincerely,

Mary Nichter, Ph.D.
Department Chairperson

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Background of Sam Houston State University

Sam Houston State University, located in Huntsville, Texas, is committed to the development of its creative resources so that it can adapt to the changing educational needs of a diverse constituency while maintaining the highest quality in the traditional curricula. The institution was created by the Texas legislature in 1879 as Sam Houston Normal Institute to train teachers for the public schools of Texas. During the following four decades, instruction was offered in the natural sciences, agriculture, home economics, manual training, geography, sociology and foreign languages. The baccalaureate degree was first awarded in 1919. The next twenty years witnessed rapid and dramatic changes, including a name change to Sam Houston State Teachers College in 1923. Two years later, the college was admitted to membership in the Southern Association of Colleges and Schools (SACS) as an accredited institution of higher learning. The institution began to expand its programs, and a graduate degree was authorized in 1936, a development which expanded the curriculum from its sole emphasis on teacher training to emphases on preparation in a variety of fields.

Following World War II, an increase in students and faculty, as well as a wide range of faculty-research activities, provided impetus for the emergence of a multipurpose institution. By 1960, about 25% of the graduating seniors were receiving degrees in fields other than teaching. Degrees were offered in the social and communication sciences, the biological, physical and soil sciences; business administration; the fine arts; the humanities; and education. A growing emphasis on research allowed faculty to make significant contributions in their fields beyond the classroom and these activities were accompanied by an increasing diversity in the student body, as more out-of-state and foreign students began seeking degrees at Sam Houston. In recognition of these developments, the institution's name was changed by the Texas legislature to Sam Houston State College in 1965, and in that year the Texas legislature established as an integral part of the institution The Institute of Contemporary Corrections and the Behavioral Sciences.

During the following years, there was a rapid increase in the enrollment of students with diversified backgrounds, interests, and aspirations, which necessitated continuous examination of programs, faculty, and facilities. The number of graduate degrees conferred increased significantly in the late 1960's. The Texas legislature, recognizing the changes that had taken place during the course of the institution's history, changed the name of the institution to Sam Houston State University in 1969.

In the decade of the 1970's, the university continued to expand its offerings to keep pace with its dynamic environment by adding degree programs in such fields as computer science and environmental science. New graduate degrees, such as the Master of Library Science, the Master of Fine Arts, and the Doctor of Philosophy in Criminal Justice were added. These additions were accompanied by significant improvement in faculty credentials and growth in faculty research activities. In 2002, a new page was added to Sam Houston State University's history with the addition of the Doctor of Philosophy in Counselor Education.

Currently Sam Houston State University, a member institution of the Texas State University System, is organized academically into six colleges: Business Administration, Criminal Justice, Education, Fine Arts and Mass Communication, Health Sciences, Humanities and Social Sciences, and Science and Engineering Technology. Students are offered an extensive range of bachelor's, master's, and doctoral degrees. The university is recognized regionally, nationally, and internationally for the quality of its faculty and programs.

Mission Statement for the Counselor Education Program at SHSU

The mission of the SHSU Counselor Education Doctoral Program is to enable students to become effective counselor educators, researchers, counseling practitioners at advanced skill levels, and leaders in counseling related educational, agency, or business settings through the development of specific knowledge and experience bases. The mission of the Counseling Master's Degree Programs is to facilitate the development of professional counseling generalists who play an active role in enhancing individual, family, and community wellness in a diverse and changing world.

Within the context of these missions, the goals of the Program are to:

- (1) Provide assistance to qualified students in learning the skills necessary to perform as competent and knowledgeable professionals in the counseling field. This includes encouraging students to develop themselves as well-rounded individuals combining their academic experience, personal values, interests, and individual personalities.
- (2) Provide academic coursework and clinical experience that support and enhance the professional development of the student.
- (3) Facilitate the Counseling Practicum primarily for clinical training where advanced graduate students have opportunities for direct client contact and individual and group supervision from counseling faculty. Because of the availability of Counseling Practicum interns, the Counseling Practicum also provides counseling and testing for the general public in Huntsville and surrounding areas.
- (4) Promote an understanding and acceptance of the cultural diversity of our society.
- (5) Model the standards of integrity, performance, and concern for clients' welfare.

Description of the Doctor of Philosophy in Counselor Education Degree

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) accredited Doctor of Philosophy in Counselor Education provides the highest professional degree available in the field to students who aspire to counseling related education or leadership positions at either colleges/universities or public schools. Graduates of this program have also sought careers in community mental health or in providing counseling services in private practices. Although the degree requirements include a prescribed curriculum of required and elective courses, the doctoral degree is not awarded only on the basis of course work completion and the passing of comprehensive examinations. In addition, each doctoral student is expected to conduct a major research project resulting in the presentation and defense of a dissertation.

The program design requires a concentration in Counselor Education, with 18 hours in the Counseling Core, 15 hours in the Research Component, nine hours in Research Tools, and 27 hours in the Specialization Area (Counselor Education or School Counseling). A minimum of 117 semester hours of graduate study beyond the baccalaureate degree are required for the doctoral degree. In 2003 the Ph.D. curriculum was built upon the foundation of a 48 hour (minimum) master's degree in counseling with coursework essentially similar to that of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) Community Counseling or School Counseling specialization coursework requirements, or the academic requirements for the LPC Intern in Texas (pre-8/1/2017).

The CACREP coursework requirements and LPC Intern requirements included coursework in:

- Professional Identity
- Social and Cultural Diversity
- Human Growth and Development
- Career Development
- Helping Relationships
- Group Work
- Assessment
- Research and Program Evaluation
- Community Counseling or School Counseling
- Supervised Practicum Experiences with 100 hours of total time including 40 hours of direct client contact
- Internship Experience with 600 hours of total time including 240 hours of direct client contact

Changes in the CACREP standards in 2009 and 2016 increased the semester hour requirement to 60 semester hours for master's degree graduates in CACREP programs accredited for Clinical Mental Health Counseling; Marriage, Couple, and Family Counseling; and other specialty areas. The requirement for CACREP programs accredited for School Counseling moved to 48 semester hours in 2009.

The Ph.D. Program builds upon the master's foundation. Applicants with extensive master's degree coursework (beyond 48 semester hours) may not be required to take all 69 semester hours of the curriculum. For example, students graduating from a 60 semester hour CACREP accredited master's degree program may only be required to complete a minimum of 57 semester hours ($60 + 57 = 117$). Students may take more than 117 hours beyond the baccalaureate based on consultation with the Program Director or the Director of the doctoral student's Dissertation Committee. See the Curriculum Outline on pages 14 and 15 for a listing of the required doctoral courses.

The Ph.D. program is a cohort program. This means that individuals admitted to a specific cohort group are required to take the Counseling Core, Research Component, Research Tools, and selected courses in the Specialization at the same time. Individuals accepted into the program will be expected to follow the schedule of the cohort group to which they are assigned. In the event of emergencies which require an individual to drop out of the normal schedule, she or he may be required to join another cohort group with a different schedule. Admission to the program requires a commitment to devoting a significant amount of time for the period of the individual's program. Any student unable to devote the required time will be advised to drop out of the program.

