

COLLEGE COUNSELING AND STUDENT DEVELOPMENT PROGRAM

**STUDENT HANDBOOK
2017-2019**



ST. CLOUD STATE
U N I V E R S I T Y

*Department of Community Psychology,
Counseling, and Family Therapy*

Revised Summer 2017 By Dr. Seth Christman

Table of Contents

Mission and Objectives	3
Admissions	4
Advising and Registration	4
Required Program Orientation	4
Full-time/Part-time Status	5
Program of Study	5
Plan A – Thesis Option	5
Plan B – Comprehensive Exam Option	6
CCSD Course Outline	6
Suggested Program Sequence	7
Supervised Internship	7
Application for Graduation, Commencement, and Hooding Ceremony	7
Study Abroad	8
Program Policies	8
Email	8
Transfer Policy/Course Waiver	8
Academic Progress and Review Policy	9
Course Syllabus Information Regarding Evaluation of Students	9
Student Complaints Concerning Faculty	9
Grade Appeals	9
Student Code of Conduct	9
Student Resources	10
Graduate Assistantships and Financial Aid	10
Academic Resources	10
Student Services	10
Student Organizations	10
Professional Organizations	11
Travel and Research Awards	11
Contact Information	11
CCSD Website	11
Program Faculty	11
Dept. of Community Psychology, Counseling, and Family Therapy	12
School of Health and Human Services	12
School of Graduate Studies	12

Mission and Objectives:

The Master of Science in College Counseling and Student Development (CCSD) at St. Cloud State University (SCSU) is committed to the preparation of student affairs professionals in higher education. The program focuses on infusing counseling skills, student development theory, multicultural competencies, and current research/best-practices into interactions and programs that support student learning and growth. Graduate students in CCSD apply theory and skills in practical settings through multiple experiential learning opportunities, including two practica, a 600 hour internship, and many optional experiences, such as graduate assistantships and research projects.

The graduate program in CCSD prepares students for positions in a variety of higher education settings including admissions, residential life, academic advising, career development, financial aid, records and registration, international student services, community service programs, multicultural and minority student services, student activities, and other student support systems. Faculty and student affairs staff associated with the program represent a broad diversity of educational and experiential background essential to understanding the nature of student affairs work.

As a result of participating in academic and experiential opportunities, graduates are expected to demonstrate the following:

Knowledge of the historical roots, philosophical assumptions, and critical issues underlying the student affairs profession.

Knowledge, skill, and personal awareness surrounding multicultural frameworks, social justice, and best-practices for supporting students of diverse backgrounds.

Understanding of the relationship between theory, practice and informed research by designing student development interventions that utilize these tools.

Analytical skills and application of assessment and evaluation techniques, research methods, and technology.

The ability to transform theoretical knowledge about the development of organizations and individuals into effective counseling, instruction, supervision, program design, administration, research and evaluation practices.

Knowledge, critical analysis, and application of theories of student development, counseling skills, career development, and organizational change.

Attitudes and behaviors consistent with the ethical guidelines and standards of practice set forth by the ACPA, NASPA, and CAS.

The CCSD program aligns with ACPA/NASPA competency areas for student affairs educators, as well as standards set forth by the Council for the Advancement of Standards in Higher Education guidelines for master's level student affairs preparation programs.

Admissions

CCSD is a cohort-based program, admitting students to begin each fall semester. To apply, students must complete an online application, including transcripts, three letters of recommendation, a statement of intent, and \$40 application fee. The GRE is not required. Before beginning the program, students must obtain their undergraduate degree with a GPA above 2.75.

The priority application deadline is March 1st for start in fall semester of the same year. Qualified applicants will be invited to an on-campus interview day in mid-March, or offered alternative interview options (skype, phone, etc.). Admissions decisions will be made following the interview day. If space remains in the program, applications may be accepted on a rolling basis after the priority deadline.

Students interested in the CCSD program may find application resources, request information about the program, or apply online at:

<https://www.stcloudstate.edu/gradadmissions/application/default.aspx>

Advising & Registration

Each new student is assigned a primary advisor upon acceptance into the program. In the case that your advisor is not immediately available for conference, the program coordinator or another advisor may be contacted.

