



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

DEPARTMENT OF COUNSELING,
HUMAN DEVELOPMENT &
FAMILY SCIENCE

M.S. in Counseling Program Handbook

**Clinical Mental Health Counseling
School Counseling**

Summer 2025 Start

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Welcome & Program Directory

We are glad you chose the University of Tennessee for your graduate education! There are two concentrations within the Master of Science (MS) in Counseling degree: Clinical Mental Health Counseling (CMHC) and School Counseling (SC). Both concentrations are accredited by Council for the Accreditation of Counseling and Related Educational Programs (CACREP). The program requires 60 credit hours focused on developing skills for working in clinical mental health and school counseling settings. Our faculty is committed to helping you develop the knowledge, skills, and dispositions needed to begin your career in professional counseling. You will have many opportunities to interact with peers and faculty as you build these skills in and out of the classroom.

Person	Roles	MS Courses Most Often Taught	Interests
Casey Barrio Minton	Professor Department Head	Ethics and orientation	Crisis, teaching, professional development
Jeff Cochran	Professor Field Experience Coordinator	Skills, practicum, internship	Counseling relationships, CCPT
Jamian Coleman	Assistant Professor	Evaluation, addiction, career, practicum	Multicultural orientation, skill development, addictions
Melinda Gibbons	Professor Academic Unit Coordinator RAMHP Coordinator	Career	Career development, first-generation college students
Hyunhee Kim	Assistant Professor	School counseling, evaluation	Developmental assets, protective factors, school counseling
Jennifer Moralejo	Clinical Assistant Professor	Internship, CMHC foundations, diagnosis, crisis	Supervision, clinical skills
Jordan Westcott	Assistant Professor	Crisis, lifespan, assessment, internship	LGBTQIA+, older adults, health care access
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Description and Program Summary

The University of Tennessee Counseling and Counselor Education programs promote optimal development and holistic wellness across the lifespan by advancing professional counseling through development of counselors and counselor educators, research, leadership, and advocacy. We strive to enhance deeply healing relationships and evidence-informed practices in ways that are community-engaged and culturally sustaining.

MS Purpose & Objectives

Our MS in Counseling degree programs prepare counselor-advocate-scholars with a strong professional identity and skills for effective practice in diverse settings. Students in our program will:

1. Understand and apply foundational knowledge necessary for success as professional counselors
2. Develop therapeutic relationships that are deeply healing, culturally sustaining, developmentally responsive, and ethical
3. Develop advocacy competencies for addressing systemic barriers to optimal development and wellness facing diverse individuals, families, schools, and communities
4. *CMHC*: Enact specialized skills in clinical mental health counseling including client conceptualization, integration of evidence-informed practices, and program evaluation.
5. *SC*: Enact specialized skills to design, implement, and evaluate evidence-informed comprehensive, developmental school counseling programs that address the academic, career, and social-emotional development of preK-12 students
6. Study in an inclusive, engaged learning community that maintains high standards and is comprised of peers, faculty, and community partners
7. Demonstrate professional dispositions including Commitment, Humility, Openness, Respect, Integrity, and Self-Awareness

Professional Dispositions

Professional dispositions are “the commitments, characteristics, values, beliefs, and behaviors that influence the counselor’s professional growth and interactions with clients, faculty, supervisors, and peers, including working in a diverse, multicultural, and global society with marginalized populations” (CACREP, 2024). All members of our community are expected to demonstrate these dispositions. The faculty is responsible for helping students identify strategies for building strong professional dispositions and providing feedback when dispositions may impact their effectiveness as counselors. We have identified the following dispositions associated with success for professional counselors. You will have opportunities to develop and demonstrate each of these dispositions throughout the program.

Disposition	Definition
Commitment	Demonstrates engagement in and dedication to the learning process, the counseling profession, and the development of counseling skills and knowledge. Completes tasks by scheduled deadlines, meets program and site expectations, and takes initiative in program and site activities.
Humility	Demonstrates commitment to self-critique regarding own counseling skills, ability, and knowledge with a recognition that professional growth is a life-long process. Embraces an attitude of curiosity and acceptance of others' beliefs, identities, and values.
Openness	Demonstrates an interest in learning, growing, and changing behavior. Receives and integrates feedback, alternate perspectives, and new ideas into thinking and behaviors.
Respect	Demonstrates an ability to collaborate with colleagues and supervisors in the pursuit of shared goals and understanding. Recognizes role and maintains core conditions when navigating challenging or conflictual situations. Communicates with colleagues and supervisors effectively and appropriately.
Integrity	Demonstrates professional behavior with others, including maturity and honesty within all professional interactions. Takes responsibility for own professional behavior during challenging circumstances, including providing an accurate appraisal of the situation that is genuine and truthful regarding the events that transpired. Accepts mistakes and avoids placing blame on others. Adheres to professional and ethical guidelines for the counseling profession.
Self-Awareness	Demonstrates ability to recognize and manage own thoughts, feelings, and actions and how these impact relationships with others. Actively pursues learning about self in relationship to the world around them. Implements professional self-care strategies to optimize wellness, mitigate personal concerns, and prevent burnout that may impact clients and counselor competency.

We measure dispositions using a formal assessment tool called the ***Assessment of Professional Counseling Dispositions-Modified***. Students can assess the full instrument and related dispositions via CHDFS Graduate Programs Central in Canvas.

Commitment to ACA Code of Ethics (2014)

By choosing to enroll in a CACREP-accredited program, you are making a commitment to adhere strictly to letter and spirit of the American Counseling Association (ACA) *Code of Ethics* (2014). During the first semester, you will become familiar with the *Code of Ethics* and aspects state and federal law as they apply to counseling. During your second semester, you will learn about ethical considerations and laws related to your specialized practice area of CMHC or SC. We handle relationships in which you take client/counselor roles as if the same ethical and legal regulations apply. You will sign statements of ethical and legal awareness prior to beginning all clinical experiences. If faculty members become aware of ethical violations, they will initiate the Student Support Plan (SSP) process described later in this handbook.

MS Counseling Requirements

The *Graduate Catalog* serves as the official source of information regarding curricular requirements. Your program of study will populate in the *2025-2026 Graduate Catalog*; you can see it and associated course descriptions at <https://catalog.utk.edu>.

Our MS Counseling programs require 60 credit hours of study typically taken over two years of full-time study, including two summers:

- 39 hours of common coursework for all MS Counseling Students, including 3 credit hours of practicum (100 total hours)
- 9 hours of coursework specific to the CMHC concentration, including 6 credit hours of internship (600 total hours)
- 12 hours of coursework specific to the SC concentration, including 6 credit hours of internship (600 total hours)
- 9-12 hours of electives, depending on CMHC or SC concentration

All students must complete a one-semester, 100-hour counseling practicum and a two-semester, 600-hour counseling internship in a setting consistent with their specialized practice area (i.e., CMHC or SC). Dual-option students complete a two-semester 600-hour SC internship and a two-semester 600-hour CMHC internship.

Canvas – CHDFS Graduate Programs Central

We will invite you to participate in a Canvas “course” called CHDFS Graduate Programs Central. This is your one-stop shop for all communications, forms, and resources needed to navigate the department and program. It will provide an archive to easily find handbooks and instructions throughout the program. The calendar will include details about all program-related events and deadlines.

Please set up Canvas to email you immediately when announcements or events are added to the Canvas. As an aspiring professional, you are responsible for monitoring this site and ensuring you remain up to date regarding deadlines and events.

Volmail

Volmail is UT’s official email system for students. Please set it up and check it consistently. The program, department, college, and university will use it for all official communications. If you need support with Volmail, contact the helpdesk at <https://oit.utk.edu>

MS Counseling Curricular Requirements

Required Courses for All MS Counseling Students (39 hours total)

Semester	Course
Summer 1	COUN 580 Essential Skills for Professional Counseling COUN 535 Orientation to Counseling and Ethics COUN 545 Lifespan Development & Wellness in Counseling
Fall 1	COUN 551 Counseling Theories COUN 570 Social and Cultural Diversity in Counseling COUN 534 Evidence-based Practice and Accountability in Counseling
	<i>The courses above are prerequisites to practicum</i>
Spring 1	COUN 555 Practicum in Counseling (8-10 hours/week) COUN 554 Group Counseling & Group Work
Summer 2	COUN 541 Addictions Counseling COUN 563 Crisis and Trauma Counseling
	<i>The courses above are prerequisites to internship</i>
Fall 2	COUN 552 Career Development and Counseling
Spring 2	COUN 525 Assessment and Testing in Counseling

Required Courses for CMHC Concentration (9 hours total)

Semester	Course
Fall 1	COUN 556 Foundations in Clinical Mental Health Counseling
Spring 1	COUN 590 Diagnosis and Treatment Planning in Counseling
	<i>The courses above are prerequisites to internship</i>
Fall 2	COUN 559 Internship in CMHC (20-25 hours/week)
Spring 2	COUN 559 Internship in CMHC (20-25 hours/week)

Required Courses for SC Concentration (12 hours total)

Semester	Course
Fall 1	COUN 550 Foundations in School Counseling
Spring 1	COUN 565 Counseling Children & Adolescents
	<i>The courses above are prerequisites to internship</i>
Fall 2	COUN 558 Internship in SC (20-25 hours/week)
Spring 2	COUN 558 Internship in SC (20-25 hours/week) COUN 590 Diagnosis and Treatment Planning in Counseling

Elective Courses (12 hours CMHC; 9 hours SC) – Based on demand and advising

Electives

You will work with your advisor to identify electives aligned with your professional interests

- consider COUN courses first as they are most likely to be applied directly to counseling
- select a series of electives that will allow you to begin building toward an area of specialization (e.g., couples and family, at-risk youth, substance misuse, wellness)

We typically offer the following **Counseling Electives** contingent on demand and staffing:

- COUN 565 Counseling Children and Adolescents (required for SC students; elective for CMHC students available every spring for CMHC)
- COUN 557 Advanced Practicum in Counseling (available every summer as a bridge to internship)
- COUN 569 Human Sexuality in the Counseling Profession (based on demand)
- COUN 562 Child Centered Play Therapy (based on demand)
- COUN 504 Special Topics (as announced, based on demand)
- COUN 593 Independent Study (under special circumstances only)

You might also wish to check out elective courses in the following disciplines:

- | | |
|---------------------------------|---------------------|
| • HDFS | • Psychology |
| • Cultural Studies in Education | • School Psychology |
| • Educational Psychology | • Social Work |
| • Nursing | • Sociology |
| • Nutrition | • Special Education |
| • Public Health | |

Course descriptions and additional course information are available via the Graduate Catalog. If you are considering taking courses outside the Counseling Programs, check with the specific program regarding offering schedule and prerequisites or permissions they may require.