Objectives of the Doctoral of Philosophy in Counselor Education

The overall program objectives are to develop professional counseling expertise; develop collaborative relationships with program faculty in teaching, supervision, research, professional writing, and service to the profession and the public; foster participation in professional counseling organizations, including the Association for Counselor Education and Supervision (ACES) and the American Counseling Association (ACA); meet criteria for appropriate credentials; promote scholarly counseling research; and enhance technical competence.

Students who complete the doctoral degree in Counselor Education will be able to:

- apply counseling theory and research to the counselor education and/or school counseling leadership functions;
- plan and deliver research based counselor education didactic courses;
- apply counselor supervision theory and research to individual and group supervision in counselor education and school counseling programs;
- use advanced level communication and interpersonal skills in consultation, counseling, counselor education, supervision and evaluation;
- interpret the relationships among federal, state, and local agencies and the laws and ethical considerations applicable to the counselor education and school counseling program management fields;
- apply advanced level diagnostic and assessment methodology, and develop the capacity to teach master's level student how to create appropriate treatment plans for a wide range of psychological concerns;
- demonstrate multicultural awareness and competence during doctoral level counseling, supervision, and consultation;
- incorporate adult education pedagogy and research as a basic tool in administering counselor education and school counseling programs;
- design and implement doctoral level counseling research and interpret the results. (Refine research skills beyond those necessary for intelligent consumption of counseling related research to a level which results in the generation of programmatic research which is significant in the counseling profession);
- apply data to advanced level counseling capabilities and school counseling leadership functions;
- successfully complete extensive internship experiences directly related to their individual professional goals.

Doctoral Faculty for Counselor Education

Kathleen Brown-Rice, Ph. D., Incoming (August 2018) Department Chair and Associate Professor, Department of Counselor Education

Rick Bruhn, Ed.D., Professor and Doctoral Program Director, Department of Counselor Education

Yvonne Garza-Chaves, Ph.D., Associate Professor, Department of Counselor Education

Richard Henriksen, Ph.D., Professor, ACA Fellow, Department of Counselor Education

David Lawson, Ph.D., Professor, ACA Fellow, Department of Counselor Education

Chi-Sing Li, Ed.D., Associate Professor, Department of Counselor Education

Mary Nichter Ph.D., Professor and Outgoing Chair (Retiring August 2018), Department of Counselor Education

Rebecca Robles-Pina, Ph.D., Professor, Department of Counselor Education

Sinem Akay-Sullivan Ph.D., Assistant Professor, Department of Counselor Education

Jeffrey Sullivan, Ph.D., Associate Professor and Master's Program Coordinator, Department of Counselor Education

Richard E. Watts Ph.D., SHSU Distinguished Professor, TSUS Regents' Professor, ACA Fellow, Department of Counselor Education

Additional Counselor Education Faculty

Timothy Brown, Ph.D., Assistant Professor, Department of Counselor Education (starting August 2018)

Susan Henderson, Ph.D., Assistant Professor, Department of Counselor Education (recommended for Doctoral Faculty status)

Sheryl Serres, Ed.D., Associate Professor Department of Counselor Education

Checklist and Recommended Time Frame

The following checklist is to help doctoral students schedule important events and as a guide to help students follow the required steps in the program. It is the student's responsibility to know and follow university policy regarding the completion of these steps leading to satisfactory completion of doctoral studies. Additional information concerning doctoral studies and requirements are presented in the Graduate Studies Catalog. The Graduate Studies Catalog can be accessed at <http://www.shsu.edu/home/catalog.html>

Check When Completed:

___Meet Doctoral Program Director to Create Temporary Study Plan (*as soon as possible after admission*). After admission to the program, meet with the Doctoral Program Director to develop the Temporary Study Plan. Due to requirements for financial aid, all courses to be transferred from the master's degree to count for electives, as well as a list of specialty and general electives to be taken in the doctoral program, should be listed on the plan in the first semester of the program. Once courses are listed on the plan, they can be replaced with new choices at a later date. See Appendix A for a copy of the Temporary Study Plan.

___Complete CACREP Master's Degree Equivalence (*during first year of classes*). Entering students who must have the equivalent of a CACREP master's in CMHC, MCFC, or School Counseling. Students lacking equivalence must meet the requirements in the first year of the program. Courses can be taken along with the prescribed curriculum for the Cohort.

___Start Process of Selecting Dissertation Committee (*after one year in the program*). Meet or consult with the Doctoral Program Director to discuss research interests and possible dissertation directors. Start the process of selecting a dissertation director. After selecting the dissertation director, select dissertation committee and inform the Doctoral Program Director.

___Successful Completion of Required Course Work and Declare Intention to Take the Comprehensive Examination (Comps)

Comps are taken in the Spring semester of the second year of the program after the completion of at least 33 hours of required doctoral courses. Register your intention to take Comps with the Doctoral Program Director.

___Take Comprehensive Examinations (*during second spring semester, 1st, 2nd, or 3rd week in February*). Pass written and oral comprehensive examinations. Oral examinations are scheduled by the Doctoral Program Director after completion of the written examination. The oral examination panel will include faculty who wrote questions on the written comprehensive examination, although all doctoral faculty in the department are invited to attend. The entire examination process may take up to six weeks from the written exam to the completion of the oral exam.

___Admission to the Candidacy Students are admitted as candidates for the doctoral degree after passing both the written and oral examinations. The degree plan is filed with the Registrar's Office after passing the examinations. Students are required to maintain continuous enrollment in COUN 8033 Dissertation beginning the semester after Admission as a Candidate for the Ph.D. degree and must continue enrolling in COUN 8033 until the dissertation is completed and approved by the dissertation committee.

___Develop Dissertation Proposal (*while students will be encouraged to identify a research topic early in the program, all students must select a topic after Comps*). Select research topic and develop dissertation proposal in collaboration with dissertation committee. May be research topic developed in COUN 7363 Application of Counseling Research, or earlier.

___Schedule Proposal Defense with Dissertation Director (Chair)
Schedule the dissertation proposal defense with the Dissertation Director and committee members.

___Distribute Final Version of Dissertation Proposal (*At least three weeks prior to the date of proposal defense not including holidays and semester breaks*). Distribute proposal paper electronically and as a hard copy to dissertation director and committee members. Students are responsible for delivering hard copies to committee members.

___Defend Proposal
Present and defend the proposal during the scheduled proposal defense meeting.

___Submit Proposed Study to the Sam Houston State University Human Subjects Protection Committee and IRB. Prior to conducting the proposed study, students must receive approval from the Institutional Review Board (IRB). Documentation of approval must be submitted with final dissertation.

