

**University of Houston-Clear Lake  
School of Education**

**Master of Science in Counseling with School Counselor Certification**

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**Master of Science in Counseling with Licensed Professional Counselor Preparation**

**School Counselor Certification**

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**Licensed Professional Counselor Preparation**

# **Counseling Graduate Candidate Guide**

## **A Guide For Candidates In the Counseling Program**

Includes Information About:

- Information for Pre-Admission Candidates
- Certification and LPC Requirements
- Program Philosophy
- Projected Course Schedule
- Counseling Practicum
- Counseling Internship

### **The Counseling Program**

Candidates seeking the Master of Science degree in Counseling may, depending on their career goals, select degree plans that meet the academic qualifications for the Texas Professional School Counselor Certificate and/or for the Licensed Professional Counselor (LPC). The master's program leading toward the Texas Professional School Counselor Certificate requires a minimum of 51 hours. To be eligible for the professional certificate, candidates must document a valid Texas teaching certificate, passing scores on the Counseling TExES (Texas Examinations of Educator Standards) and two years successful teaching experience.

Candidates who already possess the master's degree in a related educational area may select to pursue school counselor certification only. Certification, without a second master's degree, requires a minimum of 42-43 hours. Candidates who already hold a master's degree, and who wish to pursue the (LPC), must hold a master's degree in a counseling or related field, with a minimum of 39 hours. To be eligible for licensure, graduates must hold a master's degree, document three years or 3000 clock hours of post-master's supervised counseling experience, and pass the National Counselor Examination and the Texas Jurisprudence Exam.

### **Admission to University of Houston-Clear Lake**

Admission to UH-Clear Lake for graduate study, as of Fall 1993, requires that candidates complete the graduate application packet and submit transcripts from all previously attended colleges and universities and official score reports (from the testing agency) from the Graduate Record Examination (GRE).

### **Admission to the Counseling Program**

Candidates must meet the following requirements for admission to the Counseling Program. Applications to the program are accepted two times each year – June 1, October 1. Application packets may be obtained in the School of Education, Bayou 1231, and questions regarding the application process may be directed to this office at (281) 283-3600. Completed application packets must include:

- A completed application form.
- A brief resume outlining relevant degrees and course work, paid or volunteer work experiences, any honors, presentations, papers and other life experiences.
- A brief (500-800 word) essay stating your reasons for pursuing this training and your career goals.
- Official documentation, or photocopy, of the Graduate Record Examination (GRE), with a combined score of 900 or greater on the quantitative and verbal portions and a 3.5 or greater on the analytic writing portion of the GRE. GRE scores must be less than 5 years in age. Candidates with scores below the 900 with 3.5, may be considered if their application materials exhibit other evidence of potential for success in the program.
- Official transcripts showing the last degree conferred and the last 60 semester hours of course work completed. Transcripts will be used to calculate the grade point average (GPA) for the last 60 hours. Applicants must have earned a 3.0 or higher GPA in the last 60 hours of course work. Candidates with GPAs below 3.0 may be considered if their application materials exhibit other evidence of potential for success in the program.
- Three professional recommendations. (Recommendation forms are provided in the application packet.)

Deadlines for submitting applications are March 1, June 1 and October 1. In the event that the application deadline falls on a weekend or holiday, applications will be accepted the following working day, on or before the close of business on that day. Late applications will not be accepted. Candidates who submit incomplete applications will be denied admission to the program. Applicants who submit properly completed applications may be invited to participate in a structured interview. The committee will contact eligible applicants to schedule interviews and will notify all applicants by mail of their acceptance status.

### **The Degree and/or Certification Plan**

Once candidates are accepted into the Counseling Program, they will be assigned a faculty adviser from the Counseling faculty. It is the candidate's responsibility to contact this faculty adviser and schedule an appointment to prepare the degree and/or certification plan. The degree/certification plan is valid for as long as the candidate maintains current enrollment. If a

candidate is not enrolled for more than one calendar year, the plan will become invalid, and upon re-entry, the candidate will be required to meet all current program requirements.