Transfer Coursework

If you have completed graduate-level coursework in another program prior to entering our program AND that coursework has not already been applied to a completed degree, you may be eligible to transfer up to 12 credits from the previous university. Please see Appendix M for the complete Transfer Policy.

Counseling Practicum

You must complete a one-semester, 100-hour practicum in which you provide at least 40 direct hours of counseling services. Practicum is offered every spring. Prerequisites for practicum include COUN 580, 535, 545, 551, 570, 550/556, and 534. We will invite you to complete a practicum application in the fall. The application will include an opportunity to share your preferences, and the field experience coordinator will work with a committee to match you with a site based on what we know of availability, your strengths, and site fit.

The **MS Field Experience Handbook** will guide you in planning, documenting, and evaluating practicum experiences. Your site supervisor and faculty supervisor will help you develop a contract for practicum. The contract identifies objectives, describes experiences for the achievement of the objectives, outlines an evaluation plan, and describes roles and responsibilities for all involved. Although it may be possible to meet the requirements one day per week on site, this experience usually requires you to spend two shorter days per week on site. Direct counseling experiences are individual and group counseling sessions in a clinical or school setting to develop experience applying

counseling skills with real clients and begin conceptualizing the counseling process. Counseling sessions conducted in practicum are recorded in accordance with careful attention to ethical and legal requirements around supervision and confidentiality.

In addition to participating in 2-3 hours of group supervision each week with a faculty instructor, you will engage additional supervision including weekly time with your site/administrative supervisor *and* approximately one hour per week with a doctoral student who is under the supervision of a faculty member.

You must complete COUN 555 with a grade of B or higher to progress to internship.

SC Students: As part of your Practicum experiences, you will be complete the *Fieldwork Experience for School Counseling Students*. The state of Tennessee requires this experience to help you learn about how public schools work. The requirement adds approximately 20 hours to your Practicum requirements. See *MS Practicum Handbook* for details.

Advanced Counseling Practicum (elective)

We designed this elective to serve as a bridge between practicum and internship. Advanced Practicum will require at least 75 hours of supervised post-practicum, pre-internship experiences. These may include orientation to internship site (e.g., onboarding, shadowing of clinicians and programs), special projects to be implemented during internship, specialized training in counseling approaches utilized by the site, or provision of counseling services under weekly clinical supervisor of an approved site supervisor. The Advanced Counseling Practicum instructor will work with you to develop personalized contracts to guide your learning.

Counseling Internship

You will complete a two-semester, 600-hour counseling internship that includes 240 direct contact hours with clients. Dual-option students complete a two-semester, 600-hour SC internship and a two-semester 600-hour CMHC internship. The internship experience is broader than practicum and allows you to be exposed to cases, situations, counseling services, and professional environments of counselors in your specialized practice area. As with practicum, we will invite you to apply and share preferences for internship sites. The field experience coordinator will work with a committee to make assignments based on what we know of availability, student strengths, and site fit.

The ***MS Field Experience Handbook*** will guide you in planning, documenting, and evaluating internship experiences. Your site supervisor and faculty supervisor will help you develop a contract to guide your experience. You will work 20-25 hours per week from August-May; this may include work during breaks (e.g., during winter or spring break). Most of your work will be focused on individual counseling, group counseling, or psychoeducation/classroom guidance; however, you may also engage outreach, indirect services, or special projects. As with practicum, you will need to record work with careful attention to ethical and legal requirements around supervision and confidentiality.

In addition to participating in 2-3 hours of group supervision each week with a faculty instructor, you will engage additional supervision including one hour of weekly supervision with your site supervisor. You will participate in ongoing individual or triadic supervision with a doctoral-level student who is under the supervision of a faculty member.

Occasionally, students will be offered an opportunity for a paid or job-embedded internship. The faculty endorses proposals on a case-by-case basis. This includes careful consideration of the duties (i.e., must be consistent with role of master's-level professional counselor rather than continuation of a bachelor's level position in which student was already employed), supervision, and standing in program.

SC Students: Our program requires that SC students must complete practicum and/or internship in at least two out of three school levels: elementary, middle, or high school. To meet Tennessee requirements for licensure as a school counselor, students must have direct experiences in K-8 and 9-12 settings. Those who plan to do all experiences at elementary and middle school levels must secure additional experience in a high school. Please see the ***MS Field Experience Handbook*** for more details regarding options.

Dual-Option

The dual option allows you to complete all academic and field experience requirements for CMHC and SC concentrations. This would allow you to meet academic requirements for licensure as a Professional Counselor (LPC-MHSP) and all requirements for licensure as a Professional School Counselor. Although it does not require any additional credit hours, the dual option requires three years of study, including four semesters of internship (i.e., 600 hours SC and 600 hours CMHC).

The number of dual option seats varies each year. We will invite applications in your first semester and decide by mid-July. If you pursue this option, you will work with the graduate school to add the second concentration to their profile. Transcripts list completion of one degree (i.e., MS in Counseling) and name both CMHC and SC concentrations. Although the dual option does not require electives, you may choose to enroll in additional courses, especially if you need to maintain full-time status for financial aid purposes during your final year.

Academic Performance Expectations

Academic performance expectations include completing work in compliance with the university Academic Honesty policy, meeting benchmarks on Key Performance Indicators (KPIs), and maintaining an acceptable GPA. Academic appeals are handled in accordance with university policy.

Student Code of Conduct: Academic Dishonesty

If students engage in any violations of the student code of conduct, including academic dishonesty, the faculty will follow university policies and procedures noted in *Hilltopics* <https://hilltopics.utk.edu>. They will also initiate a *Student Support Plan* as discussed in *Academic Performance: Evaluation and Retention of Students* section of this handbook.

Key Performance Indicators (KPIs)

CACREP requires that programs identify a series of KPIs and assess each student on them at least twice during their program. We have identified the following KPIs to guide your development as a counselor.

KPI	Measurement	Timing
Counseling Core Areas		
A. Apply an ethical decision-making model to counseling practice	A-1 Ethical Case Study A-2 Portfolio Ethical Case Study	COUN 535 Intern 2
B. Cultivate multicultural and social justice counseling competencies relevant to practice in one's work setting	B-1 Cultural Awareness Project B-2 Advanced Cultural Awareness Project	COUN 570 Comps
C. Conceptualize clients with attention to multiple systems impacting human development across the lifespan	C-1 Development & Systemic Conceptualization C-2 Portfolio Development & Systemic Conceptualization	COUN 545 Intern 1
D. Apply career development theory to clients while attending to culture and mental health	D-1 Development Interview D-2 Portfolio Career Development Conceptualization	COUN 552 Comps
Ea. Conceptualize client experiences and counseling implications through the lens of an established counseling theory	Ea-1 Theoretical Conceptualization Ea-2 Portfolio Theoretical Conceptualization	COUN 551 Intern 2
Eb. Demonstrate invitational, attending, and influencing skills in relationships with clients	Eb-1 Final instructor evaluation Eb-2 Final instructor eval Eb-3 Final instructor eval	COUN 555 Intern 1 Intern 2
F. Design a culturally relevant group for implementation in a CMHC or SC setting	F-1 Group Design Project F-2 Portfolio Group Design Critique	COUN 554 Comps
G. Demonstrate knowledge of statistical and assessment frameworks needed to administer and interpret counseling assessments	G-1 Multiple choice exam G-2 Multiple choice exam	COUN 534 COUN 525

H. Evaluate effectiveness of interventions in a CMHC or SC setting	H-1 EBP Evaluation Plan H-2 Portfolio Evaluation Project	COUN 534 Comps
Specialized Practice Areas		
CMHCa – Utilize relevant clinical information to justify decisions about levels of care and referrals in CMHC settings	CMHCa-1 Clinical Case Study CMHCa-2 Portfolio Clinical Case Study	COUN 556 Intern 1
CMHCb – Enact specialized skills in a CMHC setting	CMHCb-1 Final site supervisor eval CMHCb-2 Final site supervisor eval	Intern 1 Intern 2
SCa – Use disaggregated data to formulate a Closing the Gap Action Plan	SCa-1 Closing the Gap Action Plan SCa-2 Portfolio Closing the Gap Action Plan	COUN 550 Intern 1
SCb – Enact specialized skills in a SC setting	SCb-1 Final site supervisor eval SCb-2 Final site supervisor eval	Intern 1 Intern 2

Each KPI has a benchmark score to indicate acceptable mastery. This score is listed in Taskstream with assignment descriptions and rubrics. If you do not reach the performance benchmark, we will help you address the area of concern.

Grade Point Average & Academic Performance Policy

The Graduate School requires a cumulative GPA of 3.00 to remain in good standing and be eligible for a graduate degree or certificate. All coursework taken for graduate credit is computed into the graduate GPA.

Programs can set more rigorous requirements. Given the nature of knowledge and skills that must be demonstrated in this professional program, we have implemented an additional academic performance policy. We work to help students remediate concerns; however, there are several reasons a student will be immediately dismissed from the program for academic concerns:

- failure to meet minimum Graduate School requirements as identified in the Graduate Catalog
- failure to pass all components of the comprehensive examination portfolio on the second attempt
- two C+ or lower grades in any course while in the program

In addition, students must earn a minimum grade of B to pass COUN 555 Practicum and continue to internship (COUN 558 or 559).

University policy allows for assignment of an Incomplete (I) “under extraordinary circumstances and at the discretion of the instructor” for “students who have satisfactorily completed a substantial portion of the course requirement but cannot complete the course for reasons beyond their control.” The *Graduate Catalog* includes additional guidelines regarding use of Incomplete. If you are experiencing circumstances that may jeopardize your ability to complete a course, please schedule a meeting with your instructor as soon as possible to discuss strategies for supporting your success in the course and program.

Academic Appeals Procedure

You should address any academic concerns in a careful order, only escalating them if the concern remains unresolved. First, consult your instructor or advisor. If you are not able

to resolve the concern together, bring it to the Counselor Education Unit Director. If you are not able to resolve the concern together, bring it to the Department Head before pursuing other courses of action. If the Department Head is from Counselor Education and has been involved in decision-making related to the appeal, they will refer you to the Associate Department Head in keeping with our practice for addressing conflicts of interest.