___Report Outcome of Proposal Defense (*immediately after proposal defense*). Dissertation director will present the outcome of the proposal defense on Sam Houston State University's Dissertation Proposal Form to the Administrative Assistant for the doctoral program.

___Complete the Dissertation (*usually takes 1-3 years—remember, doctoral students are expected to graduate within six years of entering doctoral studies, although extensions may be granted up to eight years*).

___Schedule Dissertation Defense and Distribute Copy of Final Dissertation to Committee (*at least three weeks prior to defense*). Present a final copy of your dissertation to all members of your dissertation committee at least three weeks prior to your dissertation defense date. Submit the dissertation electronically as well as in hard copy form to all dissertation committee members.

___Defend the Dissertation Defend the dissertation at the scheduled defense session. At the end of the defense, obtain signatures of the dissertation committee members.

___Submit Final Copy of Dissertation Approval Sheet and Route Sheet to the Office of Graduate Studies for Final Approval *(after completing final dissertation corrections)*.

Subsequent to completion of final copy of dissertation, secure signatures from the Department of Counselor Education Chair, Dean of the College of Education, and Director of the Library. Once these signatures are obtained, submit final copy of dissertation to the Office of the Dean of Graduate Studies.

___Attend Commencement Exercises *(date in current schedule of classes)*.

Please keep us informed of your professional activities, career accomplishments, and work location. One way to do this is to respond to our requests for information. Another is to maintain an active role in our professional associations. Also, please respond to our requests for program evaluations after you graduate. Your anonymous responses are used to help us plan a better program. A summary of graduates' evaluations is made available to prospective and current students on request. Please let us know when your contact information changes.

Program Admission Requirements

Recruitment efforts will focus on attracting eight to ten (8-10) intelligent, highly motivated individuals to form a cohort group each year. Applicants for admission to the Doctor of Philosophy Degree Program in Counselor Education must have:

1. a master's degree from an accredited institution. To gain full admission to the Ph.D. program, the applicant must have completed graduate coursework and internships equivalent to a CACREP accredited Clinical Mental Health Counseling, Marriage, Couple, and Family Counseling, or School Counseling master's degree program. Students lacking CACREP equivalence, with a 36 semester hour master's degree, or lacking a degree in counseling must take additional required coursework prior to admission to a doctoral cohort.
The Counselor Education Doctoral Program Director will meet with the potential applicant to establish required courses to meet CACREP master's degree equivalence.
2. 3.50 grade point average on all graduate work.
3. submit a Graduate Record Examination (GRE) score for the general examination. Scores older than five years will not be accepted.

Application Guidelines

1. Please follow the admission requirements instructions found on our Department of Counselor Education website: <http://www.shsu.edu/programs/doctorate-of-philosophy-in-counselor-education/admission-requirements.html>
 - a) An on-line application must be submitted through ApplyTexas.org. This application is processed in the Office of Admissions for Graduate Studies. The ApplyTexas.org application can be accessed at: <http://www.shsu.edu/admissions/apply-texas.html>
 - b) Transcripts of all college or university study, at all levels, must be sent from the specific registrar's office directly to the Office of Admissions for Graduate Studies, Sam Houston State University, Box 2478, Huntsville, TX 77341-2478.
 - c) Official Graduate Record Examination scores must be submitted. Applicants taking the GRE should list SHSU as a site to receive scores. Applicants with previous GRE scores must provide the original form with the scores to the Office of Graduate Admissions. A copy will not be sufficient. Scores can be no

- older than five years.
- d) SHSU Graduate Studies Application Fee.
 - e) Include the Ph.D. in Counselor Education application form which can be downloaded from the webpage for Admission Requirements for the Ph.D. program.
 - f) Submit five Reference Evaluation Forms. The Reference Evaluation Forms must be mailed directly from three officials in schools or mental health agencies where the applicant has been employed, and from two current or former graduate-level professors. The forms must be “closed” recommendations, i.e., mailed directly to the Office of Admissions for Graduate Studies at the above address, from the individual making the recommendation. Reference Evaluation Forms are available at: <http://www.shsu.edu/programs/doctorate-of-philosophy-in-counselor-education/admission-requirements.html>
 - g) Personal statement, not to exceed 1000 words. This is to be mailed directly to the Office of Admissions for Graduate Studies at the above address.

Applicant Selection Process and Interview

The doctoral admissions committee will consider all applications through a holistic review process, taking into account Grade Point Averages, Graduate Record Examination scores, work experience, recommendations, and interview scores. The doctoral admissions committee will recommend the top candidates for the on-campus interview process. Selected applicants will be invited for an interview with a doctoral admissions committee.

On the day of the individual interview, applicants must demonstrate writing proficiency through a writing sample completed on-site. Applicants will have 45 minutes to respond to a writing prompt. This will follow the on-campus interview process.

To prepare for the on-campus interview process, applicants should be prepared to talk about the following, although this list is not exclusive:

- a) What are your aspirations related to the fields of counselor education and/or school counseling?
- b) Describe one or more significant life event(s) that contributed to the development of these aspirations.
- c) What is your single greatest personal asset that will serve you in realizing your aspirations?
- d) Describe several possible research topics you might pursue during your doctoral studies.

Transfer Credits

A student beginning doctoral studies at Sam Houston State University should bear in mind that transfer credits to the doctoral program are not allowed until the requirements governing CACREP equivalence have been met. The Doctoral Program Director looks at all qualifying master’s degree course work and determines CACREP master’s level equivalence. Since the doctoral program curriculum is 117 semester hours beyond the baccalaureate degree with 69 semester hours in the prescribed doctoral curriculum, the master’s degree credits may be applied to meet specialization elective or general elective requirements. Transfer credit will in all cases

be individually evaluated by the Doctoral Program Director and approved by the Dean of the College of Education. No transfer credits will be allowed for graduate courses with a grade less than a “B”, and the applicant must have a “B” average (3.0) at the transfer institution. A maximum of twelve semester credits of equivalent coursework will be considered for transfer. No coursework older than 5 years will be considered for transfer unless part of the qualifying master’s degree.

Accommodations for Students with Disabilities

All students with a disability requiring accommodations must contact the Director of the SHSU Office of Services for Students with Disabilities (SSD), as the SHSU Section 504/ADA Coordinator for Student Academic-Related Matters, by telephone at 936-294-3512. An approved accommodation plan should be presented to the instructor. The instructor is obligated to oblige approved accommodation plans.

Admission of International Candidates

A student from another country who seeks admission to Graduate Studies must meet the same requirements for admission and candidacy as students from the United States, including the submission of scores on the Graduate Record Examination (GRE).

In addition, prospective students from other countries must demonstrate the ability to speak, write, and understand the English language. Prospective students whose native language is not English must take the Test of English as a Foreign Language (TOEFL), which is administered by the Educational Testing Service in over 200 centers around the world. A registration form and a *Bulletin of Information for Candidates* may be obtained by writing to: TOEFL, Educational Testing Service, Princeton, New Jersey 08540, USA.

