

**LEHMAN COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
COUNSELOR EDUCATION/SCHOOL COUNSELING M.S.ED.
STUDENT HANDBOOK
Rev. 1/17**

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1. Faculty, Staff, and Contact Information

**Counseling, Leadership, Literacy and Special Education (CLLSE)
Department**

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CLLSE Department Chair: Dr. Faith Deveaux
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CLLSE Department Website:

<http://www.lehman.edu/academics/education/counseling-leadership-literacy-special-education/>

Counselor Education/School Counseling Website:

<http://www.lehman.edu/academics/education/counselor-education/index.php>

Office of Graduate Studies

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Counselor Education/School Counseling Full-time Faculty:

- Alyse M. Anekstein, Assistant Professor
alyse.anekstein@lehman.cuny.edu
- Stuart Chen-Hayes, Associate Professor & Program Coordinator
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- Faith Deveaux, Associate Professor, Bilingual Counselor Education (School Counseling) Advanced Certificate Coordinator
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- Laura Roberts, Associate Professor & Clinical Coordinator
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Counselor Education/School Counseling Part-time Faculty:

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6. Prof. Lisa DeMauro lisa.deMauro@lehman.cuny.edu
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School of Education Faculty Librarian

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718-960-7756

<http://libguides.lehman.edu/educationcounseling>

2. Mission Statement and Program Objectives

Mission:

The Lehman College Counselor Education/School Counseling program develops culturally competent, ethical, caring, data-driven professional school counselors in a P-12 urban educational framework. School counselor candidates promote social justice and human rights advocacy in their scholarly, clinical, assessment, evaluation, and school counseling program implementation practices. They develop academic, personal, social, and career/college competencies for all students to help close achievement, opportunity, and attainment gaps. The Counselor Education/School Counseling program climate emphasizes collaboration, leadership, self-awareness, and mutual respect among diverse groups.

Program Objectives:

1. Candidates demonstrate knowledge of professional school counseling interventions in the following: identity/ethics, counseling theories and techniques, group work, multicultural counseling, career counseling, human development, assessment, research and program evaluation, leadership/advocacy/consultation, college access, and trauma/violence/chemical dependency skills with course artifacts.
2. Candidates demonstrate ability to assess and implement American School Counselor Association (ASCA) National Model Framework for School Counseling Programs using artifacts including School Counseling Program Assessment, Action Plans, Results Reports, and Lesson Plan Outlines in practicum, internship, and school counseling program action research projects.
3. Candidates know and use evidence-based and data-informed practices in delivering, implementing, and evaluating school counseling programs and interventions to help close achievement, opportunity, and attainment gaps.
4. Candidates demonstrate excellent individual counseling, group counseling, school counseling core curriculum lesson plan development and implementation, and planning/advising for all students in pre-practicum, practicum, and internship experiences.
5. Candidates complete 50 hours of supervised pre-practicum, 100 hours of practicum and 600 hours of internship in K-12 schools.
6. Candidates demonstrate 11 appropriate dispositions for school counseling in culturally and linguistically diverse K-12 schools and in the graduate

program: Respectful interactions; engaged and enthusiastic learning; effective listening and speaking skills; support peers; give meaningful and constructive feedback; receive feedback nondefensively; trustworthiness; warmth; kindness; affirm differences; professionalism.

3. Professional Counseling Organizations, Opportunities, and Activities

- American Counseling Association (ACA) (and 19 divisions), ACA-NY
- American College Counseling Association (College Counseling-ACA)
- Association for Counselor Education & Supervision (ACES-ACA), North Atlantic Region ACES (NARACES), NYACES (Counselor Educators & Supervisors)
- American College Personnel Association (ACPA): College Student Educators International (College Student Affairs)
- American Mental Health Counselor Association (AHMCA-ACA), NYMHCA (Clinical Mental Health Counseling)
- American Rehabilitation Counseling Association (ARCA-ACA) (Clinical Rehabilitation Counseling)
- American School Counselor Association (ASCA-ACA), New York State School Counselor Association (NYSSCA) (School Counseling)
- Council on the Accreditation of Counseling and Related Educational Programs (CACREP)
- Chi Sigma Iota International Counseling Honorary (Tau Chapter at Lehman College; eligibility: 3.5 GPA, recommendation and completion of minimum 24 credits, by invitation--Advisor: Prof. Faith Deveaux)
- International Association of Addictions and Offender Counselors (IAAOC-ACA) (Addiction Counseling)
- International Association of Marital, Family, and Couple Counselors (IAMFC-ACA) (Marital, Couple, & Family Counseling)
- National Association for College Admission Counseling (NACAC), New York State Association for College Admission Counseling (NYSACAC) (College Admission Counseling)
- National Association of Student Personnel Administrators (NASPA) (College Student Affairs)
- National Career Development Association (NCDA-ACA) (Career Counseling)
- National College Access Network (NCAN)
- New York City Department of Education Office of Counseling Support