You can access the *Graduate Council Appeal Procedure* via the Graduate School website. The procedure will guide you through steps to handle grievances, starting with the department, moving on to the college, and eventually reaching the Graduate Council Appeals Committee and Dean of the Graduate School. Appeals may involve interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education and the issuance of grades based on specific allowable reasons stipulated in the Graduate Council Appeal Procedure. Appeal procedures regarding allegations of misconduct or academic dishonesty are presented in *Hilltopics* under “Disciplinary Regulations and Procedures.” Students with grievances related to race, sex, color, religion, national origin, age, disability or veteran status should file a complaint with the Office of Investigation and Resolution (<https://oir.utk.edu>). The Office of Title IX is available to hear concerns related to prohibited conduct related to sex.

Access and Engagement Statement

UT System Statement of Aspirations

We are dedicated to expanding access to educational opportunities, striving to remove barriers, and making academic pursuits more affordable. Consistent with the University’s commitment to high academic standards, student achievement, and the preparation of responsible citizens, we believe that engaging with individuals from all backgrounds and perspectives fosters a vibrant learning environment that enhances critical thinking and intellectual growth. Our collective strengths make us stronger, and we are committed to promoting an atmosphere where all members of the University community feel welcome, can thrive, and achieve success.

UT’s Approach to Civil Discourse

A true university education is one in which students hear, study, and discuss ideas that challenge their thinking and encourage them to consider points of view different from their own. Students should expect to hear ideas that make them uncomfortable, should be able to explain and master concepts they disagree with, and should feel free to take opposing views as part of civil academic discourse. We remind all members of the campus community that the Campus Free Speech Protection Act—signed into state law in 2017—applies to everyone. The act endorses the fundamental responsibility of the university by defining what we are not to do: “It is not the proper role of an institution to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.” These principles are recognized in the Board of Trustees Policy Affirming Principles of Free Speech for Students and Faculty (BT0010).

Ethical Practice & Multicultural and Social Justice Counseling Competencies

The American Counseling Association (2014) *Code of Ethics* highlights five core professional values of the counseling profession. Two of the five core values are “honoring diversity and embracing a multicultural approach in support of the worth, dignity, potential, and uniqueness of people within their social and cultural contexts” and “promoting social justice.” The *Code of Ethics* also opens with a statement regarding counselors’ responsibilities to “understand the diverse cultural backgrounds of the clients they serve” and notes that “counselors also explore their own cultural identities and how these affect their values and beliefs about the counseling process.”

The Counselor Education faculty is committed to honoring students’ and clients’ social and cultural experiences and contexts while recognizing the impact of disparities and adverse community experiences on mental health and wellness. We invite you to join us in growing a community where faculty and students work together to realize the UT System Statement of Aspirations while developing skills and dispositions necessary for ethical, effective counseling practice.

Students with Disabilities– <http://sds.utk.edu>

The University of Tennessee, Knoxville, is committed to providing an inclusive learning environment for all students. If you anticipate or experience a barrier in this course due to a chronic health condition, a learning, hearing, neurological, mental health, vision, physical, or other kind of disability, or a temporary injury, you are encouraged to contact [Student Disability Services](#) (SDS) at 865-974-6087 or sds@utk.edu. An SDS Coordinator will meet with you to develop a plan to ensure you have equitable access to this course. If you are already registered with SDS, please contact your instructor to discuss implementing accommodations included in your course access letter.

Accessibility Policy and Training– <http://accessibility.utk.edu>

The University of Tennessee, Knoxville, provides reasonable accommodations for individual students with disabilities through its office of [Student Disability Services](#). The university is also committed to making information and materials accessible, when possible. Resources and assistance to support these efforts can be found at <http://accessibility.utk.edu/>.

University Resources Related to Access and Engagement

- UT Division of Access and Engagement, <https://dae.utk.edu/>
- UT Multicultural Student Life, <https://studentlife.utk.edu/multicultural/>
- CEHHS Access and Engagement, <https://cehhs.utk.edu/access-and-engagement/>
- UT Campus Climate Concerns, <https://studentlife.utk.edu/campusclimate/>
- UT Office of Title IX, <https://titleix.utk.edu/>
- To learn more about UT’s approach or to report concerns regarding equal opportunity and accessibility, visit <https://dae.utk.edu/ea/>

Advisement

Advising

You received your faculty advisor assignment prior to enrollment in the program. Most advisors offer small group sessions around midterm of the fall and spring semesters; you are expected to meet with them at least once each fall and spring. Advising meetings will help you establish an individualized plan of study and address questions about registration, course offerings, electives, and field placements. Additionally, advising meetings may include discussion about development of dispositions (CHORIS), wellness, strategies for thriving in a rigorous graduate program, and career development.

Most faculty members are on 9-month contracts from August 1 through Spring commencement, with a three-week break in December/January. Most faculty members choose to teach in the summer and will be available for advising as needed. If your advisor is not available during the summer and you need advising, please contact the Counselor Education Unit Director (Dr. Gibbons). If Dr. Gibbons is unavailable, you may contact the Department Head (Dr. Barrio Minton).

Memo of Program Expectations

You will complete a program orientation in early summer. Following this orientation, you will read and sign the *Memo of Program Expectations* in Appendix A.

Plan of Study

You will work with your advisor to establish a plan of study. Complete and bring the *Plan of Study* (Appendix B) form to your first advising meeting. Then, update the approved plan of study each semester.

CMHC Students: See Appendix C for sequencing of courses.

SC Students: See Appendix D for sequencing of courses.

Dual Students: See Appendix E for sequencing of courses.

Course Sequencing Alert

You are responsible for following the course sequence in the appendix. The course sequence ensures that you meet all prerequisites to practicum and internship. Deviations from the course sequence may threaten your ability to move forward in practicum or internship or accumulate the required number of electives to graduate.

We are committed to helping you graduate on your timeline. For this reason, your faculty advisor must approve any deviations from the course sequence in the appendix.

Program Pacing

The 60-credit hour degree requires summer study and can be completed in two calendar years, including two summers. We encourage you to study at a pace that maximizes your individual learning, experiences, and wellness. Some students select courses of study that span three or four years. Your advisor can assist you in determining the pace of study that works best for you. The Graduate School's policy is that the maximum time restriction courses can be used toward the master's degree is six years.

Course Loads

The maximum course load for a graduate student is 15 hours. For the summer term, graduate students may register for a maximum of 12 semester hours. We recommend *no more than* 12 credit hours in any long semester, 9 credit hours in summer, and 6-9 credit hours during internship.

Part-time Study Option

Although most students pursue the program full-time, your advisor can help you design a part-time schedule that serves your personal and professional needs. It is important to note that practicum and internship requirements often conflict with full-time work or caretaking. You will likely need to provide services at your site at the same time you would be at your job or home with family. Part-time students usually delay practicum as long as possible, then significantly reduce employment during practicum and end outside employment during internship.

Self-Growth and Self-Disclosure as Part of the Program

Self-awareness and ongoing investment in one's own personal growth are essential components of counselor development. CACREP standards require that you participate in experiential small groups, and that the program provides opportunities for exploring your own social and cultural identities, beliefs, and values. We strive to integrate attention to personal growth and self-awareness throughout the program.

Consistent with *ACA Code of Ethics*, faculty members will not use content of student self-disclosure as a basis for grading. You have the autonomy (and responsibility) to choose what and how you share. This is an important boundary management skill you will also engage in your work as a counselor. If you choose to share information that indicates you have the potential to harm clients or be minimally effective as a counselor, the program faculty must initiate remediation via a *Student Support Plan* as discussed in the *Academic Performance: Evaluation and Retention of Students* section of this handbook.

Wellness & Engagement in Counseling

The process of becoming a counselor can be rigorous, intimate, and vulnerable. You may be navigating life responsibilities in new ways. You may experience role strain as you work to balance your graduate program with family and work obligations. The ambiguity of the counseling process and the need to continually examine our skills, receive feedback, and integrate feedback into our work can challenge perfectionistic tendencies that served us very well in prior study. As we learn about the human condition, including influences on mental health and wellness, it is quite common to uncover prior hurts or traumas, sometimes seeing our relationships in different ways or changing in ways those around us do not understand. These are normal, natural experiences on the journey to becoming a professional counselor.

Faculty members continually engage in our own personal and professional development, including wellness practice and counseling. We encourage you to do the same. In this spirit, we may invite you to explore your own wellness. We will work to see and support you as a whole human while also honoring boundaries and professional limits inherent in our relationships as your instructors or advisors. At times, we may recommend that you seek personal counseling to address concerns that emerge as a natural part of counselor development. This is offered in accordance with our belief that *everyone* can benefit from counseling. If the issue is a critical one that has potential to impact your effectiveness as a counselor or client wellbeing, we may require that you engage in personal counseling as part of a Student Support Plan.

You have several resources available for quality counseling services. The UT Counseling Center is funded by student fees, so we suggest you begin with them (<https://counselingcenter.utk.edu>). Advisors and instructors are also happy to suggest organizations and non-affiliated individual practitioners we recommend.

Technology Resources

We expect that graduate students will have skills and access to technology for success in a university setting. The program does not require technological access or skills beyond those expected in general undergraduate preparation. Although the campus has computer labs available, most students find it essential that they have a laptop to complete course requirements. Your student fees include access to a full suite of software (e.g., Microsoft office) through the university. You do not need to purchase any specialized hardware or software to complete the academic requirements in the program. Some courses will have experience requirements where you must create a video recording; you will also need to audio and/or video record and encrypt your work during practicum and internship. Most students find they can do this with their laptop or smart phone. An inexpensive audio recorder may also be an option.

The university provides technical support for all students and faculty should this be needed (<https://oit.utk.edu/>). These include: password protected and data encrypted cloud-based storage; licensed Zoom accounts with secure HIPAA-environments when needed; a full range of technology and support services; and UT Vault to securely transfer large files (e.g., recordings).

Professional Organizations

Participation in professional organizations is an important part of professional development. You may also have opportunity to engage in leadership within several local, state, and professional counseling organizations.