All applicants for admission from non-English-speaking countries must present a score of at least 550 on the Test of English as a Foreign Language (TOEFL). Sam Houston State University has an English as a Second Language Program for non-English-speaking international students.

Information about this program may be obtained by contacting the English as a Second Language (ESL) Office, College of Education, Sam Houston State University, Huntsville, Texas 77341.

Financial Aid

Graduate Research Assistantships:

The department has several full-time graduate research assistantships available. The doctoral student may contact the Doctoral Program Director to express interest in an assistantship. The Doctoral Program Director selects the graduate research assistants with the consultation of the Counselor Education faculty. The graduate research assistants are approved and hired by the Department Chair.

The position may be held for one academic year and typically includes the summer semester. Graduate research assistants assist with the counseling clinic, teach undergraduate courses, assist with master's-level practica and internships, support faculty research projects, assist with program support tasks, or are assigned other responsibilities. Twenty hours of work per week are required. Contact the department chair for current salary figures. A full-time graduate research assistant also has out-of-state tuition waived, if applicable.

Other graduate assistantships may be available in Student Services or other units of the university.

Other Financial Aid

Graduate students may be eligible for several other forms of financial aid including the Texas Public Education Grant, College Work-Study, on-campus employment, on-campus housing scholarships, and several loan programs. For information and application forms, contact Sam Houston State University Financial Aid office. Doctoral students may apply for the Counseling Student Scholarship following admission to candidacy thru ScholarX on the financial aid page.

Advisor –The Doctoral Program Director

Upon admission to the doctoral program, the student will meet with the Counselor Education Doctoral Program Director. The Director will discuss courses to be taken, options for specialization electives, the completion of CACREP master's equivalence requirements, and will provide general information regarding the department and the doctoral program.

The doctoral student, under the guidance of the Doctoral Program Director, will develop the Temporary Study Plan. The Director will discuss the student's career goals for the purpose of suggesting courses. The Director will also carefully review all graduate courses on the student's transcript and record those applicable as specialization or cognate electives.

Time Limitation for Completion of the Ph.D. Program

The Graduate Catalog states that all degree requirements for the Ph.D. must be completed within six calendar years from the date of admission to the doctoral program. Additional hours beyond six years may be requested; however, the Graduate Studies Office supports a limit of eight years, maximum.

Requirements for the Doctor of Philosophy Degree in Counselor Education Counseling Core (18 credits)

COUN 7110 Doctoral Seminar in Counseling (taken three times, 1 credit each)

- Doctoral Writing Skills (COUN 7110)
- Ethical and Professional Issues in Counselor Education (COUN 7110)
- Teaching Career Counseling (COUN 7110)

COUN 7331 Advanced Counseling Theories (3 credits)

COUN 7332 Advanced Appraisal Techniques (3 credits)

COUN 7334 Theories of Counselor Supervision (3 credits)

COUN 7335 Practice of Counselor Supervision (3 credits)

COUN 7337 Advanced Counseling Techniques and Practicum (3 credits)

Research Component (15 credit minimum)

COUN 7362 Methods of Counseling Research (3 credits)

COUN 7363 Application of Counseling Research (3 credits)

COUN 8033 Dissertation (taken a minimum of three times, 3 credits each). After completion of 9 hours of COUN 8033, students must have continued enrollment in the program but may then sign up for the 1 credit version of COUN 8033

Research Tools (9 credits)

COUN 7373 Statistical Methods for Counselor Education (3 credits)

COUN 7372 Qualitative Methodology (3 credits)

COUN 7374 Multivariate Methods for Counselor Education (3 credits)

Specialization Area: (27 credits) Complete either A or B below

A. Counselor Education:

COUN 7339 Doctoral Internship in Counseling (Clinical) (3 credits)
 COUN 7339 Doctoral Internship II in Counseling (Teaching) (3 credits)
 COUN 7336 College Teaching in Counseling (3 credits)
 Specialization Electives: (9 credits)
 Electives (6 credits)

B. School Counseling

COUN 7339 Doctoral Internship in Counseling (Clinical) (3 credits)
 COUN 7339 Doctoral Internship in School Counseling (3 credits)
 Specialization Electives: (9 credits)
 Electives (9 credits)

The student will work with the Doctoral Program Director electives that support the student's specialization experience and research interests.

Total Hours: 69

Residency Requirements

The Counselor Education program requires students to meet the criteria for the following three areas during residency: a) Full-time enrollment; b) Research and scholarly activities; and c) Departmental activities. Listed below are suggested activities to satisfy each of these three areas. In addition to being enrolled full-time, a student must include activities approved by the Doctoral Program Director under each of the areas of "research and scholarly activities" and "departmental activities."

Research and Scholarly Activities

Students in the Counselor Education Doctoral Program are expected to be active in research activities during their doctoral work. These may include, but are not limited to activities such as:

- Assisting faculty with individual research projects;
- Developing own area of research under faculty advisement;
- Authoring or co-authoring publications with faculty;
- Presenting or co-presenting at conferences;
- Assisting faculty with development of classes (special topics, guest lecturer, etc.);
- Coordinating forum for doctoral students to discuss issues such as dissertation process, research topics, professional identity, or, departmental concerns;
- Attend departmental doctoral seminars and professional development workshops.

Departmental Activities

Students are expected to involve themselves with departmental activities. These may include, but are not limited to activities such as:

- Serving as mentor to incoming doctoral students;
- Assist in orientation for new doctoral students;
- Active member of Chi Sigma Iota, Beta Kappa Tau Chapter, or another student association.

COMPREHENSIVE EXAMINATION

Written and Oral Comprehensive Examination

The doctoral student must have completed a minimum of 33 semester hours in the Counseling Core, Research Component, Research Tools, and Specialization Area. Students must have completed the following courses prior to taking the Comprehensive Examination: COUN 7331,

COUN 7334, COUN 7335, COUN 7362, COUN 7372, COUN 7373, COUN 7374, COUN 7336, and COUN 7337. Students making satisfactory progress in the cohort process will take the written and oral comprehensive examinations during the spring semester in the second year (sixth semester in the program). The examination must be taken and passed a minimum of eight months before the degree is conferred.

General Format and Scheduling

1. The examination consists of written and oral portions from the Counselor Education Program.
2. The written portion is entirely essay.

Classes taken in the first five semesters of the program will be addressed during the written and oral comprehensive examinations. Initial plans are for the written examination to be taken during two 3-hour periods per day for two days. Content areas such as counseling theories, counseling techniques, research and statistics, ethics and professional issues, theories and practice of supervision, and group counseling may be addressed during the examinations, depending on specific courses taken by each student. Portions of the written examination may be offered in a take-home format.

3. The oral examination will address the same courses included in the written examination.
4. Ethics and multicultural issues will be infused in all questions.
5. The student is expected to cite references in each answer. Current APA Publication Style is expected, where reasonable.

