

# Preparation for Professional Counselors in School and Community

## GRADUATE COUNSELING PROGRAMS

### Master of Arts – Community Counseling

The M.A. degree program prepares students for professional counseling positions in community (non-school) settings.

### Master of Arts in Education – Counseling P-12

The M.A. in Education degree program prepares students for professional school counseling positions.

### Course Requirements

Students in both the counselor education programs are required to complete the following courses:

ED 601 Methods of Educational Research .....	3
CHD 602 Fundamentals of Counseling .....	3
CHD 604 Human Growth and Development .....	3
CHD 606 Theories and Techniques of Counseling .....	3
CHD 608 Group Counseling .....	3
CHD 615 Multicultural Counseling .....	3
CHD 621 Fundamentals of Appraisal .....	3
CHD 631 Counseling for Career Development .....	3
CHD 678 Practicum in Counseling .....	3
CHD 688 Internship in Counseling .....	3
CHD 689 Internship in Counseling .....	3

### Added Requirements for M.A. – Community Counseling

CHD 600 Professional Identity and Ethics, Community .....	3
CHD 622 Personality Appraisal .....	3
CHD 651 Contemporary Practices in Community Counseling .....	3
CHD 655 Diagnosis and Treatment Planning in Counseling .....	3
Elective .....	3

### Added Requirements for M.A. in Education

CHD 641 Dev. & Management of School Counseling Programs .....	3
CHD 642 Professional Identity and Ethics, School .....	3
CHD 645 Child & Adolescent Counseling .....	3
Elective .....	6

## **Transfer Credit**

A student may transfer up to six semester hours of “B” or higher credit from other regionally accredited institutions if the courses are approved by the Counselor Education faculty and the Dean of Education. Correspondence courses are not accepted for graduate credit.

## **Requirements for Admission to Graduate Study in Counseling**

Students must complete the following prior to admission to graduate study:

- 1) Possess a bachelor’s or higher degree from an institution regarded as standard by this University and by a recognized regional accrediting agency.
- 2) Submit a graduate application form and application fee to the Admissions Office.
- 3) Submit official transcripts of undergraduate and graduate credit from each institution previously attended.\*
- 4) Submit satisfactory test scores. Applicants may submit scores on either the Graduate Record Examination or the Miller Analogies Test. The recommended minimum scores for admission are 800 on the combined Verbal and Quantitative portion of the Graduate Record Examination and 388 on the Miller Analogies Test. Applicants who have not achieved the recommended test score may be admitted based upon a sliding scale that includes both grades and test scores. (See Table I below for sliding scale.)
- 5) Achieved a satisfactory overall scholastic average on undergraduate work. The recommended overall average is 3.0 (4.0 scale). However, students with less than a 3.0 may be admitted based upon a sliding scale that includes both grades and MAT or GRE scores. (See Table I below for sliding scale.)
- 6) Submit three (3) letters of recommendation on forms available by contacting Paula Hailey at [pbhailey@una.edu](mailto:pbhailey@una.edu) or (256) 765-4763.
- 7) Students applying for the M.A. in Education (School Counseling) Program must submit a photocopy of their teaching certificate (Alabama Class B Professional Certificate).
- 8) Students applying for the M.A. in Education (School Counseling) Program must submit verification of two years of successful teaching experience. School systems use a State Department of Education form for this purpose. The teaching experience may be waived for applicants who have been employed as counselors through an alternative certification route approved by the Alabama State Department of Education.
- 9) Successfully complete an interview with members of the Counselor Education faculty. After submission of the items listed above, schedule an interview by contacting Paula Hailey at [pbhailey@una.edu](mailto:pbhailey@una.edu) or (256) 765-4763.

*\*Students whose credits have been earned entirely at the University of North Alabama need not submit transcripts.*

**Table I**

<b>GPA</b>	<b>MAT Raw Score (prior to 10/04)</b>	<b>MAT Scaled Score (effective 10/04)</b>	<b>GRE (M+V)</b>
3.00+	30	380	700
2.95-2.99	31	381	720
2.90-2.94	32	383	740
2.85-2.89	33	385	760
2.80-2.84	34	386	780
2.75-2.79	35	388	800
2.70-2.74	36	389	820
2.65-2.69	37	391	840
2.60-2.64	38	393	860
2.55-2.59	39	394	880
2.50-2.54	40	396	900
2.45-2.49	41	397	920
2.40-2.44	42	399	940
2.35-2.39	43	400	960

**Degree Requirements**

1) Submit a Proposed Program of Study for approval during the first semester of attendance. 2) Submit an application for Admission to Candidacy after earning 12 hours of graduate credit. 3) Maintain a grade average of “B” or higher on all work attempted, with not more than six semester hours of “C” or lower. 4) Pass the departmental comprehensive examinations. 5) Apply for graduation two semesters prior to graduation. 6) Complete all courses within an eight-year period.