The faculty values our identity as professional counselors and hopes that you will embrace this professional identity as well. **To assist with identity development, we recommend all students become members of the American Counseling Association (ACA) their first semester.**

ACA offers a wide variety of services for graduate students in counseling. As stated on the ACA website, “student membership in ACA opens doors to lifelong resources and benefits, including offering career development services and access to select counseling jobs, helping develop and expand skills, providing resources for research, and offering professional networking opportunities.” In addition, publications such as the *Journal of Counseling and Development* and *Counseling Today* provide innovative research and resources geared toward counseling practitioners. **Student members receive liability insurance for no additional cost. Individual liability insurance is a requirement for all students enrolled in counseling programs at UT.**

We believe that joining the ACA helps start students on a journey toward developing a professional counseling identity. Its many benefits and uses make the yearly cost worthwhile. You can join ACA now by going to www.counseling.org

Professional organizations often offer student memberships at deeply discounted rates. You may benefit from joining state and local professional affiliates of ACA including the Tennessee Counseling Association (TCA) and Smoky Mountain Counseling Association (SMCA). You may also wish to join organizations within your specialty area. For example, SC students may find value in the American School Counselor Association (ASCA) or Tennessee School Counselor Association (TSCA). CMHC students may benefit from exploring the American Mental Health Counselors Association (AMHCA) and Tennessee Licensed Professional Counselors Association (TLPCA). All students may benefit from exploring divisions of the American Counseling Association. At times, we will share information about professional organizations or events that may support your counselor identity and development.



Finally, we encourage you to become an active member of Upsilon Theta chapter of Chi Sigma Iota (CSI). CSI is an international honor society that values academic and professional excellence in counseling. We promote a strong professional identity through members who contribute to the realization of a healthy society by fostering wellness and human dignity. Our mission is to promote scholarship, research, professionalism, leadership, advocacy, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling.

Our local chapter, Upsilon Theta (UT-CSI), was founded in 2004 and has about forty active members in any given year. The chapter received CSI International's Outstanding Large Chapter Award in 2019. A leadership team of master's and doctoral students work together to support our local counseling community. Our goals are to

- Promote understanding of and commitment to professional advocacy
- Promote understanding of and commitment to community engagement
- Develop community within chapter and program
- Initiate and support professional development among membership and broader community

Each year, about 90% of our students choose to join CSI. Membership in CSI is by invitation only and is based on academic performance (GPA, credits completed) and standing in the program. We invite students to membership each fall semester.

Additional Program Requirements

Criminal Background Check

The State of Tennessee requires that students enrolled in licensure-related programs a criminal history check conducted by the Tennessee Bureau of Investigation. This will include completing fingerprinting and criminal background check through IdentoGO **and** authorizing release of these findings to the College of Education, Health, and Human Sciences. You must complete steps in a special order; we will provide instructions during orientation. This **background check must be completed by 8/1**. Successful completion is required to continue in the program. See Appendix F for detailed instructions.

Students in all settings are subject to regulations specific to the schools and agencies in which they are placed. You should expect to complete additional fingerprinting, background checking, and drug screening as part of the field experience process. For example, Knox County Schools requires a background check each academic year.

Child Protection Training

The university requires all individuals who have contact with minors to complete an online child protection training. **This training must be completed by 8/1**. See Appendix G for instructions.

Drug Screening

Students in SC settings with Knox County Schools will be required to complete drug screening in preparation for their spring practicum. Students in other placements may also be required to complete drug screening prior to or during practicum or internship placement. SC students, see Appendix H.

Liability Insurance

All students must carry active, individual liability insurance throughout their practicum and internship. Liability insurance is included in student membership of the American Counseling Association (ACA); some other vendors also provide liability insurance for purchase.

Taskstream Subscription

We utilize Taskstream, an assessment management system, to support your progress and meet CACREP accreditation requirements for student assessment and program evaluation. Taskstream serves as a unified home for documentation regarding key performance indicators (KPIs), practicum and internship, annual student progress reviews, and a few other assessments of your progress in the program.

You must purchase and activate a Taskstream account before the end of your first semester. Throughout the program, you will upload documents to Taskstream, and the faculty will provide you with feedback on your progress. The following chart includes a summary of how you will use Taskstream throughout your program.

Area	Explanation
<i>Time 1 Key Performance Indicators</i>	At the end of many required counseling courses, you will upload an assignment demonstrating mastery of a KPI related to that course. Faculty will assess the KPI using standardized rubric. If you do not meet the initial benchmark for the assignment, you will work with your course instructor to revise your work.
<i>Practicum and Internship</i>	Practicum and Internship require a great deal of documentation. All documents are housed in Taskstream. At the beginning of the semester, you will upload liability insurance, ethics pledge, and internship contracts. At midterm, you will provide a copy of your site supervisor's and faculty/doctoral student midterm evaluation; you will repeat this process at the end of the semester. You will also upload a summary of hours earned, reflections/assignments required by your instructor, and evaluations of your site and supervisors.
<i>Time 2 Key Performance Indicators (Portfolio)</i>	Throughout your internship year, you will complete several assignments that parallel the course-based KPIs and demonstrate a deeper application to your work in internship. Some Time 2 indicators will be reviewed by your internship instructor. Others will be reviewed by a committee of faculty members in late Spring of the second year. Students must meet rubric benchmarks to satisfy the comprehensive examination required to graduate.
<i>Annual Updates/Reviews</i>	Each year, the faculty conducts a formal review of each student's progress in academic, clinical, and CHORIS domains. We document your feedback here.

Appendix K includes instructions for setting up your Taskstream account. Appendix L includes instructions for navigating Taskstream.

VALT (Video-Audio Learning Tool) Engagement

We are fortunate to have a Counselor Training Clinic (CTC) to serve as a skills practice environment, space for practicum and internship supervision, and outreach clinic. You will participate in multiple activities and experiences in CTC spaces throughout your program. This may include practicing skills, serving as a volunteer “client” for a peer, engaging in supervision, and participating in personal growth experiences. We frequently observe or record these activities using procedures consistent with *ACA Code of Ethics* and CACREP accreditation expectations. All clinic rooms are equipped with VALT (video-audio learning tool) observation and recording technologies. VALT also allows faculty members and supervisors to access recordings in a HIPAA and FERPA compliant manner that does not require transfer of large files. Appendix J includes additional information regarding procedures for storage and access.

Additional Required Trainings or Workshops

At several points in your program, the program will offer required trainings or workshops to enhance your learning experience. For example, prior to seeing clients in Practicum, you will complete a suicide intervention training. In most cases, these additional trainings or workshops will be built into course requirements. We will work to communicate required or expected attendance with as much notice as possible.

Professional Work Behaviors

As graduate-level professionals, professional counselors are held to a higher standard than the community at large. We work to nurture behaviors that directly translate into your work as professional counselors. We will be practicing these behaviors throughout our interactions so you can use them as you begin field experiences.

Research shows clear consistencies in behaviors that lead to the need for remediation. Few of these areas are focused on academic success or development of concrete counseling skills. Rather, they are issues regarding professional work behaviors that interfere with learning and/or implementing skills. Strong practices can buffer against concerns: boundary management, systems for navigating multiple tasks, maturity, receptivity to feedback, self-reflective abilities, and active management of personal difficulties and mental health concerns. Thus, we expect all students to engage in the following practices.

Start Here & Build to Practices Below

- **Monitor CHDFS Graduate Programs Central** and subscribe to updates.
- **Show up prepared and take responsibility.**
- **Be on time; communicate if you are going to be late.**
- **When you are unable to meet a due date or requirement, communicate and propose an alternative proactively.**
- **Respectfully engage all members of your cohort as you would colleagues in a professional setting. This includes being mindful of how your verbal and nonverbal behaviors may be experienced by others** (e.g., sidebar conversations, nonverbal responses to others' sharing).
- **Be attuned to and take responsibility for your health and wellness.** We *strongly* recommend that counselors participate in their own counseling, which can be accessed at <https://counselingcenter.utk.edu/> or via the list of providers in Appendix M.

Active Management & Coordination

- Make a **calendar** with tasks and deadlines. Set alerts for *approaching* deadlines. Plan ahead! Check your calendar regularly to see what is coming.
- **Get familiar with and follow university policies and resources** in the [Graduate Catalog](#) and [Hilltopics](#).
- **Check and read your university email regularly**
- **Reply promptly** to emails requiring response. Be mindful of [email etiquette](#).

- It's okay to send a **follow up email** as a polite *nudge* if the person has not replied. The length of time varies based on circumstance, but three *business* days for faculty and one week for professional contacts is a good guide.
- **Follow through** if you say you'll do something. Don't promise more than you can deliver, but also don't sell yourself short.

Active Engagement

- **Collaboration** is an essential in counseling and will play a prominent role in our program. Respect others' opinions, fairly divide work, and mind the air space you do or do not take. We will be asking clients to be vulnerable with us. Likewise, begin this practice by taking risks and showing vulnerably in your engagements.
- You may **use technology in the classroom** [except when expressly prohibited] to take notes, refer to resources, and work on tasks as directed. Enact a plan to **limit distractions**. Close tabs with social media, email, news, and off-task items. Install a Web Blocker (e.g. [Freedom](#)) if you struggle with self-control in this area.
- Be mindful of your use of mobile devices and other distractions.
- Approach faculty members and supervisors with **solutions** alongside problems ("X Problem + Y Solution. What do you think?")

Professional Presence: Engage with Peers as Colleagues

- **Support your colleagues:** take the time to listen to them, go to coffee or a happy hour with them, attend events or presentations they organize. Discuss your successes and failures. They are your support network now and will be your future colleagues.
- Have a **positive attitude**. Practice being interested in other people by asking them questions about their work.
- **Be humble**. Know what you know, and listen to learn more. We aspire that you'll leave this program with the understanding that there's lots more to learn, and that you can learn from people who aren't like you.
- If you are experiencing **problems related to your relationships** with students or faculty, please speak with the person with whom you are concerned first. Then reach out to a faculty member if you need support working together to resolve any issues.
- You will not always like all of your peers or faculty members (or clients for that matter!). That's ok. **Embrace the opportunity to develop skills for navigating challenges** while showing up in a professional manner.
- Remember, *nothing you post online is truly private*, and anything could be viewed by future employers. Consider the image you're cultivating before posting. On all **social media** accounts used during this program, students are expected to uphold professional standards that meet university and professional codes of conduct.