Programs

- New York City Department of Education Office of Post-Secondary Readiness
- United Federation of Teachers (UFT) School Counselor Conference

4. Application/Matriculation Requirements

- 3.0 GPA on 4.0 scale (B average)
- Transcripts from all prior undergraduate and graduate institutions; international transcripts should be submitted well in advance to ensure timely evaluation)
- 5 essay questions (total of 1100 words) (available in online application)
- A minimum of two letters of recommendation
- A resume
- Completed application
- All materials submitted prior to March 15
- Group interview (by invitation for candidates who meet minimum criteria)

Source: **Graduate Bulletin:**

<http://lehman.smartcatalogiq.com/en/2015-2017/Graduate-Bulletin/About-Lehman-College>

Courses are limited to matriculated students. However individuals with a master's degree in school counseling employed as a school counselor seeking advanced coursework may be admitted into certain elective courses.

5. Student Expectations

- **Advising** each semester with faculty advisor for course permissions following the 3-year curriculum plan, choice of electives, and in the first year, students alert their advisor who contacts Prof. Deveaux to do advising for curriculum plan for Advanced Certificate in Bilingual Counselor Education (School Counseling) courses (EDG 702, EDG 734, EBS 701, and EBS 760). Paperwork for the advanced certificate is completed online with Prof. Deveaux in the last semester of the program.
- **Annual American School Counselor Association (ASCA) student**

membership, including evidence of liability insurance for the duration of the program (especially during pre-practica, practicum, internship requirements in K-12 school settings)

- **Complete 50 pre-practica, 100 practicum, and 600 internship hours** during the school day in K-12 schools
- **CUNYFirst** (password-protected student data system including course permissions, registration, grades) use throughout the program
- **CUNY Portal** (password-protected student data system access platform) throughout the program
- **Ethical and legal behavior. All candidates are expected to conduct themselves** in class, online, on-campus, and at K-12 fieldwork sites following ACA, ASCA & NACAC codes of ethics, CUNY Student Bill of Rights (see below), New York City and New York state laws.
- **Filing of graduation application** with Registrar's Office **prior to Feb 1** of semester graduating
- **Fingerprinting for fieldwork in public schools** (for pre-practica, practicum, and internship with evidence submitted to Clinical Coordinator)
- **Lehman e-mail** (used throughout the program as primary contact)
- **Orientation attendance** (Fall, first semester) (mandatory for first-year candidates)
- **Payment of semester fees on time** (course permissions remain valid even if you are dropped for nonpayment)
- **Professionalism:** Candidates are expected to conduct themselves at all times in person and using digital tools with professional skills and dispositions including: active listening, cultural and linguistic affirmation; effective verbal and written communication; kindness; punctuality; respect; support for peers, faculty and site supervisors/stakeholders; trustworthiness; warmth.
- **Registration:** (After receiving course permissions from the faculty advisor, register online using CUNYFIRST and pay for courses by the deadline. If payment is not made, the course permission is still valid, but you may be closed out of the course).
- **Use of online learning platforms** such as Blackboard or Google Drive in hybrid and traditional courses
- **Workshop completions (3)** prior to practicum/internship (and provisional certification): Dignity for All Students Act (DASA), Child

6. Student Retention Policy: Remediation and/or Dismissal from the Program (Non-Academic and Academic Dismissal)

The Graduate Program in Counselor Education/School Counseling identifies qualified candidates for transforming school counseling. Each semester, school counseling candidate progress is reviewed by program faculty. If a candidate is behaving contrary to professional dispositions and/or ASCA, ACA, & NACAC Codes of Ethics either on campus (including courses using digital platforms) or at a fieldwork site, the following actions will be taken:

- All concerns regarding candidates will be brought to the attention of practicum/internship faculty, clinical coordinator, the candidate's faculty advisor, the program coordinator, and the Counseling, Leadership, Literacy, and Special Education department chair.
- Recommendations will be made by faculty for how the candidate will address and correct the behavior/issue. Appropriate sections of the ASCA, ACA, & NACAC Codes of Ethics will be reviewed with the candidate by the candidate's advisor.
- The faculty advisor will document all meetings pertaining to the candidate and the identified concerns and receive updates of progress from the faculty and/or site supervisor. The candidate will be advised of concerns and the process that leads to dismissal.
- If the inappropriate behavior/issue is not improved and/or the candidate continues to violate the ethical codes, the Counselor Education faculty will discuss the concerns and behavior, including the input and recommendations of the site supervisor (if appropriate). A decision will be made regarding the need to either remove the candidate from the program or determine a further corrective action plan.
- If a new corrective action plan is developed, the school counselor candidate and a faculty member will sign it. Copies will be given to the candidate, the candidate's faculty advisor, the Clinical Coordinator, the Program Coordinator, the Counseling, Leadership, Literacy, and Special Education Department Chair, the Director of Graduate Studies, and the Vice President for Student Affairs.