Oral Comprehensive Examination

If a satisfactory evaluation is received on all sections of the written comprehensive examination (or other criteria listed above are satisfied), the student will be notified of the date and time for the oral examination during the semester when the written portion was completed.

Content of the Oral Examination

The student should defend or expand that which s/he has written and is expected to provide appropriate bibliographical information. However, questions are not limited to what the student has written.

Evaluation of the Oral Examination

At the end of the oral examination, the faculty involved in the examination deliberate the outcome of the examination. If the outcome is unfavorable, the Counselor Education doctoral faculty will formulate a remediation plan and decide the manner in which the student will be reassessed.

Admission to Candidacy for the Doctoral Degree

The Doctoral Program Director will notify the Department Chair that all portions of the qualifying examinations have been successfully completed. The official notification of admission to candidacy will be made by the Dean of the College of Education.

Dissertation Enrollment Requirement

After doctoral candidates are admitted to candidacy, they are required to enroll in at least three hours of dissertation for three semesters. Once a student enrolls in a thesis or dissertation course, the student must continuously enroll in such a course **every fall, spring, and summer semester** until the signed thesis/dissertation route sheet is received by the Registrar's Office. Students must be enrolled in at least one course (one credit hour or more) in the semester of graduation. Students who fail to enroll for dissertation during any semester after admission to candidacy will be withdrawn from the program and must reapply to Graduate Studies. The degree can be conferred no sooner than eight months after admission to candidacy.

PREPARATION AND PRESENTATION OF DISSERTATION PROPOSAL

Dissertation Proposal

The proposal is a detailed plan for conducting the investigation and should communicate to the dissertation committee precisely what the student plans to do, as well as why, how, when and where the student plans to do it. The proposal is significant in that it becomes a contract between the student and the committee. Any significant changes or deviation in the proposal will require committee approval. The more accurate, complete and detailed the proposal, the easier it will be to complete the dissertation. Prior to initiating the dissertation research, the student should have the approval of the SHSU committee for Research on Human Subjects using the IRB review process. The committee works closely with the student in preparation of the proposal for dissertation. In this stage of the student's program it is important that the chair of the dissertation committee is appropriately matched to the student's research area. The committee monitors the student's progress in writing the dissertation, advises accordingly and conducts the oral defense of the dissertation.

Preparation of the Proposal

Students are encouraged to utilize the assignments in COUN 7363 Application of Counseling Research to develop an *initial* proposal. It benefits the student if this initial effort is closely related to the proposal which will later be presented to the student's dissertation committee. Work closely with the dissertation director and other committee members in selection of an adequate topic or area for research which is closely related to the counseling field.

Before the Proposal Meeting

At least three weeks prior to the dissertation proposal meeting date, copies of the Proposal must be distributed to the Dissertation Committee Chair and other committee members. Feedback from committee members will be relayed to the Dissertation Director at least one week prior to the scheduled proposal meeting.

Each proposal should reflect and be based upon an extensive review of the literature. Although the design of the study normally determines the items included in a proposal, most proposals include, but not necessarily limited to the following information:

- Statement of the Problem
- Purpose of the study---states the goals of the research
- Research Questions or Hypotheses
- Significance---indicates why this problem and this study are important; conceptual framework, relevant literature
- Method (or Procedures) ---describes instrumentation, how the study will be conducted, how the data will be collected
- Limitations---conditions beyond the control of the researcher that may restrict the study's conclusions
- Delimitations---restrictions placed on the study by the researcher that may restrict the study's conclusions
- Assumptions---the researcher's beliefs about design aspects of the study which may or may not have been validated
- Treatment of the Data – analyses to be conducted, including, as appropriate, the specific statistical procedures, and alternatives to be used if they are necessary

IRB approval is required prior to beginning the proposal study. Students complete and submit appropriate application materials to the SHSU Committee for the Protection of Human Subjects. The application is available at the website of the Office of Research and Special Programs at <http://www.shsu.edu/dept/office-of-research-and-sponsored-programs/compliance/irb/index.html>

Students may not seek IRB approval until their proposal has been presented and accepted by the dissertation committee members.

The decision to include each or any of the above proposal parts (or others) should depend upon the section's appropriateness to the specific study. Further, the proposal must show clear evidence that an appropriate methodology in which the candidate is proficient has been chosen prior to submission.

How is the presentation conducted?

The proposal presentation usually lasts approximately 1-1/2 hours. The procedure may vary, but a standard format includes introductions, introductory remarks by the student regarding his/her interest areas, and an explanation of the proposed study by the student. During the session any faculty member present may ask for clarifications and/or offer suggestions regarding the proposed study. Near the end of the proposal meeting, the student and any student observers leave the room and the committee chair allows faculty members a time for additional comments. The student returns to the session, at which time the student is informed of the doctoral advisory committee's recommendation(s) regarding to the proposed study. The proposal defense should be open to all interested graduate faculty and students. Voting persons include the Dissertation Director or Co-Directors and committee members only.

Outcome of Proposal Meeting

After the proposal presentation, the committee members will discuss, without the student present, their recommendation concerning the student's proposed study. The outcome may be one of the following: (a) accept the proposal as is, (b) modify and accept the proposal and the proposal modifications will be reviewed by the chair and/or co-chairs only, (c) modify and accept the proposal but the committee will review the proposal after the recommended modifications have been made, (d) modify the proposal and student will present proposal again to the dissertation committee, (e) reject the proposal. When the proposed study has been approved, the student will complete the IRB and once IRB approval is received, student will begin the actual research.

Doctoral Dissertation Procedures

The director or co-directors are selected from among the doctoral faculty according to faculty expertise and research interest. The student, in consultation with the dissertation chair, will recommend committee appointments to the Director of the Doctoral Program.

Dissertation Committee Membership

The committee consists of three members, Dissertation Director and at least two Doctoral faculty Members. Members of the Graduate Faculty with Doctoral Faculty status are eligible to serve as chair. Those who are Associate Members of the Graduate Faculty may serve as co-director with the recommendation of the department chair and approval of the Dean. See Academic Policy Statement 950601 concerning committee membership of individuals not employed by SHSU. It can be found here: http://www.shsu.edu/dept/academic-affairs/documents/aps/curriculum/950601%20Members%20Not%20Employed%20Thesis%20Dissertation_2017doc.pdf

Dissertation Committee Membership Changes

The committee may be changed upon approval of the department chair and written notification by the chair to the Dean. This documentation should be included within the doctoral student's folder. A student might change a member and/or director when the research area calls for a specialization not represented on the original committee. The student may elect to retain all three

of the members from the Department of Counselor Education on the dissertation committee. However, one of these three committee members may be dropped from the committee *after* the student's proposal for the dissertation has been formally approved and filed. This release from committee assignment is agreed upon by the student and member and should be formally communicated to the Chair of the Department of Counselor Education, with a copy of the request placed on file in student's departmental folder.