Attend to Mental Health and Wellness

- **Self-Care:** Maintain your friendships, hobbies, routines, and health. Graduate school can be overwhelming and quickly take over your life. Your well-being still should be a priority!
- **Ask questions or seek support when you get stuck or need help.** It's better to ask early on, rather than staying stuck.
- **Counseling is available:**

- UTK Counseling Center
- UTK Psychology Clinic
- Community provider recommendations available from faculty upon request

Optimize your Experience

- **Develop a growth-mindset and cultivate humility.** Adjust your expectations and mitigate perfectionism. Strong counselors are always working to refine their skills. Feedback is not a personal attack. Work to understand your reactions to feedback and cultivate a growth mindset in which you can actively receive and implement feedback in the spirit of optimal development (this is an important skill for counselors to have!). Regularly review instructor or supervisor feedback and use it in your future work. Likewise, take responsibility for and accept natural consequences of mistakes.
- **Embrace opportunities** for further professional development – Chi Sigma Iota, conferences, volunteering at community events, departmental events, university resources.

Support your Wellness

- **Develop a growth-mindset and cultivate humility.** Adjust your expectations and mitigate perfectionism. Strong counselors are always working to refine their skills. Feedback is not a personal attack. Work to understand your reactions to feedback and cultivate a growth mindset in which you can actively receive and implement feedback in the spirit of optimal development (this is an important skill for counselors to have!). Regularly review instructor or supervisor feedback and use it in your future work. Likewise, take responsibility for and accept natural consequences of mistakes.
- **Embrace opportunities** for further professional development – Chi Sigma Iota, conferences, volunteering at community events, departmental events, university resources.

Evaluation and Retention of Students

Early, consistent, strength-based attention to student development is essential for counselor development. In alignment with the *ACA Code of Ethics* and CACREP accreditation standards, we use the following student evaluation and retention procedures. CACREP requires that we regularly review and document your academic performance, clinical skills, and professional dispositions. Each fall and spring semester, the faculty conducts a holistic review of student progress. This review includes attention to your performance in coursework, scores on KPIs, and field experience evaluations. Faculty also consider observations by instructors and supervisors. Each spring, we will document formal, written feedback in your Taskstream account. This includes recognizing your strengths while recommending or requiring attention to growth areas. All students will receive developmental feedback. This is a normal part of counselor development.

At times, faculty or supervisors will identify concerns related to academic performance, clinical skills, or dispositions could impact your progress in the program and/or your effectiveness as a professional counselor. Often, these concerns begin with an instructor, advisor, or supervisor's observation. You need not wait; if you are aware of concerns that may impact your performance, reach out to your advisor or another faculty member to initiate a support process. Likewise, if you are concerned about a peer, please share your concerns with them in a caring manner first. If the situation is one in which you are concerned for peer or client well-being, please approach a faculty member to explore your concerns.

When the faculty is aware of concerns that may impact your progress in the program or effectiveness with clients, we will take the following steps to support you

1. Meeting with Instructor and/or Advisor (pre-SSP)

An instructor and/or advisor may request a meeting with you as the first step in this process. They will share observations of concerns and invite you to explore the concern and possible steps for change. Following the meeting, the faculty member(s) will send an email summarizing your conversation and action steps. The faculty member(s) will ask you to reply to the email to confirm or clarify understanding. The faculty member(s) will provide a brief report and plan for moving forward during a regularly-scheduled faculty meeting. In most cases, the pre-SSP conversation is all that is needed to address areas of potential concern.

2. Student Support Plan (SSP)

If the problem is continuing or critical (e.g., was already addressed in pre-SSP, may impact ability to move forward in field experience, is an ethical or legal violation), then we will identify 2-3 faculty members to meet with you, explore the concern, and develop a formal Student Support Plan (SSP). The SSP process includes collaborative exploration of concerns and action steps to address the concerns. Following the meeting, faculty members will draft a document that clearly states the concern, objectives of focus (i.e., what will be happening when the concern is resolved), required and recommended activities, and plan for

assessing progress. The plan will also state potential consequences should you be unable or unwilling to meet conditions of the SSP. All parties will sign the SSP. You may agree to the plan or indicate your intent to appeal the plan. Students and faculty members will continue to work together to update, amend, or discontinue SSPs as needed, providing you with written updates to ensure you understand the process including your rights and responsibilities. Although an SSP rarely feels good, we will ensure SSPs are developed in a positive, proactive manner using strategies consistent with *ACA Code of Ethics* and best practices related to student review and retention.

3. Insufficient Progress, Withdrawal, Advising

In nearly all cases, the pre-SSP or SSP is sufficient for supporting growth. However, if you do not make progress as outlined in the SSP or new concerns emerge, the faculty will need to explore the degree to which you will be able to meet academic, clinical skills, and professional dispositions required for ethical, effective practice. If we believe you will be able to meet expectations, we may continue or enhance the SSP. If we believe you are unable or unwilling to meet requirements, the faculty may vote to recommend dismissal. Recommendations for dismissal are forwarded to the Department Head; if the Department Head was involved in the recommendation for dismissal, recommendations will be forwarded to the Associate Department Head in keeping with our practices to manage conflict of interest. Consistent with ethical standards, faculty will also support students by providing referrals for academic and career advising.

4. Due Process Procedures

Unless the problem involves a major disciplinary action required by the university, all preceding steps are handled by the Counselor Education faculty. The University and program policies are written to assure your rights are respected through due process. If you wish to challenge a decision regarding retention in the program, you have the right to an appeal process as detailed in the *Graduate School Appeal Guidelines*. These procedures are accepted educational practices consistent with the *ACA Code of Ethics*, CACREP accreditation standards, and University policy.

Culminating Requirements

Admission to Candidacy

You must complete an *Admission to Candidacy* form and application for graduation in the semester *prior to* your anticipated graduation. These are University requirements that must be completed according to University deadlines.

Admission to candidacy indicates that you have demonstrated ability to do acceptable graduate work and are making satisfactory progress toward your degree. We will announce deadlines and procedures for submitting the form. Please follow directions closely. Upon receipt of an acceptable form, the Administrative Specialist will route for signatures and ensure the form is submitted to the Graduate School by the university deadline. The Admission to Candidacy form can be downloaded from <https://gradschool.utk.edu/forms-central/>

A parallel process for Graduate Certificate Course Verification must be completed for any Graduate Certificates you earn during the program. You can do this at the same time by completing the form located at: <https://gradschool.utk.edu/forms-central/>

Portfolio Comprehensive Examinations / Time 2 KPIs

You must clear requirements for a comprehensive examination prior to graduation. The comprehensive examination in portfolio-style and consists of a series of Time 2 KPIs you will complete throughout your internship year. Several components will be simple applications evaluated by your internship instructors; however, some will include more in-depth projects. We will provide a KPI manual and orientation in the summer prior to internship. The manual will include a recommended schedule for pacing KPI projects throughout the year (i.e., about one per month). We will also provide several advising sessions designed to support your progress developing KPI responses throughout your internship year.

1. You must pass all Time 2 KPI measures to pass the comprehensive examination and be eligible to be admitted to candidacy. Time 2 KPI scores are recorded as Pass or Fail based on the specific rubric benchmark.
2. If you do not meet the KPI benchmark on any given item, the program will designate a faculty member to work with you to develop a response in which you demonstrate proficiency in standards related to the area(s) of concern. The response may include revising your initial paper, completing a supplemental paper or project, and/or participating in an oral defense of your paper.
3. If you do not successfully demonstrate proficiency in standards during this remediation process, you will earn a decision of fail for this first attempt at the comprehensive examination. Graduate School policy requires that you (1) wait until at least the next semester to retake the examination, and (2) register for credit (i.e., use of facilities) to allow mentored study in preparation for a second attempt.
4. The Graduate School allows two opportunities to pass the examination. Students who are unable to pass all areas of the KPI portfolio on the second attempt will be dismissed from the program.

Praxis: Professional School Counselor Examination (recommended for SC)

To earn licensure as a school counselor in the state of Tennessee, students must take and satisfactorily complete the Praxis subject area examination for school counselor PreK-12 as designated by the state licensure board. Apply online at <http://www.ets.org/praxis>

National Counselor Examination (NCE) (recommended for CMHC; optional for SC)

You may choose to take the NCE, an examination used by the National Board of Certified Counselors. The purpose of the examination is to assess knowledge of fundamental counseling concepts. The NCE is required for licensure in many states, including Tennessee. It is a prerequisite to the National Certified Counselor credential. The program will communicate with you regarding the option to take the NCE prior to graduation.

Policy on Endorsements

During and after your program, you may request that faculty members provide a reference for employment, recommendation letter, or licensure/certification endorsement. Typically, the Academic Unit Coordinator serves as the contact person for certification and licensure endorsement. Any faculty member can serve as a reference for other purposes. Faculty members will endorse students based on their professional assessment of your knowledge, skills, and professional dispositions. Please remember that faculty members are not required to endorse students. The *ACA Code of Ethics* prohibits endorsement of candidates who demonstrate potentially harmful dispositions or behaviors even if they earned strong grades.

Faculty will provide formal endorsement of students who meet the following conditions:

1. Proficiency in the credentialing area for which the endorsement is sought (e.g., SC, CMHC)
2. Successful completion of coursework for the desired credential or position
3. Successful performance in practicum and internships for the desired credential or position
4. Evidence of professional dispositions consistent with ethical, effective practice

Requirements for Licensure

Licensed Professional Counselor

All U.S. states regulate the practice of counseling through licensure. Although the content and specifics of licensure laws vary by state, they all contain the 3-Es: Education, Examination, and Experience.

- **Education** – master's degree with a specific number of credit hours and specific coursework (e.g., 60 graduate credit hours)
- **Examination** – credentialing examination, often offered by a national testing company (e.g., PRAXIS, NCE, NCMHCE)

- **Experience** – certain number of supervised counseling hours in the years following graduation (e.g., 3000 hours)

To independently practice counseling outside the public school or religious setting in Tennessee, one must be Licensed as a Professional Counselor. Definitions of counseling, educational requirements for licensure, examination requirements for licensure, and experience requirements for licensure vary widely from state to state.

Our CMHC program meets educational requirements for the Licensed Professional Counselor – Mental Health Service Provider (LPC-MHSP) in Tennessee. As a CACREP-accredited program, our curriculum meets educational requirements for *most* other states as well. In addition, our program prepares students to take the most common licensure examination, the National Counselor Examination (NCE) prior to graduation. Our graduates must also pass the National Clinical Mental Health Counseling Examination (NCMHCE) and Tennessee Juris Prudence Exam (TJPE) prior to licensure as an LPC-MHSP. Finally, UT's program meets the minimal number of field hours required by state licensure boards in a graduate program. Once our CMHC students graduate, they are prepared to begin working under an approved supervisor to accrue post-graduate counseling hours required for licensure (e.g., 3000 hours in TN).