**For More Information...**

Carolyn Austin, *Graduate Admissions Specialist* – (256) 765-4447 or [cmaustin@una.edu](mailto:cmaustin@una.edu)

Paul Baird, Ph.D., *Professor and Chair, Department of Counselor Education* – (256) 765-4667 or [jpbaird@una.edu](mailto:jpbaird@una.edu)

Quinn Pearson, Ph.D., *Professor, Department of Counselor Education* – (256) 765-4643 or [qmpearson@una.edu](mailto:qmpearson@una.edu)

Sandra Loew, Ph.D., *Associate Professor, Department of Counselor Education* – (256) 765-4912 or [saloew@una.edu](mailto:saloew@una.edu)

Karen Moore Townsend, MAEd, ABD, *Instructor, Department of Counselor Education* – (256) 765-5091 or [kmtownsend@una.edu](mailto:kmtownsend@una.edu)

Paula Hailey, *Academic Secretary, Department of Counselor Education* - (256) 765-4763 or [pbhailey@una.edu](mailto:pbhailey@una.edu)

## **EQUAL OPPORTUNITY STATEMENT**

It is the policy of the University of North Alabama to afford equal opportunities in education and in employment to qualified persons regardless of age, color, creed, disability, national origin, race, religion, or sex in accordance with all applicable federal and statute constitutions, laws, and valid regulations. The coordinators for nondiscrimination policies are: for students, Irons Law Firm, 219 North Court Street, Florence, AL 35630; for employees, the Director of Human Resources and Affirmative Action, 217 Bibb Graves Hall. Any alleged violations of this policy should be reported immediately to the appropriate coordinator. No student, faculty member, or other university employee will be treated adversely or retaliated against for the use of this policy.

## **SCHEDULE OF COUNSELING COURSES**

### **FALL**

CHD 600 Professional Identity and Ethics, Community Counselors, Mon. 6:00-8:45 p.m., Baird  
CHD 602 Fundamentals of Counseling, Tues. 6:00-8:45 p.m., Loew  
CHD 604 Human Growth & Development, Wed. 6:00-8:45 p.m., STAFF  
CHD 606 Theories & Techniques of Counseling, Wed. 6:00-8:45 p.m., Pearson  
CHD 661 Family Counseling, Thur. 6:00-8:45 p.m., Loew  
CHD 678 Practicum in Counseling, Mon. 6:00-8:45 p.m., Loew  
CHD 678 Practicum in Counseling, Tues. 6:00-8:45 p.m., Pearson  
CHD 688 Internship in Counseling, Tues. 4:30-5:50 p.m., Baird  
CHD 689 Internship in Counseling, Mon. 4:30-5:50 p.m., Pearson

### **SPRING**

CHD 602 Fundamentals of Counseling, Mon. 6:00-8:45 p.m., Loew  
CHD 615 Multicultural Counseling, Tues. 6:00-8:45 p.m., Baird  
CHD 621 Fundamentals of Appraisal, Thur. 6:00-8:45 p.m., Loew  
CHD 631 Counseling for Career Dev., Tues. 6:00-8:45 p.m., STAFF  
CHD 645 Child & Adolescent Counseling, Wed. 6:00-8:45 p.m., STAFF  
CHD 655 Diagnosis and Treatment Planning in Counseling, Wed. 6:00-8:45 p.m., Pearson  
CHD 678 Practicum in Counseling, Mon. 6:00-8:45 p.m., STAFF  
CHD 688 Internship in Counseling, Mon. 4:30-5:50 p.m., Baird  
CHD 689 Internship in Counseling, Tues. 4:30-5:50 p.m., Pearson

### **SUMMER**

CHD 608 Group Counseling, Tues./Thur., 4:00-6:30 p.m., Pearson  
CHD 622 Personality Appraisal, Tues./Thur., 6:30-9:00 p.m., Loew  
CHD 641 Dev. & Mgmt. of School Counseling Programs, (odd numbered years only)  
Mon./Wed., 6:30-9:00 p.m., STAFF  
CHD 642 Professional Identity and Ethics, School Counselors, (even numbered years only)  
Mon./Wed., 6:30-9:00 p.m., STAFF  
CHD 651 Contemporary Practices in Community Counseling, Mon./Wed., 6:30-9:00 p.m.,  
Pearson  
CHD 678 Practicum in Counseling, Tues./Thur., 4:00-6:30 p.m., Loew  
CHD 688 Internship in Counseling, Wed., 4:30-6:20 p.m., Baird  
CHD 689 Internship in Counseling, Mon., 4:30-6:20 p.m., Baird

## RECOMMENDATION FOR ADMISSION UNA COUNSELOR EDUCATION PROGRAM

Directions to Applicant: This recommendation is confidential to the extent permitted by law.

I hereby waive \_\_\_/ do not waive\_\_\_ my right of access to any information contained in the recommendation below.

Applicant's Name (please print or type) \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Directions to Reference: Please complete this recommendation form and return it to the address given below. Thank you for your assistance. Please rate the applicant in comparison with other persons who have worked for or with you, according to the following scale:

4 = Superior      3 = Excellent      2 = Above average      1 = Average      NA – Not applicable  
Highest 10%      Highest 25%      Highest 50%      Highest 75%      Haven't Observed

	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>
<u>Commitment</u> – works to accomplish goals of organization, energetic, does more than necessary, strives to excel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Dependability/responsibility</u> – punctual, low absenteeism, completes assigned tasks when due.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Competence</u> – performs effectively, desires to learn, recognizes limitations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Communication</u> – uses good writing and speaking skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Cooperation</u> – works well with others, good human relationship skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Flexibility</u> – willing to adjust and change plans, if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Regard for others</u> – communicates concern and respect for others, respects differences in others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Tolerance for stress</u> – shows courage during trying circumstances, remains calm during stressful times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Self-discipline</u> – ability to manage time, skills, and energy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Self-directed</u> – minimum direction needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship to applicant (e.g., employer, coworker, supervisor, instructor): \_\_\_\_\_

Length of association with applicant: \_\_\_\_\_

Dates of most consistent contact with applicant: \_\_\_\_\_

Additional comments: \_\_\_\_\_

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Reference's Name (please print or type)

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Signature	Position	Date
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Address	City	State	Zip Code
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Please mail to:

Paula Hailey, Academic Secretary  
Department of Counselor Education  
University of North Alabama  
UNA Box 5107  
Florence, AL 35632-0001