Format for the Dissertation

The dissertation typically follows a five-chapter format. The most recent edition of the Sam Houston State University Publication *Directions on Form, Preparation and Submission of the Final Copies of Master's Theses and Doctoral Dissertation*, is the official style guide. The guide is available at the following website: <https://shslibraryguides.org/thesisguide>. In addition, students will follow the latest edition of the *Publication Manual of the American Psychological Association* when preparing the written dissertation. The committee may approve another style should that format better suit the need of organizing and presenting the research; however, the official SHSU guidelines outlined on the aforementioned website take precedence over those in the style manuals required by departments, and students must use the required dissertation template. In any case, the dissertation is evidence the student is an expert in the chosen topic area. Students are requested to work closely with their Dissertation Director in determining the topic and in formulating the research design. Students are encouraged to work closely with the dissertation committee while writing the dissertation.

DISSERTATION DEFENSE

Submission of Dissertation Before the Final Defense

The candidate will complete the agreed upon research and prepare a final manuscript. Candidate will schedule a defense date coordinating times and dates that are convenient for all committee members. At least three weeks prior to the final dissertation defense date, copies of the completed manuscript should be distributed to the Dissertation Director and other committee members. The defense must be held at least six weeks prior to graduation. The dissertation or thesis defense should be opened to all interested graduate faculty and students. Voting persons include the Dissertation Chair and committee members only.

After the Defense

The dissertation director will submit a signed *Report of the Outcome of the Thesis/Dissertation Defense* to the appropriate academic dean. Upon successful completion of the defense, the candidate should begin the routing of the [Electronic Route Sheet](#). This form will be automatically routed to the dissertation director, and the appropriate academic dean; the director of the library; the Office of Graduate Studies; and the Office of the Registrar. The candidate will obtain relevant signatures on the Dissertation Signature Page. Additionally, the candidate and the Dissertation Director will prepare a list of agreed upon changes or modifications to be made to the defended manuscript prior to its submission to the Graduate Studies.

Upon approval by the committee, the final (approved) version of the thesis or dissertation should be sent to the Newton Gresham Library by the candidate for final review prior to reproduction. The last date for submission can be found in the Academic Calendar. Reproduction of the dissertation and binding costs are the responsibility of the candidate. The original copy will remain in the library collection. Candidates are cautioned to be aware of required deadlines for final admission of all dissertation or thesis manuscripts, necessary forms, copyright agreements, UMI materials, fee

payments, applications for graduation, etc.

Special Assistance

Doctoral students may receive assistance from the Writing Center. This center does not proof-read or edit, but tutors and materials are available to assist with writing skills. If the student uses an outside editor in the preparation of the dissertation, the editor should be familiar with dissertation format/style requirements (e.g., APA).

Grade in COUN 8033

A grade of "IP" is recorded each semester until the dissertation is successfully complete, at which time a grade of **CR** (credit) will be recorded by the doctoral advisory committee chair.

Doctoral Internship Clock Hours

The internship experience must include 600 clock hours (240 of these must be direct). Each semester of Internship should include approximately 300 clock hours. Students who require an additional semester of internship to satisfy the 600 clock hour requirement have the option to enroll for variable credit (1-3 semester hours), depending on the hours needed.

Settings

All students must complete at least six semester hours in a setting where the student's primary responsibility is the direct provision of counseling; COUN 7337 Advanced Counseling Practicum and Techniques (on-campus) and COUN 7339 Internship (Clinical) fulfill this requirement. Internship I (Clinical) will be completed at an off-campus site. The second semester of Internship (II) will be completed in a school counseling leadership setting (school counselor specialization), or teaching in the master's degree program (counselor education specialization).

Code of Ethics/Confidentiality

The Counseling Program abides by the Code of Professional Ethics of the American Counseling Association. All students in the program are expected to follow the Code of Ethics from the point of entry into the program through graduation. Practicum interns are expected to perform their duties with integrity and professional competence. The following guidelines are offered for the purpose of maintaining these high standards of service.

1. Interns will not misrepresent themselves either by title or professional capabilities.
2. No one shall be denied professional service because of his/her race, religion, gender, gender identity or expression, sexual orientation, political affiliation or social or economic status.
3. Informed consent for the specific counseling service(s) and a signed release for audio-and video-taping must be obtained from the client(s) prior to proceeding with counseling sessions. Client(s) must be informed of the presence of supervisors and student observers.
4. An intern will not use the counseling relationship to further personal interests of any kind. Sexual intimacy with clients is unethical and illegal. The acceptance of gifts is unethical. Clients seen in the supervised practicum are not to be seen in private practice by the same counselor.
5. An awareness of unethical conduct on the part of a colleague or another professional should be brought to the attention of a faculty supervisor.
6. Confidentiality is of primary concern in the waiting room, hallways and practicum.
7. All supervisors and interns are obligated to protect a client's personal data in verbal discussions.

Care and Maintenance of Case Records

1. Strict confidentiality will be observed at all times in record keeping, tape recordings and case presentations. Clinical faculty will maintain and support this confidentiality. The client must provide written permission before any data may be divulged or before the counselor can request information about the client from another professional, except as provided under state law.
2. Confidential information which indicates an immediate physical danger to any individual or to the client him/herself must be communicated to the appropriate or professional worker, even without the client's consent. The supervisor should be notified and apprised of the information. The client must also be informed of this communication. Consultation should be sought when necessary and referrals to other health professionals will be made when problems are outside the recognized boundaries of the intern's competence.
3. Written data must be appropriately filed. At no time are clients or non-practicum individuals allowed in the practicum area except as clients in the counseling rooms.

Video recording

Interns are responsible for supplying their own DVD and tape recorders for recording their sessions. Interns will video all of their sessions. All interns must learn how to operate and care for the video equipment. No DVD's may be taken from or used outside the supervised practicum area without permission of the supervisor. Copies of the DVD's may not be made without permission of the supervisor.

Student Liability Insurance

During the doctoral practicum and internships, students can be held responsible legally and financially for the results of their professional activities. Each student is required to obtain professional liability insurance which is designed to provide coverage for acts of malpractice, error or omission in the performance of their duties whether they are actual or alleged. (Note: Acts that are held to be negligent are rarely deliberate). Insurance can be purchased through several agencies. Brochures are available in the supervised practicum area. Teachers may find that their supervised practicum activities are covered under their teacher's liability insurance. Some interns have purchased liability insurance through their homeowner's insurance policy. A copy of the intern's liability insurance should be given to the Instructor, prior to enrollment in COUN 7337.

GRADUATION

Filing for Graduation

As specified in the Graduate Catalog, the student must file for graduation in the Registrar's Office by the deadline indicated in the schedule of classes or the Graduate Catalog for that particular semester. For fall and spring graduates, a formal application and payment of the degree/diploma fee must be made in the Registrar's Office on or before the 12th class day of the semester in which the degree is to be conferred. Summer graduates will be required to file a formal application and pay the degree/diploma fee prior to the semester in which the degree is to be conferred. Specific dates can be found in the Academic Calendar. A student filing a degree application after the published deadline will be assessed a late fee." A student is entitled to graduate under the degree provisions of the catalog in effect at the time of admission into the doctoral program or a subsequent year, provided that in all cases the student fulfills the requirements of a catalog within six years of enrollment in doctoral course work.

