

# Counseling

## Master's of Education in Counseling School or Community Counseling Specializations The University of Tennessee at Chattanooga



The Master's of Education in Counseling offers students two professional training options at the graduate level. Students may participate in either the Community Counseling Program, which prepares counselors for work in human service agencies, or in the School Counseling Program, which prepares professional school counselors. The track the student wishes to pursue must be identified at the time of application to the program.

### **The Program**

The primary purpose of the UTC Counseling Program is to provide quality training for individuals desiring to become human service agency or school counselors. This training includes classroom didactic and experiential activities, small group seminars, and supervised field experiences. These training components are designed to provide each student with a meaningful professional and personal growth opportunity.

### **Practicum and Internship**

The integration of course work and practice throughout the student's graduate academic program makes possible the most effective learning to prepare them for professional careers in counseling. To

achieve this goal, students become involved in real-life counseling situations under direct supervision from a site host and a university supervisor. During the practicum and internship, students gain hands-on work experience in either a community agency or school setting. Students have the freedom to select practicum and/or internship sites in order to best meet their individual learning goals. Records of previous sites are maintained by program faculty, and are available to aid students in selection of their site. Final approval of sites will be made by the student's advisor and/or university supervisor.

Students take practicum after the completion of their introductory courses in school or community counseling, theories of counseling, and counseling skills courses. During the practicum, students will complete 100 clock hours

(approximately 8-10 hours/week) in counseling and counseling related activities at the practicum site.

Internship is the culminating experience for students in both specializations. Students typically take Internship during the final semester before graduation and after course work is completed.

The community counseling internship requires 600 clock hours (approximately 40 hours per week) in counseling and counseling related activities

**Offering  
specializations  
in both School  
Counseling  
and  
Community  
Counseling**

at the internship site. This internship may also be broken into two segments and spread over two semesters (300 clock hours per semester; approximately 20 hours per week).

School counseling internship requires 300 clock hours (20 hours per week) in counseling and counseling related activities in an elementary school setting (preK-6) and 300 clock hours (20 hours per week) in a secondary school setting (7-12).

During both the practicum and internship, students will have opportunities to engage in a wide variety of activities that they will encounter as professional counselors. They will receive direction and supervision from field supervisors as well as university supervisors.

### **Assistantships**

Assistantships are available to a limited number of qualified students, and are highly competitive. The university also has a fellowship program for qualified minority students. Financial Aid is available for most students. For more information, contact the Financial Aid Office at (423) 425-4677.

### **Facilities**

The Counseling Program is a part of the College of Health, Education and Professional Studies, Graduate Studies Division, and is housed in Hunter Hall.

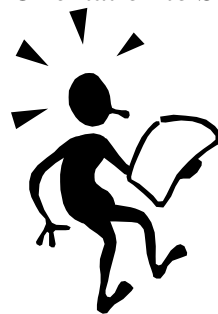
The Counseling Program maintains a counseling laboratory on the first floor of Hunter Hall. This laboratory provides opportunities for development through live observation, video-taped training sessions, facilities for review of training tapes, and use of state of the art equipment.

### **Prerequisites and Co-Requisites**

Community Counseling candidates may be asked to show competencies in Introduction to Psychology and Abnormal Psychology (depending on discretion of program faculty and previous degree(s))

earned) either through course work or through professional experience. In these cases, the burden of proof is on the student to document either through transcripts or through supervisor's letter that such competencies have been met.

Candidates for the specialization in School Counseling who have not previously been teachers for at least one semester must complete two "leveling" courses required for certification by the state of Tennessee. These courses are EDUC 400 Survey of Exceptional Learners and EDUC 485 Orientation to Schools for Counselors.



### **Student Handbook**

This brochure contains selected information from the Counseling Program Student Handbook, which is available from the Counseling Program.

These Handbooks are provided to students upon admission to the program. Please contact a program faculty member if you wish to obtain a copy of the student handbook.