For those following the suggested program sequence, it is not necessary to meet with an advisor prior to fall semester of your first year. For these students, the program will automatically provide the necessary course permissions each semester and contact you with instructions for registration, including the specific course sections for which you should register. Please note registration may not be possible until the necessary course permissions are granted.

Part-time students or students digressing from the suggested program sequence should meet with their advisor to discuss an alternate program of study. Note that courses may only be offered in the semester in which they are listed in the suggested program sequence. To register for courses outside of the suggested sequence, students should work with their advisor and/or the instructor of the course to receive the necessary permission and override into the course.

Course schedules are usually available a few weeks before registration begins each semester. Registration is conducted via e-services, the university's online student business platform. Registration instructions, as well as links to the course schedule and e-services, can be found via the online registration guide: <https://www.stcloudstate.edu/srfs/registration/guide.aspx>

Required Program Orientation

All new students must attend a CCSD orientation meeting held in early fall semester. The meeting provides important introductory information about the program, as well as an opportunity for students to ask questions, engage with faculty, and socialize with other CCSD students. The School of Graduate Studies also hosts a general orientation for graduate students.

Full-Time/Part-time Status

Full-time students: Graduate students who have eight or more credits per semester are considered full-time students by the university. The CCSD program of study is primarily designed for full-time study. Note that more than 8 credits per semester may be required in order to graduate in two years (see suggested program sequence).

Part-time students: Graduate students who have fewer than eight credits per semester are considered to be part-time by the university. Students considering part-time study should first consult with CCSD a faculty advisor, as many variables may impact their schedule. For example, full-time students have priority in registration over part-time students and some classes are offered only once per year or every two years. To remain active, students must take at least one class per semester.

Program of Study

The School of Graduate Studies requests that all graduate students complete a proposed “Program of Study” form in their first semester (or prior to completing 15 credits). This form allows students to request transfer courses or curriculum changes/substitutions. Students will also indicate their intent to complete a thesis or comprehensive exam (see below). The Program of Study must be completed before beginning internship, and must be up-to-date to apply for graduation.

The Program of Study form can be found here:

https://www.stcloudstate.edu/graduatestudies/_files/documents/student-forms/program-of-study.pdf

If changes to your program of study are required after you have filed a Program of Study form, you may petition to make changes using the form found here:

https://www.stcloudstate.edu/graduatestudies/_files/documents/student-forms/petition.pdf

Before completing the Program of Study form, students need to decide which “plan” to follow for the program, Plan A or Plan B.

Plan A – Thesis Option

Research Courses:

CEEP 675 - Research Methods in Applied Psychology, 3 Credits

CEEP 678 - Introduction to Graduate Statistics, 3 Credits

CEEP 699 - Thesis, 6 Credits

Plan A is suggested for students with an interest in research, assessment, or continuing on to doctoral studies. Students selecting this option will propose, complete, and report on an original independent research study. Students who are planning to write a thesis should carefully review the School of Graduate Studies resources for culminating projects:

<https://www.stcloudstate.edu/graduatestudies/culminating-projects/policies-processes.aspx>

Plan B – Comprehensive Exam Option

Research Courses:

CEEP 675, Research Methods in Applied Psychology, 3 Credits

CEEP 678, Introduction to Graduate Statistics, 3 Credits

Students who wish to conduct research without writing a thesis may also take CEEP 689, Seminar: Research Reporting.

Students selecting this option will complete a comprehensive exam in the semester in which they expect to graduate. The exam requires students to apply knowledge of theory and research from CCSD coursework to practical examples. The examination is given near the midpoint of the semester. Students are given approximately 1 month to respond to several in-depth case studies, questions, and other prompts in an in-depth critical analysis of student affairs practice.