If you expect to practice outside of Tennessee, we urge you to investigate educational, experience, and examination requirements in states of interest so your advisor can help you customize your time in the program by choosing electives that fulfill state-specific curricular requirements. Although we have evaluated state licensure laws to identify compliance, laws change quickly. During your first advising meeting, share the states in which you are interested in practicing. With your advisor's guidance, you can make a clear determination of how the program meets educational requirements for licensure in these states. This may include identifying electives you may need to target to ensure you meet academic requirements in the state(s) you desire.

To access a directory of state licensure boards, visit

<https://www.counseling.org/resources/licensure-requirements>

The CMHC program prepares you to begin work as an entry-level counselor in a variety of settings. Throughout your career, you will pursue continuing education to develop specialized skills. Continuing education includes further coursework, workshops and conferences, seeking counseling-specific credentials and certificates, supervised practice, and reading current professional literature.

Licensed School Counselor

Each state sets the requirements for certification or licensure as a school counselor. In general, the 3-Es (education, experience, and examination) hold true for school counselor certification or licensure and will vary state to state. Contact the state department of education where you want to be employed as a school counselor for specific application information.

To access a directory of state licensure boards, visit

<https://www.schoolcounselor.org/About-School-Counseling/Careers-in-School-Counseling/State-Requirements-Programs>

Our School Counseling Program meets educational requirements for the practitioner school counselor license endorsed for counseling PreK-12 in Tennessee. We are also approved to endorse candidates for Job Embedded Practitioner License (JEP), essentially a paid internship working 32 hours/week as a school counselor. As a CACREP-accredited program, our curriculum meets educational requirements for *most* other states as well. Our program prepares students to take the Praxis subject area examination for school counselor PreK-12, the licensure exam required by most states. Once our SC students graduate, they are prepared to begin working as school counselors. See instructions for initiating TN licensure in CHDFS Graduate Programs Central.

Career Advisement

Completion of a master's degree does not guarantee employment. However, we work with students and graduates to support their job-seeking process. In most recent years, 100% of graduates who wanted positions in the field secured them within 6-months of graduation. Most students secure positions before or very shortly after graduation. You may also find the Center for Career Development and Academic Exploration helpful for navigating transition into your counseling career (<https://career.utk.edu>)

Financial Aid & Fellowships

We understand graduate education requires a substantial investment, and cost is a barrier for many. The university offers some resources that may be helpful for your consideration.

To access the Graduate School information about costs and funding, including viewing campus-based assistantship openings visit
<https://gradschool.utk.edu/graduate-student-life/costs-funding/>

Unfortunately, our department cannot provide graduate assistantships to master's students. Occasionally, grant-funded or hourly positions come available for students. We will distribute these to you on an ongoing basis.

Each year two or three small fellowships are available for counseling students. The faculty nominates students who have shown outstanding achievement, or students who are entering the program who have previously demonstrated potential through their achievements.

Additional Fees to Anticipate

Item	Fee (yearly unless specified)
Costs at beginning of (and some throughout) program	
ACA*	\$105 (<i>includes liability insurance for MS students</i>)
Taskstream*	\$50 for one year \$139 for seven years
Fingerprinting (<i>Knox County Schools</i>)**	\$35.15 – one-time fee
Drug Screening (<i>Knox County Schools</i>)**	\$58
ASCA (<i>SC and dual option</i>)	\$69
CSI International (<i>strongly recommended</i>)	\$50 (\$40 after first year)
Costs near end of program	
NCE	\$185 (\$275 for graduates) – one-time fee
PRAXIS Professional School Counselor**	\$120 – one-time fee

*required for all students

**required for school counseling students

Note: additional fees may be required based on site assignments.

Counselor Training Clinic

We are proud to provide you with a Counselor Training Clinic (CTC) that includes a conference room, three group rooms, and four individual counseling/supervision rooms. These rooms are equipped with VALT recording and observation systems as discussed earlier in the “Other Program Requirements” section of the handbook.

You will use the CTC for course-based practice throughout the program. In order to reserve rooms within the CTC for counseling, supervision, or practice activities, you will need to create a free account to reserve space to use via <https://utkcounseling.skedda.com/> (see Appendix I). When it is time to use your VALT account for recording, your instructor will provide a tutorial.

The CTC also serves as a primary practicum and internship site for CMHC students. As the CTC grows, we will make additional internship and practice opportunities available to you. The CTC Director will communicate regarding CTC requirements, procedures, and protocols.

Regardless of whether you are working within the CTC or in a program-sponsored field experience, you have a legal and ethical obligation to keep recordings secure and encrypted in compliance with HIPAA and FERPA mandates. Our recording and encryption policy applies to (1) course-based practice experiences, (2) clinical experiences within the CTC, and (3) off-site practica and internships. Please see Appendix O for the complete policy.

Appendix A

Memo of Program Expectations

The counseling faculty is committed to providing quality educational opportunities to facilitate your professional development. Our courses are designed to meet accreditation, licensure, and ethical standards and require purposeful reflection and application. We recommend that you limit the number of courses you take each semester, particularly during practicum and internship. We realize that life events are difficult to anticipate, and we recognize that you may need to alter course selections to meet your needs.

As you make course selections, consider the personal obligations that may impact your educational and professional development. Your advisor is available to assist you in creating and customizing your course of study. You must meet with your faculty advisor during the first fall to plan your program of study. If you decide to make changes in your program, please do so carefully and only after discussing options with your faculty advisor.

As part of your 60-credit hour master's degree, you are required to successfully complete one semester of practicum (spring) and two (CMHC or SC) or four (dual) semesters of internship. You are expected to demonstrate professional behaviors and dispositions within and outside the classroom. The faculty is responsible providing feedback to students who display characteristics that may adversely influence their progress in the program or effectiveness as a counselor. This includes a responsibility to address academic, skill, or dispositional (i.e., Commitment, Humility, Openness, Respect, Integrity, and Self-awareness) concerns that may impact effectiveness.

Please read the following statement and, when ready, sign your understanding.

I attest to having read the MS Program Handbook, attended the orientation, and asked questions I may have. I agree to abide by the expectations in this document and to actively monitor "CHDFS Graduate Programs Central" on Canvas. I am aware that I am responsible for attending advising on a regular basis beginning the first fall semester. I understand the importance of making course selections that will provide opportunities to apply and integrate knowledge and skills. I am aware of the importance of displaying CHORIS and understand that part of my professional development requires demonstrating the dispositions and professional work behaviors that have been identified by the program. I understand academic performance requirements, KPI assessment procedures, self-disclosure and personal growth considerations, recording requirements, and steps the program may take to help me maximize my effectiveness as a counselor.

Signature

Printed name

Date

Appendix B

PLAN OF STUDY MS Counseling Advisement Update

Student .

Advisor .

Year Started .

Year of Update .

Program

☐ CMHC

☐ SC

Check if dual-track ☐

This is an advising form we will use to support you as you navigate your program. Initially complete the plan of study your first fall semester. Then, update this form in preparation for each advising meeting. This should include courses taken and grades earned as well as updates regarding your enrollment plans for the remainder of your program. This form does not take the place of your Program Handbook, the Graduate Catalog, or official Graduate School documents such as the Admission to Candidacy or Graduation Application.

Note: students must follow the course sequence specified in Appendices C-E. Failure to do so may impact eligibility for practicum placement, internship placement, and/or graduation.

Required Courses for All MS Counseling Students (39 hours)

Year/ Term	Prefix	#	Course Title	Hours	Grade
	COUN	580	Essential Skills for Professional Clg	3	
	COUN	535	Orientation to Counseling and Ethics	3	
	COUN	545	Lifespan Development & Wellness in Clg	3	
	COUN	551	Counseling Theories	3	
	COUN	570	Social and Cultural Diversity in Counseling	3	
	COUN	534	Evidence-based Practice and Accountability	3	
	COUN	555	Practicum in Counseling	3	
	COUN	554	Group Counseling & Group Work	3	
	COUN	590	Diagnosis and Treatment Planning in Clg	3	
	COUN	541	Addictions Counseling	3	
	COUN	563	Crisis & Trauma Counseling	3	
	COUN	552	Career Development and Counseling	3	
	COUN	525	Assessment and Testing in Counseling	3	

Total 39 hours

Required Courses for CMHC Concentration (9 hours)

Year/ Term	Prefix	#	Course Title	Hours	Grade
	COUN	556	Foundations in CMHC	3	
	COUN	559	Internship in CMHC Semester 1	3	
	COUN	559	Internship in CMHC Semester 2	3	

Required Courses for SC Concentration (12 hours)

Year/ Term	Prefix	#	Course Title	Hours	Grade
	COUN	550	Foundations in School Counseling	3	
	COUN	565	Counseling Children & Adolescents	3	
	COUN	558	Internship in SC Semester 1	3	
	COUN	559	Internship in SC Semester 2	3	

Required Courses for Dual-Option (21 hours)

Year/ Term	Prefix	#	Course Title	Hours	Grade
	COUN	550	Foundations in School Counseling	3	
	COUN	565	Counseling Children & Adolescents	3	
	COUN	558	Internship in SC Semester 1	3	
	COUN	558	Internship in SC Semester 2	3	
	COUN	556	Foundations in CMHC	3	
	COUN	559	Internship in CMHC Semester 1	3	
	COUN	559	Internship in CMHC Semester 2	3	

Electives

Year/ Term	Prefix	#	Course Title	Hours	Grade

Total 0 hours (dual-track), 9 hours (SC), 12 hours(CMHC)

Internship Planned
Graduation Application One Semester Early
Graduation Planned

Semesters/Years
Semester/Year
Semester/Year

Milestones Check

- ☐ Practicum prerequisites completed before practicum
- ☐ Internship prerequisites completed before internship
- ☐ All electives at the graduate level
- ☐ All special topics courses 3 credit hours (or sum to 3 credit hours)
- ☐ Graduation application planned for semester **prior to** graduation

What, if any, additional coursework have you taken or do you plan to take?**What support or feedback do you need from your advisor?**

Appendix C

CLINICAL MENTAL HEALTH COUNSELING Required Sequence of Courses for Full-Time Students