### **Accreditation**

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

### **Program Requirements**

Completion of a minimum of 48 hours of graduate course work is required for graduation. From the prescribed coursework, the Community Counseling



Program requires 45 hours of core classes, with 3 hours of approved electives. The School Counseling Program requires 48 hours of core classes. Please see the Graduate Catalog for a list of these courses, and the Graduate School policy for transfer credit.

## Faculty

**Dr. Kristi Gibbs** (Ph.D., The University of New Orleans, 2004)

Dr. Gibbs' teaching interests include counseling children, play therapy, counseling theories, psychopathology, and clinical supervision. Her research interests include preparing students to counsel children, play therapy, and supervision in counseling.

**Dr. Virginia Magnus** (Ph.D., University of North Carolina at Charlotte, 2005)

Dr. Magnus' teaching interests include children and adolescent counseling, crisis counseling, group facilitation, human sexuality, internship, multicultural counseling, school counseling, and special topics (substance abuse). Her research interests include alternative education/schools, children and adolescents, counseling in schools, female offenders, grief and loss, hope, hypnosis, and spirituality.

## ADMISSION

### Admission to the University

Persons wishing to be admitted to the Counseling Program must meet all general requirements for admission to the Graduate School of The University of Tennessee at Chattanooga. Applicants who meet Graduate School minimum standards may be admitted as *provisional* graduate students before an admissions recommendation is made by the Counseling Faculty.

**This provisional status in no way assures admission to the Counseling Program. No student should move or change work arrangements based only on provisional admission.**

Provisional students may take up to nine (9) hours of approved graduate course work. These courses may be applied to the student's graduate program of study, contingent on the approval of the academic advisor. Approved courses include **EPSY 501 Methods of Educational Research; EDUC 400 Survey of Exceptional Learners; and EPSY 512 Theories of Learning**. Students should take only those courses that are applicable to their chosen specialization. **Successful performance in these classes in no way assures final admission to the Counseling Program.**

### Admission to the Counseling Program

Applicants are required to submit the following information:

- ❑ UTC Graduate School Application and fee
- ❑ Counseling Program supplemental application form (found in Counseling Program Information Packet)
- ❑ Official transcripts from all previous undergraduate coursework
- ❑ Official GRE or MAT scores
- ❑ Three (3) letters of recommendation
- ❑ A personal statement (see Counseling Program Supplemental Application Form)
- ❑ A resume reflecting professional experience and volunteer work related to the helping profession.

After the application deadline and all required materials have been submitted to complete the admissions file, applicants will be contacted regarding the required admissions workshop, which consists of a writing sample and group interview. The

writing sample evaluates the applicant's writing skills. The interview allows the admissions committee to determine the applicant's appropriateness for the Counseling Program, as well as the counseling profession. Deadline for application materials are as follows:

- For consideration for **Fall/Summer** admission - **March 15**
- For consideration for **Spring** admission - **October 15**

Admissions recommendations are made by a committee consisting of program faculty members, professional counselors, and faculty from related programs.

Recommendations are made based on students' application materials, relevant work experience, undergraduate GPA, writing sample, and interview. These materials are placed in a rubric with varying weights for each item. For example, students may receive up to 25 points based on their GRE or MAT scores, up to 25 points based on their undergraduate GPA and training in a relevant field, up to 10 points for related work or volunteer experience, and up to 50 points for their interview.

There is no official "cut off" score for admission into the program. Students are evaluated for admission based on the qualifications of the admissions pool. However, as the rigor and intensity of the



Counseling program increase, the competitiveness of admission to the program also increases.

### **Admission Schedule**

Students are admitted to the Counseling Program to begin either in the Fall or Spring semester. Students who are accepted for Fall admission may begin taking classes during the Summer sessions if they so choose.

Applicants who have been denied admission to the Counseling Program at some earlier date may reapply if they choose. It is the applicant's responsibility to make certain that their file is complete with the Graduate School, and that they are aware of the student's desire to be reconsidered. Students who are reapplying are expected to submit **new** letters of recommendation and a **new** personal statement.

