The University of Tennessee at Chattanooga  
Counselor Education Program  

Clinical Mental Health Counseling M.Ed. and School Counseling M.Ed.  

Thank you for your interest in the Counseling program at the University of Tennessee at Chattanooga. Attached you will find a packet of information to be used when applying to either the Clinical Mental Health or School Counseling program. Please submit all materials in one packet as noted on the application checklist below. **The application deadline is March 1st.** In order to be considered for admission a completed application must be on file in the Graduate School by this date.

Return the complete packet to:  
The Graduate School  
The University of Tennessee at Chattanooga  
615 McCallie Avenue, Dept. 5305  
Chattanooga, TN 37403

Counseling Program Application Checklist:

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
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<tbody>
<tr>
<td>GRADUATE SCHOOL APPLICATION</td>
<td><a href="http://WWW.UTC.EDU/ADMINISTRATION/GRADUATESCHOOL/">WWW.UTC.EDU/ADMINISTRATION/GRADUATESCHOOL/</a></td>
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<tr>
<td>Application fee</td>
<td>($30 domestic; $35 international)</td>
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<td>Counseling Program Supplemental Application</td>
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<td>Official transcripts from all previous undergraduate and graduate coursework*</td>
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<td>2 - 3 letters of recommendation with forms</td>
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<td>Personal Statement</td>
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<tr>
<td>Resume</td>
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<tr>
<td>GRE or MAT Scores must be sent directly from the institution to the UTC Graduate School</td>
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</tbody>
</table>

*Instructions for Transcript Submission*  
Transcripts: Official copies of transcripts must be obtained from all colleges or universities attended. Currently enrolled or graduates of UTC do not need to submit a UTC transcript. However, if other coursework has been completed at other institutions, all other transcripts must be submitted. **Whenever possible, official transcripts must be obtained and submitted as part of the application packet.** Ask the registrar to follow these instructions:

- Place official copies of the applicant’s transcripts in an envelope bearing the institution’s name/insignia.
- Seal the envelope and sign across the seal.
- Return the sealed envelope to the applicant for inclusion with their application.

If the institution’s policies do not allow official transcripts to be obtained personally and included in the application packet, Graduate School permission must be obtained to submit the transcripts directly to the Graduate School.

Transcripts may take two to three weeks to obtain. In order to assure a complete application, applicants should request transcripts in a timely manner to meet the appropriate deadline.

Revised January, 2012
Counseling

Master’s of Education in Counseling
School or Clinical Mental Health 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 Clinical Mental Health 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 clinical mental health 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 clinical mental health counseling internship requires 600 clock hours (approximately 40 hours per week) in counseling and counseling related activities 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, School of Education, and is housed primarily in Hunter Hall with faculty offices in Pfeiffer 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**

Clinical Mental Health 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 the teacher of record for at least one school year must complete two “leveling” courses required for certification by the state of Tennessee. These courses are EDUC 4000 Survey of Exceptional Learners and EDUC 4850 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 the only counseling program in the area to receive the distinction of being accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP). The university maintains accreditation from the Southern Association for Colleges and Schools (SACS) and the School of Education maintains National Council for Accreditation of Teacher Education (NCATE) accreditation.

**Program Requirements**

Completion of a minimum of 48 (school) or 60 (clinical mental health) hours of graduate course work is required for graduation. From the prescribed coursework, the Clinical Mental Health Counseling Program requires 48 hours of core classes, with 12 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.

Revised January, 2012
FACULTY

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

Dr. Gibbs’ teaching interests include counseling children, play therapy, diagnosis, and clinical supervision. Her research interests include preparing students to counsel children, play therapy, and supervision in counseling. Dr. Gibbs is the Director of Counselor Education.

**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, and spirituality. Dr. Magnus is Coordinator of the School Counseling Program.

**Dr. Elizabeth O’Brien** (Ph.D., The University of Central Florida, 2007)

Dr. O’Brien’s teaching interests include counseling skills, supervision beginning counselors, and marriage and family counseling. Her research interests include couples counseling, initiating partnerships between school counselors and mental health counselors, and integrating assessment into concurrent research collection in counselor education. Dr. O’Brien is Coordinator of the Clinical Mental Health Counseling Program.

**Dr. Michael Hauser** (Ph.D., Old Dominion University, 2009)

Dr. Hauser’s teaching interests include theories and techniques of counseling, the use of religion & spirituality in counseling, and empiricism in counseling to include statistics, assessment, and research methodology. His research includes the use of empirical techniques in counseling, preparation of counselors for participation in disaster relief, and cognitive capacity limitations.

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. This includes a minimum undergraduate GPA of 2.7.

Students may take up to nine (9) hours of approved graduate course work as a non-degree seeking student prior to admission to the counseling program. These courses may be applied to the student’s graduate program of study, contingent on the approval of the academic advisor, if the student is admitted into the counseling program. Approved courses include EPSY 5010 Methods of Educational Research; EDUC 4000 Survey of Exceptional Learners; and EDUC 4850 Orientation to School for Counselors. 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 (may be completed online)
- Counseling Program supplemental application form (found in this Packet)
- Official transcripts from all previous undergraduate and graduate coursework
- Official GRE or MAT scores
- 2-3 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 all applicants with completed applications will be required to attend an 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. **It is the applicants’ responsibility to contact the counseling program at 423.425.4698 or UTCCounseling@gmail.com to register for an admissions workshop.** They are typically held toward the middle or end of March. The deadline for submitting a completed application is March 1st. Any applications not complete on or before this date will not be reviewed until the following year.

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.

Applicants who do not have a minimum undergraduate GPA of 2.7 will not be considered for admission into the counseling program. Students are evaluated for admission based on the qualifications of the admissions pool. However, as the rigor and intensity of the Counseling program increases, the competitiveness of admission to the program also increases.

**Admission Schedule**

Students are admitted to the Counseling Program to begin in the Fall semester. However, an offer for admission is good for up to one year.

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, Dept 5305
- Chattanooga, TN 37403.

**Do not send any materials directly to the Counseling Program.**
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: _____________________________________________

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 two (2) or 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 return the letters along with completed recommendation forms (see the next page) to you in a sealed envelope (signed over the seal), which you will then submit 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

Applicants 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: ____________________________

   Have you ever been convicted of a crime other than a minor traffic violation? ______________

   If yes, please explain: ____________________________________________________________

Revised January, 2012
Master’s of Education in Counseling
Recommendation Form
(to be completed in addition to a letter of recommendation by each reference)

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

Candidate name ______________________________________________________

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 along with your letter of recommendation in a sealed and signed envelope to the person who you are evaluating. Thank you for your help.

1. How long have you known the candidate? _________________________________________________________________

2. In what capacity have you known the candidate? __________________________________________________________

3. Please indicate the appropriate description for each of the following dimensions:

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<tr>
<th>Dimension</th>
<th>Poor</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
<th>No Information</th>
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<tbody>
<tr>
<td>Academic Ability</td>
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<td>Motivation to obtain a master’s degree</td>
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<td>Interpersonal skills</td>
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<td>Probability of success in a master’s program</td>
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Evaluator Information:
Name: _______________________________________________________ Title: __________________________________________
Organization: __________________________________________________________________________________________
Address: ______________________________________________________________________________________________
City: __________________________________________________  State: ____________  Zip: _____________________________
Phone number: ____________________________  May we contact you for additional information? Yes  No (please circle)
Signature ______________________________________________________ Date __________________________

Candidate name _______________________________________________________________________________
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 __________________________