### **Prerequisite Course Work**

Candidates who are accepted into the Counseling Program may enroll in COUN 5231 - *Principles of Counseling* and COUN 5131: *Lifespan Development for Counselors*. These courses are the prerequisites for all other COUN courses except COUN 6030,6031,6032,6033. Candidates must heed prerequisites as outlined in the current UHCL catalog. Candidates who enroll in course work without having completed the necessary prerequisite course work will be administratively withdrawn from this course work by the instructor and will lose their tuition money.

### **Age of Course Work for the Master's Degree and Professional Certification**

Candidates must complete the master's degree within 5 years. No course work may be more than 5 years old at the time of graduation. Candidates seeking school counselor certification only (without a second master's degree) must complete the certification program, including course work and teaching requirements, within 10 years.

### **Licensed Professional Counselor (LPC) Requirements**

In 1981, Texas enacted its Professional Counselor Licensure law. A master's degree in Counseling, or related field, including a planned graduate program of at least 48 semester hours designed to train an individual to provide direct counseling services, to assist individuals or groups in a professional counseling relationship. Experiential requirement is three thousand (3000) clock hours or three calendar years of appropriately supervised post-masters counseling experience. Supervisor must be registered by the Texas State Board of Examiners of Professional Counselors.

Licensure as an LPC requires passing the National Counselor Exam and the Texas Jurisprudence Exam prior to application, administered by the Texas State Board of Examiners of Professional Counselors. The examination is held three times annually at various cities throughout the state. For further information about regulations, fees and procedures, send a written request for an application packet to:

Texas State Board of Examiners of Professional Counselors  
1100 W. 49th St.  
Austin, TX 78756-3183 (512) 834-6658

### **Graduation Requirements**

In order to graduate, candidates must complete an application for graduation, available in the Office of Enrollment Services, and submit the application on or before the deadline for that semester. Late applications will not be accepted, and candidates who do not apply on or before the deadline will not be eligible to graduate that semester.

### **School Counselor Certification Requirements**

- Passing score on the School Counselor TExES  
(Registration information is available in Bayou 1231. The TExES test may be taken during or following the candidate's final semester.)
- Texas teacher certification
- Two years classroom teaching experience
- Completion of the application for certification, available in the Certification Office, Bayou 1231

### **Program Philosophy**

The Counseling Program is structured upon the realization that preparation as a professional counselor requires a continuous blend of three types of learning: academic learning, experiential learning and learning about self. The curriculum is designed to help candidates gain knowledge, understanding and skills in a planned sequence that builds toward more advanced concepts.

### **Academic Learning**

Completion of prerequisite course work ensures that beginning candidates have fundamental knowledge of the range of normal and abnormal human growth and development. The professional education core extends knowledge to include an understanding of the range of exceptionalities among young people and/or adults and a sensitive understanding of the nature of our pluralistic society. Within the professional education core, candidates also learn to conduct and evaluate research, become informed consumers of the research in their professional field and possess basic computer utilization skills. In the counseling core, candidates are introduced to the counseling profession in COUN 5231 - *Principles of Counseling*. Through subsequent core course work, candidates acquire specialized knowledge, skills, and understanding about career development and counseling, appraisal and assessment techniques, group process in counseling, counseling theory and legal, ethical and professional issues in counseling.

### **Experiential Learning**

Laboratory or experiential learning is provided early in the candidate's program, and opportunities to advance and refine counseling skills continue throughout the program. COUN 5231 - *Principles of Counseling*, the introductory counseling core course, systematically teaches basic counseling skills and provides candidates an opportunity to assess their comfort with the role of the counselor. COUN 6435 – *Pre-Practicum in Counseling* builds upon this foundation and presents an opportunity for advanced skill development. COUN 6532 - *Group Counseling*, also taught by laboratory method, enables candidates to learn group leadership and facilitation skills. Other courses in the counseling core and elective courses contain experiential components to ensure the continuous blend of the three types of learning. The laboratory learning sequence culminates in the Practicum and Internship. The entire sequence—providing opportunities for candidates to observe counseling activities, develop counseling skills, and interact with clients with continuous feedback and supervision—assists each candidate to develop a unique and effective personal counseling style.