Core Academic & Field Experience Courses (48 hours)

Semester	Course
Summer 1	COUN 580 Essential Skills for Professional Counseling COUN 535 Orientation to Counseling and Ethics COUN 545 Lifespan Development & Wellness in Counseling
Fall 1	COUN 551 Counseling Theories COUN 570 Social and Cultural Diversity in Counseling COUN 556 Foundations in Clinical Mental Health Counseling COUN 534 Evidence-based Practice and Accountability in Counseling
	<i>The courses above are prerequisites to practicum</i>
Spring 1	COUN 555 Practicum in Counseling (8-10 hours/week) COUN 554 Group Counseling & Group Work COUN 590 Diagnosis and Treatment Planning in Counseling Elective 1
Summer 2	COUN 541 Addictions Counseling COUN 563 Crisis and Trauma Counseling Elective 2
	<i>The courses above are prerequisites to internship</i>
Fall 2	COUN 559 Internship in CMHC (20-25 hours/week) COUN 552 Career Development and Counseling Elective 3+
Spring 2	COUN 559 Internship in CMHC (20-25 hours/week) COUN 525 Assessment and Testing in Counseling Elective 4

Elective Courses Chosen in Collaboration with Advisors (select 4 = 12 hours)

Course	Course Title	Typically Offered
COUN 565	Counseling Children & Adolescents	Springs
COUN 557	Advanced Practicum in Counseling	Summer 2
COUN 569	Human Sexuality in Counseling	Based on demand
COUN 562	Child-Centered Play Therapy	Based on demand
COUN 504	Special Topics	Based on demand
Other	Courses selected from additional disciplines such as Human Development & Family Science, Educational Psychology, Nursing, Nutrition, Public Health, Psychology, Social Work, Sociology, and Special Education	

***Please seek advisor consent prior to any deviations from the plan; deviations may delay your eligibility for practicum, internship, or graduation.
Part-time options available by advisement.***

Appendix D

SCHOOL COUNSELING Required Sequence of Courses for Full-Time Students

Core Academic & Field Experience Courses (51 hours)

Semester	Course
Summer 1	COUN 580 Essential Skills for Professional Counseling COUN 535 Orientation to Counseling and Ethics COUN 545 Lifespan Development & Wellness in Counseling
Fall 1	COUN 551 Counseling Theories COUN 570 Social and Cultural Diversity in Counseling COUN 550 Foundations in School Counseling COUN 534 Evidence-based Practice and Accountability in Counseling
	<i>The courses above are prerequisites to practicum</i>
Spring 1	COUN 555 Practicum in Counseling (8-10 hours/week) COUN 554 Group Counseling & Group Work COUN 565 Counseling Children & Adolescents Elective 1 (SCHP 580 recommended – Implementing and Sustaining Evidence-Based Practice in Schools)
Summer 2	COUN 541 Addictions Counseling COUN 563 Crisis and Trauma Counseling Elective 2
	<i>The courses above are prerequisites to internship</i>
Fall 2	COUN 558 Internship in SC (20-25 hours/week) COUN 552 Career Development and Counseling Elective 3
Spring 2	COUN 558 Internship in SC (20-25 hours/week) COUN 525 Assessment and Testing in Counseling COUN 590 Diagnosis and Treatment Planning in Counseling

Elective Courses Chosen in Collaboration with Advisors (select 3 = 9 hours)

Course	Course Title	Typically Offered
COUN 557	Advanced Practicum in Counseling	Summer 2
COUN 569	Human Sexuality in Counseling	Based on demand
COUN 562	Child-Centered Play Therapy	Based on demand
COUN 504	Special Topics	Based on demand
Other	Courses selected from additional disciplines such as Human Development & Family Science, Educational Psychology, Nursing, Nutrition, Public Health, Psychology, Social Work, Sociology, and Special Education	

***Please seek advisor consent prior to any deviations from the plan; deviations may delay your eligibility for practicum, internship, or graduation.
Part-time options available by advisement***

Appendix E

DUAL-OPTION Required Sequence of Courses for Full-Time Students

Students can opt to complete dual-option licensure preparation requirements. The completed coursework will provide students with a structured method for meeting academic requirements for licensure as a Professional Counselor (LPC) and as a Professional School Counselor in the state of Tennessee. This includes all coursework required for both concentration areas as well as two semesters of internship (i.e., 600 hours, 240 direct) in each setting.

Application and faculty endorsement are required for those wishing to pursue the dual option. Students must declare their intentions early in the first semester in their program. The faculty will review all applications and inform students regarding decisions in mid-July. Selected students must work through the Graduate School to apply to add the second concentration to their profile. Transcripts list completion of one degree (i.e., MS in Counseling) with both CMHC and SC concentrations. Although the dual option does not require electives, students may choose to enroll in additional, elective options during the program.

Core Academic & Field Experience Courses (60 hours)

Semester	Course
Summer 1	COUN 580 Essential Skills for Professional Counseling COUN 535 Orientation to Counseling and Ethics COUN 545 Lifespan Development & Wellness in Counseling
Fall 1	COUN 551 Counseling Theories COUN 570 Social and Cultural Diversity in Counseling COUN 550 Foundations in School Counseling COUN 534 Evidence-based Practice and Accountability in Counseling
	<i>The courses above are prerequisites to practicum</i>
Spring 1	COUN 555 Practicum in Counseling (8-10 hours/week) COUN 554 Group Counseling & Group Work COUN 565 Counseling Children & Adolescents
Summer 2	COUN 541 Addictions Counseling COUN 563 Crisis and Trauma Counseling
	<i>The courses above are prerequisites to SC internship</i>
Fall 2	COUN 558 Internship in SC (20-25 hours/week) COUN 552 Career Development and Counseling COUN 556 Foundations in Clinical Mental Health Counseling
Spring 2	COUN 558 Internship in SC (20-25 hours/week) COUN 590 Diagnosis and Treatment Planning in Counseling
	<i>The courses above are prerequisites to CMHC internship</i>
Fall 3	COUN 559 Internship in CMHC (20-25 hours/week)
Spring 3	COUN 559 Internship in CMHC (20-25 hours/week) COUN 525 Assessment and Testing in Counseling

Students are encouraged to consider additional electives if desired for developing specialty expertise, maintaining full-time status (9 hours in fall/spring), and/or keeping financial aid eligibility (6 hours in fall/spring).

Appendix F

Instructions for Fingerprinting and Criminal History Records Check

Tennessee Code Annotated (TCA) 49-5-5610 requires all students who wish to be admitted to teacher preparation/professional licensure programs to:

- Sign an authorization and release form authorizing a qualified Tennessee licensed private investigation company by and on behalf of the board to complete a criminal history records check, and;
- Agree to the release of all investigative records to the administrator of the selected teacher training program, and;
- Supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation.

To begin this process, you must complete the Authorization to Release Investigative and Criminal Background Records *prior to* scheduling a fingerprinting appointment at an approved Tennessee Applicant Processing service (i.e., identogo)

- Upload the signed VECHS form to the Background Authorization form: [TBI VECHS Waiver](#)
- After submitting the form along with uploading a signed VEECHS form, you will receive fingerprinting instructions. For out-of-state applicants, you will receive fingerprint cards.

If you wish to be considered for a spring practicum placement, you must complete fingerprinting by 8/1.

Appendix G

Child Protection Training

Because you will work with children during your graduate program of study, you are required to complete *Child Protection Training for Covered Adults*. This is a requirement for all UT employees, faculty, and students enrolled in programs that work directly with children.

You can access the free online training at <https://osbe.utk.edu/child-protection-training-certification/>. Unless you have a regular staff position at UT, you will follow the link for external users.

- Program affiliation: MS Counseling
- Program coordinator: Melinda Gibbons
- UT Department: Counseling, Human Development, and Family Science
- To finalize your training, email your certificate to Kathi Pauling at kpauling@utk.edu

Appendix H

Instructions for Completing Drug Screening & Background Check Required by Knox County Schools

(updated November 2024)

Knox County Schools (KCS) requires students to complete drug screening and a background check prior to school counseling field experiences, which includes practicum and internships. The UT School Counseling Placement Coordinator will provide students with any form that needs to be completed. KCS drug screening is completed once provided you remain continuously enrolled in the master's program. KCS background check is completed each academic year.

KCS paperwork needs to be completed and taken to the district offices located at the Andrew Johnson Building at 912 South Gay Street. The Human Resources Department is located on the 15th Floor. The drug screening paperwork will be timestamped, and you will have 48 hours to complete the drug screening. Once the drug screening results have been received, a background check will be conducted.

The following website provides instructions for the KCS process:

<https://osbe.utk.edu/knox-county-schools-student-teaching-internship-registration/>

Step 1:

- https://cehhs.utk.edu/osbe/wp-content/uploads/sites/17/2024/12/KCS-onboarding-Instructions-Student-Teacher_Internship.pdf
- Click: [KCS Field Placement Registration Process](#)
- Complete the Google Form to receive additional information
- Once you begin this form, you will have 1 hour to complete it
- Once you complete the Google Form, you will receive an email from Crystal Pratt from KCS outlining the next steps in the process (e.g., complete KCS Onboarding registration Form, drug screening for “student teaching” and “internship” placements only) of securing a placement in KCS schools. Emails will be sent out to registered students every Monday and Wednesday
- When completing the Google Form, please include your @vols.utk.edu email address and list Dr. Jalea Adams (Jalea.adams@utk.edu) for the University Placement Coordinator

Step 2:

- After completing the Google KCS Field Placement Online Registration Form, you will be emailed a request to complete the KCS Onboarding Registration form.

Step 3:

- Once you complete both forms above, you will receive an email with instructions for the drug test. Once you receive this email, you will have only 48 hours to complete the drug test. If you do not complete your drug screening within this window, you will not be eligible for placement within KCS for one year.

Step 4:

- You will be vetted through a background check and verification process. You will receive an email once you have been cleared to start your placement.

Contact Information:

Office of School-Based Experiences – osbe@utk.edu – 222 Claxton

Administrative Assistant: Julia Campbell – jcampb89@utk.edu – 865-974-5203

Director: Dr. Amelia Brown - aabrown@utk.edu – 865-974-1398.

Appendix I

CTC Room Reservations

<https://utkcounseling.skedda.com>

You have access to seven clinic rooms for supervision, counseling, role play, and other program activities that require confidential space. This guide will help you understand use of rooms and how to reserve them.