CCSD Course Outline

I. Research

Credits

Plan A: Thesis (12 credits)

CEEP 675	Research Methods	3
----------	------------------	---

CEEP 678	Introduction to Graduate Statistics	3
----------	-------------------------------------	---

CEEP 699	Thesis	6
----------	--------	---

Plan B: Comprehensive Exam (6 credits)

CEEP 675	Research Methods	3
----------	------------------	---

CEEP 678	Introduction to Graduate Statistics	3
----------	-------------------------------------	---

II. Major: College Counseling and Student Development

CCSD Emphasis (18 credits)

CEEP 530	Assessment in Student Affairs	3
----------	-------------------------------	---

CEEP 619	Professional Orientation and Ethics	3
----------	-------------------------------------	---

CEEP 645	Foundations of Student Services	3
----------	---------------------------------	---

CEEP 658	Multicultural Counseling	3
----------	--------------------------	---

CEEP 667	Career Development	3
----------	--------------------	---

CEEP 673	Issues in Student Development	3
----------	-------------------------------	---

Practical Courses (18 Credits)

CEEP 668	Counseling Procedures	3
----------	-----------------------	---

CEEP 669	Supervised Counseling Practicum (1-1 Practicum)	3
----------	---	---

CEEP 666	Group Process and Dynamics	3
----------	----------------------------	---

CEEP 681	Practice in Small Group Process (Group Practicum)	3
----------	---	---

CEEP 697	Internship in Student Affairs	3
----------	-------------------------------	---

Plan A Minimum: 48 Credits

Plan B Minimum: 42 Credits

Suggested Program Sequence

As a cohort-based program, students are admitted and move through the program as a group. It is recommended that students adhere to the suggested course progression listed below, and consult an advisor before altering it. Courses are scheduled based on this sequence, and might not be offered outside of this schedule.

<u>Fall Year 1 (9 cr.)</u> 619: Professional Orientation & Ethics (3 cr.) 668: Counseling Procedures (3 cr.) 678: Intro to Graduate Statistics (3 cr.)	<u>Spring Year 1 (9 credits)</u> 645: Foundations of Student Services (3 cr.) 666: Group Process and Dynamics (3 cr.) 669: Supervised Counseling Practicum (3 cr.)
<u>Summer Year 1 (6 credits)</u> *530: Assessment in Student Affairs (3 cr.) *667: Career Development (3 cr.) *Summer courses generally offered online to accommodate professional development opportunities	
<u>Fall Year 2 (9-12 credits)</u> 658: Multicultural Counseling (3 cr.) 681: Practice in Small Group Process (3 cr.) 697: Internship in Student Affairs (3 cr.) **699: Thesis (3 cr.)	<u>Spring Year 2 (8-11 credits)</u> 673 – Issues in Student Development (3 cr.) 675 – Research Methods (3 cr.) 697 – Internship in Student Affairs (2 cr.) **699 – Thesis (3 cr.)
**Plan A = 42 credits plus thesis (6 cr.) = 48 Credits Plan B = 42 Credits	

Supervised Internship

All CCSD students must complete a 600 hour internship, designed to provide practical experience in a university setting. This is usually completed as approximately 20 hours per week for one academic year, typically the second year. Internships sites may be within any functional area and may be located on another campus, but must first be approved by CCSD faculty. Students also take a course corresponding with their internship experience.

Early in the spring semester prior to beginning internship, there will be an internship orientation meeting, at which students will receive the Internship Handbook. The orientation and handbook will provide the details of securing an appropriate internship placement, and no student should proceed to set up an internship without first attending the orientation. Students can work with the internship coordinator, their advisor, and professional mentors to find sites that fit their professional goals and interests.

Application for Graduation, Commencement, and Hooding Ceremony

Early in the semester in which a student plans to graduate, the graduate checklist must be completed: <https://www.stcloudstate.edu/graduatestudies/students/completing-program.aspx>

As part of the checklist, students apply for graduation and indicate if they plan to attend commencement. The School of Health and Human Services also hosts a hooding ceremony, and will contact students to request an RSVP. CCSD also hosts an informal celebration.

Study Abroad

CCSD offers several opportunities to experience education abroad, in partnership with the SCSU Center for International Studies and partner institutions. Through a 20-year partnership with Nelson Mandela University, CCSD travels to South Africa on a two-week trip over spring break. This trip offers profession-specific opportunities to engage with students and learn about higher education in an international context. CCSD students also participate in short-term trips to Laos, Thailand, & Malaysia over winter break, and to China in May. CCSD students may also intern abroad for a semester in South Africa or Malaysia. CCSD will offer information sessions on these opportunities early in the academic year. Interested students can learn more and apply via SCSU Study Abroad:

<https://www.stcloudstate.edu/educationabroad/>

Students who choose to take advantage of these opportunities are representing SCSU and CCSD, must abide by the Student Code of Conduct, and should maintain the utmost professionalism. When missing class for short-term trips, students are responsible for working with course instructors to obtain necessary permission, assignments, etc. For long-term study abroad opportunities, students should first meet with their advisor to discuss impacts to the program of study.