### **Learning About Self**

The faculty believes that it is essential for candidates to examine their own values, personal characteristics, motivations, and relationships with others. Candidates are expected to extend their personal philosophies and become sensitive to their outlooks and ways of dealing with others. Opportunities are provided throughout the program for candidates to maximize their self-awareness and self-understanding. The faculty supports the American Counseling Association's position that self-understanding contributes to personal and professional maturity as well as to the capacity for good judgment.

Sometimes, unresolved personal issues pose potential hurdles for counselors. As the candidate and the professors work closely together, these issues often come to the surface. Professors may ask the candidate to attend personal counseling sessions, do additional reflective journaling, or attend personal growth seminars in order to resolve these issues. If a professor believes a candidate's unresolved issues are so pressing as to interfere in the candidate's progress or could potentially cause harm to clients or other candidates, the candidate could be administratively withdrawn or withheld from further registration until a plan is developed that will address these issues.

Finally, the faculty believe that personal and professional development are enhanced when close, cooperative relationships exist between candidate and candidate, between candidate and professor and among the professors. A close working relationship must exist between candidate and advisor to facilitate the selection of a sequence of studies that provides optimal preparation to meet the candidate's specific career goals. These needs—to maintain close relationships, to provide quality clinical or laboratory training and to enhance self-understanding—all combine to require that class size and program size be limited to the number of candidates that can be adequately served.

**Degree/Certification Plans** – There are two tracks for candidates seeking a Master of Science degree in Counseling – School Counselor and Licensed Professional Counselor Preparation. Candidates who already hold a master's degree can attempt certification only – School Counselor or Licensed Professional Counselor Preparation. Candidates must be accepted into the Counseling program before enrolling in COUN classes.

### **LICENSED PROFESSIONAL COUNSELOR PREPARATION FOR CANDIDATES HOLDING A MASTER'S DEGREE IN A COUNSELING RELATED FIELD**

Counseling Core (30 hours):

COUN 5231    COUN 5432    COUN 5131    COUN 6232    COUN 6533  
COUN 6334    COUN 6435<sup>1</sup>    COUN 6532<sup>1</sup>    COUN 6731    COUN 6531<sup>1</sup>

Capstone experience (6 hours):

COUN 5739<sup>1</sup>    COUN 6739<sup>1</sup>

<sup>1</sup>Grades must be "B-" or better in order to apply to degree/certification plan.

## **MASTER OF SCIENCE IN COUNSELING WITH LICENSED PROFESSIONAL COUNSELING PREPARATION**

Professional Education Core (12 hours):

COUN 6032<sup>1</sup> COUN 6033 COUN 6031 COUN 6030

Counseling Core (27 hours):

COUN 5131 COUN 5231 COUN 5432 COUN 6232 COUN 6334

COUN 6435<sup>1</sup> COUN 6532<sup>1</sup> COUN 6731 COUN 6531<sup>1</sup> COUN 6533

Advised electives (3 hours):

COUN 5931 COUN 5939 COUN 6341 COUN  
5034/5

Capstone experience (6 hours):

COUN 5739<sup>1</sup> COUN 6739<sup>1</sup>

<sup>1</sup>Grades must be "B-" or better in order to apply to degree/certification plan.

## **SCHOOL COUNSELOR CERTIFICATION FOR CANDIDATES HOLDING A MASTER'S DEGREE**

Counseling Core (30-31 hours):

COUN 5010 COUN 5131 COUN 5231 COUN 5432 COUN 6531

COUN 6232 COUN 6334 COUN 6435<sup>1</sup> COUN 6532<sup>1</sup> COUN 6534

COUN 6731 COUN 6533

Advised electives (3 hours):

COUN 5931 COUN 5939 COUN 5034

COUN 5035 COUN 6341

Capstone experience (6 hours):

COUN 5739<sup>1</sup> COUN 6739<sup>1</sup>

<sup>1</sup>Grades must be "B-" or better in order to apply to degree/certification plan.