Commencement

The degree is conferred at the commencement following the fulfillment of all requirements. The candidate is expected to be present at the ceremony, and permission from the Doctoral Program Director must be obtained if circumstances prevent a candidate from attending

commencement.

Equal Opportunity – Affirmative Action

Sam Houston State University policy and practice strongly support the goals of equal opportunity and affirmative action in its educational programs and activities. SHSU does not discriminate on the basis of sex, religion, race, color, national origin, age, disability or other criteria prohibited by law in employment of faculty and staff, or admission and treatment of students, and both in terms of staff and programs we are moving ahead to comply with the goals and objectives of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972 and Executive Order 11246.

No otherwise qualified applicant for student enrollment shall be illegally denied admission to Sam Houston State University on the above-mentioned basis.

A position has been designated by Sam Houston State University to coordinate services to individuals with disabilities. The Director of the SHSU Office of Services for Students with Disabilities (SSD) is the university's compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In this capacity, the Director of the SHSU Office of SSD arranges for students and coordinates workplace accommodations. The Director of the SHSU Office of SSD is the individual whom concerns about physical access to facilities should be addressed. The Director of the SHSU Office of SSD is located in the Lee Drain Building, North Annex, on the Sam Houston State University campus. The telephone number is (936) 294-3512.

Retention/Dismissal Procedure

It is the goal of the Counselor Education Doctoral Program to uphold the current 2014 Code of Ethics and Standards of Practice of the American Counseling Association which states that [counselor education programs]... *1. assist students and supervisees in securing remedial assistance when needed, 2. seek professional consultation and document their decision to dismiss or refer students for assistance, and 3. ensure that students have recourse in a timely manner to address decisions requiring them to seek assistance or to dismiss them and provide students with due process according to institutional policies and procedures.* (Section F.9.b.).

It is the professional responsibility of the Counselor Education Program faculty to ensure that students not only exhibit the knowledge and skills required of a professional counselor, but also have the personality and relationship capacities to utilize those skills. Faculty must regularly review and discuss individual student's progress. Students are expected to model professional behavior throughout the program.

Retention/Dismissal Related to Academic Performance

Academic dismissal will result from failure to maintain the university's required grade point average. The student should consult the graduate catalog (<http://www.shsu.edu/home/catalog.html>) regarding academic probation and suspension from degree programs. Any student who wishes to contest a final grade shall follow the provisions outlined in the Sam Houston State University Grievance Policy.

Retention/Dismissal Related to Non-Academic Limitations

A student who fails to demonstrate appropriate communication, interpersonal or professional skills, as identified by a faculty member, may be required by the department to seek remediation including, but not limited to, repeating courses and/or receiving counseling. In accordance with university policy, a student may be suspended or expelled for academic dishonesty, including, but not limited to, cheating, falsifying assignments and plagiarism. (www.shsu.edu/gradcat/degreerequirements.html). In addition, a student who

demonstrates personal limitations that impede professional performance, who is harmful to clients, or who violates ethical standards, may be asked to leave the program.

If a faculty member has concerns regarding non-academic limitations of a student:

1. The faculty member will confer with the student regarding the concern, clarifying that the student's continuation in the program could come under review according to the program's Retention Procedure. The faculty member will document the meeting in a "memorandum to file," one copy of which will be given to the student and another placed in the student's file.
2. If an agreement is not reached with the student, if the student fails to progress satisfactorily after the conference, or if the situation is of a nature that suggests program action might be necessary, the faculty member will bring the matter to the Director and may consult with the Director regarding options. If resolution is not reached at this point, the Director may refer the matter to the Counselor Education doctoral faculty. Recommendations will be made and referred to the department chair.
3. The department chair will notify the student in writing of the recommendations of the Counselor Education doctoral faculty, and notify the Dean of the College of Education and Applied Science. The Dean will review the matter and assure that due process was followed.

Evaluation of Instructors and the Program

In addition to students evaluating the instructor near the end of each course they take, graduates of the program are expected to participate in periodic program evaluations by completing and returning program evaluation forms mailed from the department. These forms will be sent out every three years to recent graduates, along with forms for the graduates to provide to their employer/supervisor who, in turn, complete and return the form to the department. All forms must be returned anonymously. A very high response rate is needed by the department to provide information necessary to make changes to improve the program, and your participation will be greatly appreciated. The results of the surveys of graduates and supervisors/employers will be tabulated and summarized. Results will be distributed to students, the university administration and the agencies with whom we have working relationships.

SHSU Grievance Policy

The following procedures are quoted directly from the "Process for Dealing with Student Grievance Cases", University policy number APS 900823, revised August 19, 2015:

1. PURPOSE

The purpose of this academic policy statement is to provide for the resolution of student academic grievances in a prompt and equitable manner.

2. GENERAL

2.01 Under the provisions of this policy, academic grievances include disputes over: a) Course grades; b) Unauthorized class absences or tardiness; c) Suspension for academic deficiency; d) An instructor's alleged unprofessional conduct related to academic matters; e) Graduate comprehensive and oral examinations; f) Theses and dissertations; and g) Withdrawal or suspension of privileges related to degree-required clinical rotation, internships, or other clinical service delivery in

professional degree programs.

2.02 If dispute is determined to be based upon professional judgment, the aggrieved student is entitled to have, as appropriate and in turn, the department/school chair, College Academic Review Panel, academic dean, Dean of Graduate Studies (for graduate student issues), and Provost and Vice President for Academic Affairs form an opinion about the dispute and so advise the individual(s) involved. After considering the advice provided by any or all of the administrators participating in hearing the grievance, the individual(s) involved in the dispute shall retain the academic freedom to decline to change the original judgment in the matter.

2.03 Allegations of student misconduct, as defined in paragraph 5.2, Chapter VI of the Rules and Regulations, Board of Regents, The Texas State University System, and Sam Houston State University Student Guidelines, published by the Dean of Students' Office, will be referred to the Dean of Students' Office for necessary action.

2.04 Allegations, questions, or appeals involving academic dishonesty, i.e., cheating, plagiarism, collusion, and/or abuse of resource materials, will be processed in accordance with the procedures set forth in Academic Policy Statement 810213, "Procedures in Cases of Academic Dishonesty."

2.05 If, in turn, the department/school chair, College Academic Review Panel, academic dean, Dean of Graduate Studies (for graduate student issues), or Provost and Vice President for Academic Affairs finds that a disputed action conflicts with federal or state law, University, college, or departmental policy, or with an instructor's stated class policy, a decision should be rendered in favor of the aggrieved student.