Program Policies

Email

All students must activate their StarID and obtain and maintain an SCSU email account. Your SCSU email will be used for all communication from the department and the CCSD program.

Transfer Policy/Course Waiver

A maximum of 10 semester hours of graduate work completed at other accredited colleges and universities or extension credit earned from this university may be considered for application to the program. To be considered for transfer, the credits must be:

- Residence credits earned at an institution approved to offer graduate programs in the major field in which the credit was earned at the time the credit was earned.
- Appropriate to the student's program.
- Approved by the advisor and the School of Graduate Studies.
- Recorded on the approved Program of Study form.

Students may also request that courses be waived based on prior experience. The professor responsible for teaching the course will assess the student's competency. If the student passes the competency examination, another course will be substituted into the student's program with approval of their advisor. Any changes to the program must be approved through a Program of Study or Petition form via the School of Graduate Studies.

Academic Progress and Review Policy

CCSD program faculty meet regularly to discuss the progress of students in the program. The following elements are reviewed: Academic progress and promise; professional competency in student affairs settings, counseling skills acquisition and development; personality traits or personal issues that may be interfering with progress in the program; legal and ethical issues. In the event that there is faculty concern about a student regarding these areas, a faculty member will meet with the student to discuss necessary remediation, identify steps to take toward improvement, or offer assistance to the student in finding a more suitable field of study. While there will be a preliminary evaluation of a prospective student's suitability for counseling and student affairs practice at the time of admission, evaluation also occurs throughout a student's course of study. In practical courses, regular evaluations are made by faculty to determine whether the student is prepared to proceed to internship, whether the practicum experience needs to be repeated, or if other assistance is necessary to continue in the program. During the internship, regular assessments are made by the site supervisor documenting pre-professional progress and readiness for graduation.

Course Syllabus Information Regarding Evaluation of Students

Student performance evaluation criteria and procedures are stated in each course's syllabus. If the information is unclear, students are encouraged to seek clarification from the instructor.

Student Complaints Concerning Faculty

Complaints must be initiated during the term when the concern arises or within two weeks of the first day of instruction of the next regular semester. Students may first consult the department chair to explain the process. Then the student should consult with the faculty member. If the issue is not resolved, the student may seek mediation from the department. If the issue remains unresolved, the Dean or designee may review the issue. The complete procedure is outlined here: <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=42>

Grade Appeals

A student who considers a grade to have been determined improperly may appeal the grade within 2 weeks of the first day of instruction of the next regular semester. The first step is to confer with the instructor. If this does not produce mutually satisfactory results, the student will submit a grade appeal form to the department appeal committee. If still unsatisfied, the student may request a review from the Provost's office. The complete grade appeals procedure policy is outlined here: <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=47>

Student Code of Conduct

CCSD students are expected to comply with the SCSU Student Code of Conduct, available at the Student Life and Development Office in Atwood Memorial Center or online at: <https://www.stcloudstate.edu/studenthandbook/>.

Student Resources:

Graduate students have access to many resources on campus and across the profession. Utilizing these resources, and getting involved, is encouraged.

Graduate Assistantships and Financial Aid

Graduate students may apply for several forms of financial aid, including loans, grants, scholarships, and graduate assistantships. An overview of resources for financing your education at SCSU can be found here: <https://www.stcloudstate.edu/gradadmissions/financing-your-education/>

For loans, tuition information, and overall financial aid consultation, please contact Student Registration and Financial Services: <https://www.stcloudstate.edu/srfs/finances/default.aspx>

Scholarships are available for graduate students via Huskies Scholarships: <https://www.stcloudstate.edu/huskiesscholarships/>

Graduate assistantship (GA) positions are available in a number of offices/units across campus. These are voluntary opportunities, but are highly recommended as an excellent way to gain professional experience in student affairs. While it is your responsibility to apply for and obtain GA positions, CCSD faculty will provide support in connecting you with available opportunities when possible. A GA position cannot be guaranteed. For more information, including position postings and how to apply, visit:

<https://www.stcloudstate.edu/graduatestudies/students/finances.aspx>

Academic Resources

A comprehensive list of on-campus academic support services can be found here: <https://www.stcloudstate.edu/academics/academic-support/>

Student Services

St. Cloud State has a rich network of student support units across campus. CCSD students often have graduate assistantships, practicums, or internship placements in these offices, but may also utilize the services and programs they provide. A list of student services at SCSU can be found here: <https://www.stcloudstate.edu/campuslife/student-services.aspx>

Student Organizations

CCSD has its own student organization, CCSD Scholars, which aims to promote community and professional development amongst CCSD students, SCSU faculty/staff, and alumni. Additionally, SCSU has nearly 250 student organizations, many of which are open to graduate students. Students may also consider volunteer and community service involvement. Learn how to get involved through the Department of Campus Involvement here: <https://www.stcloudstate.edu/campusinvolvement/student-orgs/default.aspx>

Professional Organizations

Graduate students in the CCSD program are encouraged to join and actively participate in professional and scholarly activities as a means to further develop support networks across the field.

SCSU is an institutional member of the Minnesota College Professionals Association (MCPA), and many students get involved and attend their annual fall conference. MCPA also has events geared specifically toward graduate students, and offers many leadership opportunities. Learn more here: <http://www.mcpa4you.org/>

Two of the largest professional organizations for student affairs professionals are ACPA and NASPA. Each has a national conference each year, sponsors multiple publications, and provides countless professional development opportunities across many functional areas within the field.

American College Personnel Association (ACPA): <http://www.myacpa.org/>

National Assoc. of Student Personnel Administrators (NASPA): <https://www.naspa.org/>

Students are encouraged to discuss professional development with their mentors, advisors, and peers to learn more about ways to get involved specifically within their areas of interest. Though not exhaustive, a list of many key student affairs organizations and their websites can be found here: <https://www.studentaffairs.com/resources/websites/professional-associations/>

Travel and Research Awards

The SCSU Office of Research and Sponsored Programs offers funding for student research projects and for travel for professional presentations. Learn more and apply here: <https://www.stcloudstate.edu/osp/internal/student-research-funds.asp>

Contact Information

CCSD Website: <https://www.stcloudstate.edu/graduate/ccsd/default.aspx>

Program Faculty

Seth Christman, Ph.D., L.P.

Assistant Professor and Graduate Director, College Counseling and Student Development

Office: A261 Education Building

Mailing: B210 Education Building, 720 4th Ave South, St. Cloud, MN 56301

Phone: (320) 308-4813

Email: schristman@stcloudstate.edu

Daniel Macari, M.S.W., Ph.D.

Associate Professor, College Counseling and Student Development

Office: A145 Education Building

Mailing: B210 Education Building, 720 4th Ave South, St. Cloud, MN 56301

Phone: (320) 308-1044

Email: dpmacari@stcloudstate.edu

Department of Community Psychology, Counseling, and Family Therapy

B210 Education Building
St. Cloud State University
720 4th Ave. South
St. Cloud, MN 56301 Phone:
(320) 308-2160
Fax: (320) 308-3216
Website: www.stcloudstate.edu/cpcf
Email: ccp@stcloudstate.edu

School of Health and Human Services

215 Brown Hall
St Cloud State University
720 4th Ave. South
St. Cloud MN 56301
Phone: 320-308-4894
Website: <https://www.stcloudstate.edu/shhs/>
Email: shhs@stcloudstate.edu

School of Graduate Studies

121 Administrative Services Building
720 4th Ave. S
St. Cloud, MN 56301
Phone: (320) 308-2113; (800) 369-4260
Fax: (320) 308-5371 (fax)
Website: <https://www.stcloudstate.edu/graduatestudies/>
Email: graduatestudies@stcloudstate.edu

SCSU is an affirmative action/equal opportunity educator and employer.

This handbook is prepared for the use of students formally admitted to the graduate program in College Counseling & Student Development. While every effort is made to keep this handbook current, the College Counseling & Student Development program faculty reserves the right to change any of the terms of this handbook in any section at any time. If the links provided become inaccessible, please contact the Department or Graduate Director for updated information.