## **MASTER OF SCIENCE IN COUNSELING WITH SCHOOL COUNSELOR CERTIFICATION**

Professional Education Core (12 hours):

COUN 6032<sup>1</sup> COUN 6033 COUN 6031 COUN 6030

Counseling Core (30-31 hours):

COUN 5010 COUN 5131 COUN 5231 COUN 5432 COUN 6531

COUN 6232 COUN 6334 COUN 6435<sup>1</sup> COUN 6532<sup>1</sup> COUN 6534

COUN 6731 COUN 6533

Capstone experience (6 hours):

COUN 5739<sup>1</sup> COUN 6739<sup>1</sup>

<sup>1</sup>Grades must be “B-“ or better in order to apply to degree/certification plan.

### **Course Sequence**

Candidates entering the counseling program will be placed in a cohort and given a sequential schedule for completion of their plan of study. Candidates must remain within their cohort throughout their program or request to transfer into a different cohort. During the interview phase of the application process, candidates will be given the schedule for their cohort so that they have a reference point for progress towards completion of their degree or certification. Course content, even in the education core courses, is designed to provide theoretical and practical information for future counselors; candidates are strongly discouraged from taking coursework outside the cohort.

### **The Capstone Experience - Practicum and Internship**

The Practicum/Internship sequence is designed to provide a capstone or culminating experience for candidates enrolled in the counselor preparation program. The sequence provides an opportunity for candidates to apply the skills, knowledge, and understanding they have acquired during their course of study, under direct supervision with bona fide clients. Practicum candidates counsel with clients under close, direct supervision in the field placement. Candidates are expected to enroll in Internship during the semester immediately following their Practicum enrollment. Under no circumstances may the Practicum and Internship be taken concurrently. Practicum and Internship are offered fall and spring semesters.

### **Before Enrolling in Practicum**

Practicum and Internship are intended to be the capstone experience of the program, candidates are expected to enroll in the Practicum and Internship course work in their final two semesters of course work. **Practicum and internship applications are available in Bayou 1231 and are due on or before the following dates.** If any of the following dates falls on a weekend or UHCL holiday, applications will be accepted on the next business day, before the close of business on that day. Late applications will not be accepted.

Spring Practicum	October 1
Fall Practicum	June 1

Practicum is a controlled class; completion of the Practicum application requires a review of the candidate’s skills performance, an eligibility verification and placement of the candidate’s name on an approved list for controlled class registration. Candidates must register for the Practicum course using the normal registration process but placement in a particular section of Practicum will be determined by their advisor.

### **Professional Liability Insurance**

Candidates are expected to have professional liability insurance coverage for skills courses. Insurance is included in the candidate fees for the course.

### **Internship**

Candidates are expected to plan for their Internship experience as they progress through the program. Core and elective courses are designed to provide information that will help candidates make choices regarding the types of settings in which they wish to work as counselors and the clientele with whom they wish to counsel. Internship sites will be assigned so as to facilitate each candidate’s career goals.

### **Before Enrolling In Internship**

Candidates must have successfully completed Practicum and all Counseling Core and Education Core courses prior to Internship. However, candidates may enroll in COUN 6031, COUN 6033, COUN 6533 or Elective Course Work, as listed on page 3, concurrently with Practicum and/or Internship. However, as Practicum and Internship are intended to be the capstone experience of the program, candidates are expected to enroll in the Practicum and Internship course work in their final two semesters of course work.

## **Application for Internship**

**Candidates must submit an application for Internship prior to enrolling in the course.** Internship applications are available in Bayou 1231 and are due on or before the following dates. If any of the following dates falls on a weekend or UHCL holiday, applications will be accepted on the next business day, before the close of business on that day.

Spring Internship	October 1
Fall Internship	June 1

Internship is a controlled class; completion of the Internship application will result in an eligibility verification and placement of candidate's name on an approved list for registration.

Candidates will be approved to enter Internship only upon the recommendation of the Practicum supervisor and their faculty advisor. The Practicum supervisor has an ethical obligation to screen from Internship those candidates who are unable to provide competent service. Entrance into Internship may be denied or delayed to candidates who, in the professional judgment of the Practicum supervisor, are deficient in the skills, knowledge, or self-understandings necessary to embark upon the Internship. In all such cases, the candidate will be provided with recommended alternatives for remediating the deficiencies, and the candidate will be required to take an additional semester of Practicum.