- If the candidate is to continue in the program with a corrective action plan, the faculty advisor and one additional full-time faculty member will meet with the school counselor candidate to present this information. The advisor and one other faculty member will monitor the behavior of the candidate and provide feedback to the candidate.
- If there is uncertainty regarding a recommendation, the program coordinator will consult with the ASCA, ACA, or NACAC ethics committees.
- If the recommendation is that the candidate be dismissed from the program, the faculty advisor and one other full-time faculty member will present the recommendation and the documentation to the Clinical Coordinator, the Program Coordinator, the CLLSE Department Chair, the Dean of the School of Education, the Director of Graduate Studies, and the Vice President for Student Affairs to implement a course of action that follows Lehman College guidelines.

Academic Retention Policy:

Students must maintain a 3.0 GPA to continue in the program. Failure to do so may result in probation for one semester in which time they must bring GPA up to 3.0. However, if a student receives an F will need to meet with at least two Counselor Education faculty to consult about their status in the program.

7. Academic Appeal Policy

Grade Appeals

Graduate students wishing to challenge a grade: Students can question/appeal grades no later than the end of the semester, following the semester in which the grade was assigned. Consult the instructor who assigned the grade to attempt to resolve the situation. If resolution is not possible, and the student wishes to challenge the grade, Consult your CE/SC program advisor, who will attempt to resolve the situation. If the advisor is the instructor who issued the original grade, consult the CLLSE department chair. If the student still wishes to challenge the grade further, Submit an appeal in writing with supporting documentation to the Chair of the CLLSE department. If the Chair is the instructor who issued the original grade, consult the Office of the Dean of Education. The CLLSE department will form

a grade appeal committee. The decision of the Graduate Grade Appeal Committee is final.

Source: *Lehman Graduate Handbook* <http://www.lehman.edu/graduate-studies/documents/20132014StudentHandbook.pdf>

8. Endorsement Policy: Procedures for Recommending Candidates for Credentialing and Employment

Credentialing:

Go to the **Teach System**

<http://www.highered.nysed.gov/tcert/teach/login.html>

and apply for:

- **Provisional Certification**-30 credits (usually 2d semester of 2d year once enrolled in practicum). You do this online on your own but if any questions arise, immediately contact School of Education Certification Officer, Ruth Jordan, ruth.jordan@lehman.cuny.edu; note that the state continues to change this process so do not hesitate to ask questions via email, phone or in-person of Ms. Jordan prior to completing the process. She is there to assist you with any questions.
- **Permanent Certification**-48 credits You are recommended for state certification through Lehman College and our School of Education Certification Officer, Ruth Jordan, ruth.jordan@lehman.cuny.edu, so after you have completed two years of school counseling professional work, contact her to start the process.

Employment:

Faculty members may be contacted to serve as references for future employment including written letters of recommendation and give suggestions on resumes, cover letters, interviewing strategies, and job search tips. Candidates and alumni are encouraged to make an appointment and use the Lehman Career Services Center for these functions well before and after graduation: <http://www.lehman.edu/career-services/index.php>

9. All Other Matters:

The following are covered in the Graduate Student Handbook:

<http://www.lehman.edu/graduate-studies/documents/20132014StudentHandbook.pdf>:

- Academic integrity & plagiarism,
- Change of program,
- Curriculum plan/program of study,
- Credit load,
- Dual degree/dual matriculation,
- e-Permits,
- Filing for Graduation,
- Grade Point Average Computation,
- Grades,
- Good Academic Standing & Probation, Immunization,
- Incomplete Coursework (INC grade), Interruption of Studies,
- Late Registration,
- Leave of Absence,
- Length/Time to Complete Degree (5 years),
- Medical Appeals,
- Policy & Procedure Appeals,
- Registering for Graduate Courses, Registering for Graduate Courses after Registration Closes,
- Repeating Courses,
- Satisfactory Progress Grade,
- Service Indicators/"STOPS" Preventing Registration,
- Transfer of Credits, and
- Withdrawals from Courses

Note 1: The **Graduate Bulletin is the official academic record for the program and requirements:**

<http://lehman.smartcatalogiq.com/en/2015-2017/Graduate-Bulletin/About-Lehman-College>

Note 2: The **CUNY Student Bill of Rights outlines our sexual harassment policy and procedures for prevention, intervention, and reporting incidents:**

<http://www1.cuny.edu/sites/title-ix/campus-websites/student-sexual-misconduct-complaints-bill-of-rights/>