Use CTC rooms for

- Counseling
- Supervision
- Course role plays or practice
- TA or internship meetings that require confidential space
- Official research activities which require confidential space (e.g., interviews)

Use 5th floor rooms for supervision and practice; save 4th floor rooms for CTC clients as much as possible.

Use assigned office or cubicles for office hours, homework, GTA/GRA work, social gatherings, and rest.

Hours: Mon-Thurs 8a-6p

Code: The code to all CTC rooms is 1379#

For Reservations

- Create an account at <https://UTKCounseling.skedda.com/register?key=872dce1>
- Login to your account at <https://utkcounseling.skedda.com>
 - Code your event or recurring event as [Course/program] – [Activity]
 - **Course/program codes** – enter course number, CTC, GOI, etc.
 - **Activity codes** – SUP = supervision, COUN = Counseling, ROLE = Practice/Assignment, GTA = Teaching, GRA = Research
 - **Example** – For example, if you are supervising a practicum student, enter “COUN 555 – SUP.” If you are practicing for COUN 580, enter “COUN 580 – ROLE.” If you are seeing a CTC client, enter “CTC – COUN”
- The conference room is not on Skedda. Contact Kathi for reservations.

Room Etiquette

- Remember, cameras are live at all times; even if you are not recording, individuals with admin status can access a camera in any room at any time
- *Leave space in same condition (or better) than you found it. Before you leave,*
 - Return all furniture to original location
 - Turn off lights, fans, and noise machines
 - Close doors

Appendix J

VALT Quick-Start Guide for Students

Video Audio Learning Tool (VALT), is installed and active in all 7 Counselor Training Clinic (CTC) rooms. This software will allow us to observe and record all activities in the clinic, including practice sessions, actual counseling sessions, and supervision. This quick guide will help you navigate VALT and your associated account.

REMEMBER: VALT does not replace Skedda. First make your reservation on Skedda. Then, set up your VALT recording.

TECHNICAL PREREQUISTE: To do anything within the VALT system, you must first log into UT's VPN via your NetID and password. UT provides press **Pulse Secure** software for PCs, Macs, IOS, and Android. To secure this software and configure your devices for easy login, see <https://help.utk.edu/kb/index.php?func=show&e=2712>

LOG IN

1. Ensure you are logged into UT's VPN via Pulse Secure
2. Navigate to <http://ehhsvalt.occ.utk.edu/>
3. Enter your NetID (username) and password (password)

RECORD

VALT offers two options for you to record your sessions.

1. **Schedule a recording in advance (Preferred)** - the "Schedule" button will ask you to complete a form allowing it to categorize your and to schedule when to start and end a recording. You can also use the "sharing" feature to select certain individuals (e.g., instructors, supervisors, or a peer) to access your video. "Retention" will let you tell VALT how long to keep your recording. VALT will automatically start and stop the recording at the times you specify. If you start early or run late, your video may be incomplete; if someone else is using the room, you may accidentally record some of their session. Please be careful when selecting times.
2. **In-room buttons (Not preferred)** – You can start and stop videos by pressing the buttons in the clinic rooms (red light indicates VALT is recording). However, this option does not automatically associate the recording with your username. This will require that a faculty member or clinic staff member sort through recordings and manually reassign to you before you can access it. We will use this option sparingly.

UPLOAD

You can use the Upload feature to import an external audio or video recording into the VALT system. After you have uploaded, you can share and markup as with other VALT videos.

REVIEW

To review your recordings, go to the "review" tab. You will be able to view your recording, edit information about the recording, edit your video (e.g., clip, redact), and use the marker sets to make notes on your video for your supervisor or instructor to view. You can also change sharing permissions to another student, doctoral student, or faculty member can view your video.

NEED MORE HELP?

See <https://ipivs.com/wiki/Home>

Appendix K

Taskstream Student Account Creation

The program uses Taskstream to support student progress and meet CACREP accreditation requirements at program and individual student levels. Taskstream serves as a unified home for all practicum and internship documentation, KPI results, annual progress reviews, and a few other assessments of your progress in the program.

Master's and doctoral students will need to maintain active Taskstream accounts throughout the program.

If you do not yet have a Taskstream account, there are 2 steps to setting up your account.

- 1. Purchase an account***
- 2. Associate the account with a specific program***

Step 1: Purchase Taskstream

Go to www.taskstream.com

Click “create/renew account” (top menu bar)

Click “create a new Taskstream subscription”

Select “Option 1: Credit card purchase”

Select “college/university program that requires Taskstream”

Select “Tennessee” ▾ “College/University” ▾ “University of Tennessee – Knoxville” ▾ “College of Education” ▾ “Counselor Education”

Choose the subscription rate that best applies to you. You will have substantial savings if you conceptualize the cost as you would a textbook and purchase to last throughout your program. If you purchase a shorter duration than you need, you will have the opportunity to renew your subscription at a later time.

Enter requested details and proceed to payment

Step 2: Self-Enroll in Your Program(s)

Login to your Taskstream account (www.taskstream.com)

Find the Self-Enrollment Area

Click “Enter Code”

Enter the code for your program:

MS-COUN-25 MS Counseling (2025 and beyond)

Click the enroll button

Appendix L

Taskstream Quick-Start Guide

You should be aware of three primary terms when using Taskstream

- **Author** – this is Taskstream for Student. This is YOU
- **Evaluator** – this is Taskstream for faculty member or rater
- **DRF** – this stands for Directed Response Folio. This is the area template you will use to submit your work. It has placeholders for nearly all program requirements.

You can use the Taskstream **Quick-Start Guide for Authors** and **Author FAQs** to learn how to upload your work and view feedback within Taskstream. Follow these links for specific instructions: [Quick Start Guide - Authors \(2018\).pdf](#) or [Student \(Author\) FAQs](#)

Appendix M

Transfer Policy

The policy for students who wish to transfer course credits earned at another university prior to being admitted into our program is as follows:

1. Students can transfer up to 12 hours of coursework from a previous university
 - a. Students must complete at least 5 of 7 practicum prerequisites at UT
 - b. For core courses, the transferring program must be CACREP accredited, and each course must be reasonably equivalent to the corresponding UT course
 - c. For elective courses, the transferring program may or may not be CACREP accredited; faculty will make a determination of the relevance of the electives for the student's program of study
 - d. Students may not transfer clinical courses (i.e., practicum and/or internship) into the program; all clinical coursework must be completed at UT
2. Students must submit course syllabi to the academic unit leader for consideration
3. If a transferred course replaces a course in which a KPI is assessed, the student must complete the KPI with a score at or above the benchmark. If a student wishes to transfer the equivalent of COUN 580 Essential Skills for Professional Counseling, the student must demonstrate skills readiness for field placement prior to practicum.
4. All transfers must be consistent with policies within the Graduate Catalog (e.g., may not have been used for a prior degree, 6-year time to degree begins with date of first course).

The policy for students who wish to transfer between programs within UT (e.g., between SC and CMHC) is as follows:

1. Students will meet with an advisor to explore reasons for the transfer, advisability, and impact on the plan of study
2. Students will submit a memo regarding why they wish to transfer into a different program of study
3. The faculty will review all information, including the student's current standing in the program, and decide whether to support the request to transfer programs

Appendix N

Recording & Encryption Policy

All University of Tennessee Counselor Education program students, faculty, and staff must comply with HIPAA Privacy and Security Rules. We created the following policies and procedures, as administrative safeguards (HIPAA, 2013, §164.308, p. 1029) and will work to implement these safeguards consistently. These are in place to ensure the integrity, availability and confidentiality of clients' electronic personally identifiable health information (ePHI) to protect against any reasonably anticipated or foreseeable risks or threats to security and privacy of ePHI (HIPAA, 2013, §164.306.a). Administrative safeguards include policies and procedures used to manage the development, selection, implementation and security in protecting individuals' ePHI. Policies and procedures include steps to ensure authentication corroboration and client confidentiality.

- Authentication includes “the corroboration that a person is the one claimed” (HIPAA, 2013, § 164.304, p. 1027).
 - CTC: For initial contacts, students will provide counseling only after obtaining the following information from clients when providing telehealth counseling: Client's name, DOB, address, original reason for referral. Counselors should ask to see photo identification during the first session. For subsequent sessions, if students are unable to authenticate identity via video, they will use the same procedures.
 - Off-Site: Students must authenticate client identity for initial and ongoing telehealth contacts. Students will follow site procedures for doing so. If the site does not have a formalized procedure, student will utilize the CTC procedure.
- Confidentiality defines “the property that data or information is not made available or disclosed to unauthorized persons or processes” (HIPAA, 2013, § 164.304, p. 1027).
 - Students will maintain client confidentiality by only making recordings available or disclose recordings to authorized persons.
 - Students will use recording devices with enabled password protection.
 - Students will store recordings as encrypted with enabled password protection.
 - CTC
 - Students will record sessions using VALT (in person) or HIPAA-compliant ZOOM accounts (telehealth; record to computer).
 - In-person VALT recordings will be automatically stored on the encrypted site.
 - For CTC sessions recorded via HIPAA-compliant ZOOM, students must transfer the recording to VALT using the file upload option for

supervisor review. After confirming that the session transferred, students will delete from their computer. This must be completed the same day of the session.

- Off-site
 - Students must use recording devices and software that encrypt audio and video data in compliance with HIPAA standards.
 - The specific recording device and software must be approved by the site supervisor and the university supervisor at the beginning of the semester. This approval must be documented on the recording and encryption agreement form and uploaded to Taskstream with the recording consents.
 - Students must use HIPAA-compliant methods for submitting recordings to supervisors for review. This will include using the UTK GoogleDrive (only UTK account, not personal) with files stored as password protected and then shared to instructor and/or doctoral supervisor's UTK GoogleDrive account. Students will communicate password with supervisors at beginning of semester.
- Unless otherwise explicitly instructed to maintain recording by faculty supervisor, ensure recordings are completely and permanently deleted from recording devices and accounts (i.e., unrecoverable, trash emptied) no later than the last day of classes for the semester.
- If students become aware that a breach in confidentiality may have occurred with regard to ePHI (e.g., forgot to encrypt, accidentally shared with the wrong person, mistakenly shared password), they must immediately report the potential breach to their faculty supervisor.

Following these policies and procedures take reasonable precautions and steps to help ensure ePHI is protected from any security incident “the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operation in an information system” (HIPAA, 2013, § 164.304, p. 1