2.06 Degree programs in fields requiring governmental licensing to practice the profession may propose internal academic grievance procedures for matters including, but not limited to those listed in 2.01.g above. Once approved and signed by the Provost, the program grievance procedures shall govern 2.01.g matters in that department and be the final authority over academic grievances in that program. Professional degree programs include, but are not limited to Clinical Psychology, Music Therapy, and Nursing.

3. COLLEGE ACADEMIC REVIEW PANEL

3.01 There shall be in each college a Standing College Academic Review Panel. The members of the panel shall be chosen by procedures established by the college dean. The panel will consist of three faculty members and two student members. The chair of the panel will be selected from the panel members by the appointees to the panel. A department/school chair or any party to the appeal being heard may not serve on the panel. At least two faculty members and at least one student member must be present for action to be taken.

3.02 The Academic Review Panel will be involved in an alleged grievance only after the normal procedures outlined in paragraph 4.01.a and 4.01.b below have been exhausted.

3.03 The Academic Review Panel will hear only appeals involving disputes over those matters set forth in paragraph 2.01.a through 2.01.g of this policy. Appeals regarding university/college degree requirements, student misconduct, or academic dishonesty will not be addressed by the panel.

4.0 PROCEDURES

4.01 The following steps are to be followed in pursuing an academic grievance or an appeal of suspension for academic deficiency (a grade point average below 2.00):

- a) In the event of an academic grievance, the student must first appeal to his/her instructor or committee chair for a resolution of the matter and must do so in writing and within thirty days following the final course exam for the semester or summer session during which the dispute arises. (If the grievance involves a suspension for academic deficiency, the student appeals directly to the appropriate academic dean.)
- b) If an academic grievance is not satisfactorily resolved with the instructor or committee chair, the student may appeal to the chair of the academic department/school in which the complaint or dispute is centered. The student appealing must provide a written summary of the pertinent issues of the grievance. In addition, a student may include other faculty or staff members or any other informed individual who might act as advocates in support of his/her appeal.
- c) If the student remains aggrieved after an appeal to the chair of the department/school, the student may forward the written appeal (plus any other additional material) to the college dean in whose college the dispute arose with a request to have the case heard by the College Academic Review Panel. Within fifteen working days of receiving the appeal, the Panel will investigate the alleged grievance and present such findings and recommendations as the Panel finds appropriate as soon as possible to the grievant and to other relevant parties, including the department/school chair and the faculty member(s) against whom the grievance is directed. During the panel hearing(s), all parties involved in the original grievance will be invited to appear before the Panel. The grievant may request either oral or written statements from advocates. The inclusion of these statements at the hearing(s) will be at the discretion of the Panel. Under no circumstances will advocates be permitted to directly question or cross-examine any person who is involved in the grievance. Legal counsel, if included by the grievant, may act only in an advisory capacity and may not be a directly active participant in the proceedings.

If a resolution of an academic grievance by the Review Panel is not accepted, the student may request in writing that the grievance be forwarded to the college dean in whose college the dispute arose for review and adjudication. The dean will receive all documents pertaining to the dispute from the academic Review Panel and the dean will inform the student, the instructor, and/or the committee chair, and the administrators participating in the appeals process of the decision and the disposition of the matter within fifteen working days of receipt of the appeal. The dean's decision is final.

Appendix A:**TEMPORARY STUDY PLAN**

Ph.D. in Counselor Education Plan (minimum 69 hours) Department of Counselor Education
College of Education
Sam Houston State University

Student's Name _____ Sam ID# _____

Required Courses:	Proposed Enrollment Date	Actual Completion Date
CORE COURSEWORK (18 hours):		
COUN 7110 Doctoral Seminar in Counseling (Ethics and Orientation)	1 st Summer	
COUN 7110 Doctoral Seminar in Counseling (Doctoral/APA writing)	1 st Summer	
COUN 7110 Doctoral Seminar in Counseling (Teaching Career Counseling)	1 st Fall	
COUN 7331 Advanced Counseling Theories (3 cr)	1 st Summer	
COUN 7332 Advanced Appraisal Techniques (3 cr)	2 nd Summer	
COUN 7334 Theories of Counselor Supervision (3 cr)	1 st Spring	
COUN 7335 Practice of Counselor Supervision (3 cr)	2 nd Fall	
COUN 7337 Advanced Counseling Techniques and Practicum (3 cr)	1 st Summer	
RESEARCH COMPONENT (15 hours, minimum):		
COUN 7362 Methods of Counseling Research (3cr)	1 st Fall	
COUN 7363 Application of Counseling Research (3 cr)	2 nd Spring	
COUN 8033 Dissertation (3 cr) COUN 8033 is taken for a minimum of nine (9) credits. If the dissertations is not completed after three semesters (nine hours), students register for COUN 8033 until the dissertation is finished. Students must be continuously enrolled until graduation.	Begin 3 rd Summer	
RESEARCH TOOLS (9 hours):		
COUN 7372 Qualitative Methodology (3 cr)	2 nd Fall	
COUN 7373 Statistical Methods for Counselor Education	1 st Fall	
COUN 7374 Multivariate Methods for Counselor Education Research	1 st Spring	
SPECIALIZATION AREA (27 hours): Complete either A or B below		
A. Counselor Education		
COUN 7339 Doctoral Internship in Counseling (Clinical) (3 cr)	2 nd Spring	
COUN 7339 Doctoral Internship in Counseling (Teaching) (3 cr)	3 rd Summer	
COUN 7336 College Teaching in Counseling (3 cr)	2 nd Summer	
COUN 7375 Advanced Multicultural Counseling (3 cr)	2 nd Summer	
<i>Specialization Elective (3 cr) [must be in COUN]</i>		
<i>Specialization Elective (3 cr) [must be in COUN]</i>		
<i>Specialization Elective (3 cr) [must be in COUN]</i>		
<i>Elective (3 cr)</i>		
<i>Elective (3 cr)</i>		
B. School Counseling		
COUN 7339 Doctoral Internship in Counseling (Clinical) (3 cr)		
COUN 7339 Doctoral Internship in School Counseling (3 cr)		
COUN 7375 Advanced Multicultural Counseling (3 cr)		
<i>Specialization Elective (3 cr) [must be in COUN]</i>		
<i>Specialization Elective (3 cr) [must be in COUN]</i>		
<i>Specialization Elective (3 cr) [must be in COUN]</i>		
<i>Elective (3 cr)</i>		
<i>Elective (3 cr)</i>		
<i>Elective (3 cr)</i>		

I have read the Counseling Doctoral Program Student Handbook and understand the contents.

(initial)

NOTE TO STUDENT: This study plan will remain in effect and will be the basis for course registration until requirements for regular admission to the Counseling Program have been met. If this study plan is followed and if the student does not change objectives, all courses satisfactorily completed will apply to the degree program outlined above.

Signature of Advising Counseling Professor/Date

Signature of Graduate Student/Date