### **Submitting Materials**

Applicants should send all materials directly to the Graduate School at UTC. Send materials to:

The Graduate School  
The University of Tennessee at  
Chattanooga  
615 McCallie Ave  
Chattanooga, TN 37403.

### **Do not send materials directly to the Counseling Program.**

(Update 08/2006)

**Counseling Program**  
**Supplemental Application Form**

This form should be completed by all applicants to UTC's Master's program in Counseling. In addition to the information and documents requested on this form, applicants must also submit: 1. a UTC Graduate School application and fee; 2. transcripts of all previous coursework; 3. official GRE or MAT scores, and 4. verification of measles vaccination.

**Name:** \_\_\_\_\_ **Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Do you have a name you prefer to be called other than what is listed? \_\_\_\_\_

**SELF-REPORTED QUANTITATIVE INFORMATION**

Please provide the following information as far as you know it when you complete this form. This information must also be officially received and verified. If you do not yet have your GRE or MAT scores, please indicate when you took or when you plan to take the exam.

Current Overall GPA: \_\_\_\_\_ MAT Score: \_\_\_\_\_

GRE Scores: V \_\_\_\_\_ /Q \_\_\_\_\_ /A \_\_\_\_\_ (date taken or scheduled \_\_\_\_\_)

**RECOMMENDATIONS**

Choose three (3) persons familiar with your academic skills and qualifications or familiar with your work skills and qualifications to complete recommendation forms and write letters of support for you. Former professors, supervisors, or employers are best. Please instruct the people providing your recommendations to either return the letters to the Graduate School (with your name prominently marked on the letter) or to you in a sealed envelope (signed over the seal), which you will then submit to the Graduate School. You may find it easiest to provide each reference an addressed, stamped envelope so they may drop the reference form and letter in the mail to the Graduate School.

**PERSONAL STATEMENT**

Please attach a typed statement which includes the following: (1) your reasons for wanting to pursue graduate education in counseling, (2) your individual strengths and weaknesses as an applicant and potential counselor, (3) any relevant work, life, or volunteer experience(s) that may impact your education and/or goals for the future, and (3) any additional information about yourself that will help us evaluate your application. This statement should not exceed two typed pages.

**RESUME**

Students should submit a current resume containing all relevant work experience and/or volunteer experience.

**OTHER INFORMATION**

The following information is requested for record keeping purposes only.

1. What is your home state (or country if an international applicant)? \_\_\_\_\_

2. Do you intend to pursue the M.Ed. in Counseling full-time or part time? (please circle one)

3. Give the following contact information, both current and permanent (if different):

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number : \_\_\_\_\_ Email address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**The CANDIDATE should complete the following section: (please print)**

Candidate name \_\_\_\_\_

Candidate Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Please sign the appropriate statement (sign one line only):

I desire to read this recommendation and thus declare its non-confidentiality to me.

\_\_\_\_\_ Date \_\_\_\_\_

I waive my right of access to this recommendation and consent to its remaining confidential to me.

\_\_\_\_\_ Date \_\_\_\_\_

**The EVALUATOR should complete the following section:**

The above named person is applying to the Master's program in Counseling at The University of Tennessee at Chattanooga. Please briefly describe your relationship with the candidate and then rate the candidate on the following scales. If you do not have enough information to make one or more ratings, please indicate that. Please return this form in a sealed and signed envelope to the person who you are evaluating. Thank you for your help.

- How long have you known the candidate? \_\_\_\_\_
- In what capacity have you known the candidate? \_\_\_\_\_
- Please indicate the appropriate description for each of the following dimensions:

	Poor	Below Average	Average	Above Average	Excellent	No Information
Academic Ability						
Motivation to obtain a master's degree						
Interpersonal skills						
Probability of success in a master's program						

- Please attach an additional letter of support to communicate additional information that will assist us in evaluating this candidate.

Evaluator Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ May we contact you for additional information? Yes No  
(please circle)

Signature \_\_\_\_\_ Date \_\_\_\_\_