### **Internship Placement and Settings**

Counseling faculty members will assist candidates in securing an Internship placement. Candidates will be given a list of potential settings for their Internship placement. Although it is permissible to work during the internship semesters, all internship work will be completed outside of the candidate's normal working hours unless the intern is employed on a full time basis as a school counselor within the approved internship site placement. Candidates are required to interview at their selected sites and gain written approval from the site supervisor and their advisor before registering for Internship. Candidates should be able to answer the following questions:

- Does this setting offer me the range of learning experiences I desire, with a client population that matches my career goals?
- Does this setting provide experiences that enable me to complete Internship requirements?
- Does this setting have a qualified supervisor on-site who is willing to provide the supervision I require?
- Is this setting willing to accept me as an intern if such a request is made?

Candidates will NOT be permitted to register for Internship until they have a written agreement to intern at a selected site. Candidates seeking School Counselor Certification must complete their internship in a public school setting. Candidates seeking LPC may complete their internship in a public school setting or a mental health site.

Internship placements must be within a 50 mile radius of the UHCL campus or an official off-campus location such as UHS – Cinco Ranch or San Jacinto College- North, Alief , or Alvin Community College.

The Internship setting must meet the following requirements:

- provide direct supervision by qualified professionals; 1 hour per week, individual.
- provide an opportunity for the intern to perform all the activities that a regularly employed staff member in the setting would be expected to perform, subject to limitations imposed by liability considerations, setting specific policies, and confidentiality considerations;
- provide the intern with at least 100 clock hours direct service to clients;
- have at least one qualified professional on-site who agrees to provide supervision to the intern;
- allow the intern to become familiar with a variety of professional activities other than direct service;
- allow the intern to obtain audio tapes, videotapes or written case materials, within the bounds of preservation of client confidentiality, for use in supervision;
- allow the intern to gain supervised experience in the use of a variety of professional resources such as appraisal instruments, computers, print and non-print media, professional literature and research; and
- provide evaluation of the intern, both formative and summative.

The on-site Internship Supervisor must meet the following requirements:

- hold an appropriate master's degree (such as counseling, psychology or other relevant degree) and has at least 3 years relevant experience;
- hold credentials appropriate to the setting, such as Certified School Counselor, Licensed Professional Counselor, Licensed Psychologist or Licensed Marriage and Family Therapist;

- provide the intern with a minimum of one hour of face-to-face supervision per week, including case consultation and formative evaluation of the intern's work;
- work closely with the intern to ensure that the intern has a variety of experiences which represent the activities that a regularly employed staff member in the setting is expected to perform; review the intern's performance with the school principal/administrator (if full time counselor position); attend mandatory supervision workshop offered at UHCL;
- meet with the university supervisor during the university supervisor's site visits, at least twice during the semester; and
- provide at least 2 confidential evaluations of the intern on the forms provided, which will remain on file with the university.

### **Dual-Placement Internships**

Candidates are not permitted to complete their internship at more than one site unless permission is given by the Internship Supervisor. All hours applied to internship must be acquired under the same supervisor.

### **Internship Requirements**

Candidates must have professional liability insurance coverage prior to beginning their Internship experience. While specific course requirements for Internship may vary according to the instructor, candidates are expected to complete at least 200 clock hours of professional on-site work experience, including:

- at least 100 clock hours of direct service to clients. This may include individual counseling, group counseling, classroom guidance activities, workshop presentations, family counseling and other direct service activities.
- at least 100 clock hours in related observation and professional activities, including consultation and coordination.
- assessment of personal and professional strengths/limitations, and plan for continued professional development.
- an evaluation of the internship experience.

Candidates are expected to work at their internship site for an entire semester, even if they complete their required hours early in the semester. Candidates who discontinue working at their site before the university scheduled end date will not receive credit for the course.

### **Final Written Essay Exam**

Candidates must sit for an essay exam on an identified topic. Candidates will write a formal 4 – 5 page essay within a 2 ½ hour period. The essay will address ethical issues on a given topic and will be evaluated on content, ability to cite, and use of formal standard English. Candidates must have a passing grade on this exam to successfully exit the Counseling Program.

