Graduate Programs in Counseling

Masters of Science in Education (M.S.Ed)
& Masters of Science (M.S.)

STUDENT HANDBOOK
(Fall 2020)

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INTRODUCTION

Welcome!

I am very pleased to welcome you to the School or Mental Health Graduate Program in Counseling at Queens College. Our Graduate Programs are designed to prepare you with the knowledge, skills, and competencies to provide culturally-informed and compassionate services that meet the needs of the diverse populations you will serve as counseling professionals. Throughout your learning experience with us, you will be challenged to engage in a process of self-exploration and reflection that will inform your personal and professional development. Our faculty and affiliate faculty members bring a vast collection of real-world experiences that informs their teaching and you will find that we are passionate about the work we do and we expect no less from you. The workload will be demanding and at times you may face challenges balancing your studies with employment, family, and personal responsibilities. I know that I speak for all our faculty when I say that we are here to support you and advance your professional development. We look forward to assisting you in becoming the professional counselors you aspire to be. I hope that you are ready to learn and be fully engaged in this learning process.

Sincerely,

Lourdes M. Rivera

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Mission Statement

The Queens College Counselor Education program prepares students to practice counseling as culturally-sensitive professionals in schools to mental health settings. Our goal is to prepare students to learn the knowledge and skills specified by current preparation standards and best practices in the counseling profession. Our students demonstrate their mastery in counseling by applying the knowledge and skills to help individuals, families and organizations and promote self-awareness, ethical counseling practice, social justice, emotional wellbeing. Our graduates are prepared to meet the New York State guidelines governing school counseling certification and mental health counseling licensure.

Program Objectives

The Queens College Counselor Education program objectives reflect current knowledge from counseling and the development needs of a multi-ethnic and culturally and linguistically diverse society. The program objectives reflect input from program faculty, current and former students, and personnel in cooperating agencies. Objectives are directly related to program activities and are routinely assessed and updated.

The program objectives are:

- To develop candidates who demonstrate professional counseling identities and who understand the importance of ethical practice and the influence of self-awareness in counseling.
- To develop candidates who demonstrate multicultural competencies and engage in advocacy and social justice practice.
- To develop candidates who demonstrate knowledge of current research and utilize empirically based counseling approaches, individual and group counseling skills, and assessment methods.
- To develop candidates who demonstrate developmentally informed knowledge and skills specific to school or mental health counseling.

Basic Information

This Student Handbook is meant as a guide for matriculated students and outlines some of the procedures and structures of this counseling program. The Queens College Graduate Bulletin contains official policy that pertains to all students and should also be
used as a reference. The Graduate Program in Counseling is one of four graduate programs in the Department of Educational & Community Programs, which is in the School of Education. The other three Programs in the Department include School Psychology, Special Education, and Educational Leadership.

The Department of Educational & Community Programs
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Dept. Office Room PH 033
Phone 997-5240, 5250 Fax 997-5248

Website: http://www.qc.cuny.edu/Academics/Degrees/Education/ECP/Counselor/Pages/default.aspx

Full Time Faculty

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Professional Counseling

Professional counseling consists of establishing therapeutic relationships when working with individuals, groups, and systems in need of assistance in order to facilitate personal, interpersonal, and ecological change. Counselors engage in a variety of activities such as individual counseling, group counseling, consultation, assessment, psychoeducational services, research, program evaluation, organizational/systemic interventions, crisis interventions, guidance, supervision, advocacy and referrals. Counseling is a profession that requires practitioners to conduct themselves in an appropriate and ethical manner with respect for individual rights and human dignity. Flexibility and sensitivity to cultural diversity, including ethnicity, race, gender, sexual orientation, religion, nationality, language, and disability, are essential.

The profession of counseling is a multi-dimensional discipline that has traditionally focused on several areas such as: (1) the facilitation of human development; (2) vocational assessment and career decision making, (3) remediation of psychiatric and other types of disorders, (4) psychoeducational interventions, (5) primary, secondary and tertiary prevention, (6) promotion of mental health and well-being, (7) crisis intervention, (8) consultation for systemic and ecological change, (9) promoting multicultural sensitivity and (10) advocacy and social justice. Counselors work from a resiliency, strength-based perspective that draws upon personal, family and community resources with the aim to facilitate adjustment during transitional phases and promote optimal development. Counselors typically work in schools, hospitals, clinics, agencies, substance abuse rehabilitation programs, colleges, government facilities, nonprofit
institutions and private practice.

It is part of the counselor’s professional responsibility to advocate for the profession through the education of students, clients, staff members, other professionals, administrators, and the public about the role and function of professional counselors. It is important as counselors-in-training for you to develop a professional identity.

To accomplish the tasks of advocating for the profession and providing effective professional counseling services it is essential that:

● The counselor adheres to ethical principles of conduct and is mindful of professionalism.
● The counselor has developed his/her own sense of professional identity and is clear about the roles, functions, and scope of the profession; a primary way of attending to professional identity is through membership in various counseling associations, attending conferences, and remaining active in local (as well as regional and national) activities.
● The counselor works in a thoughtful manner by applying psychological principles to understand complex dynamics of human behavior and promote positive change.
● The counselor has a well-integrated personality, a highly-developed sense of self-awareness, empathy, interpersonal sensitivities, sound judgment, flexibility, and creativity.
DESCRIPTION OF PROFESSIONAL TRAINING PROGRAM

Teaching Philosophy

The Queens College Graduate Program in Counseling provides preparation for professional counselors to work in a variety of educational and clinical settings. The professional training is demanding. Students are expected to develop basic and advanced competencies in various areas. Critical thinking and insight are essential. Students will be challenged to expand their ways of thinking and to develop different perspectives. Both personal maturity and academic sophistication are required.

The program emphasizes the acquisition of theoretical knowledge, the development of clinical skills, and the expansion of self-awareness. These three components: knowledge, skills, and awareness, are the threads of the whole training process and are addressed to varying degrees in each course. It is necessary for the student to not only learn concepts but to be able to apply such knowledge in various contexts. Students must demonstrate the effective application of individual and group counseling skills, as well as assessment, research, consultation, and evaluation skills. The self-awareness component consists of the ability to be flexible in thinking, personally reflective, emotionally sensitive, and tolerant of ambiguity, as well as having positive attitudes.

The fieldwork component is an important aspect of the training. The purpose of the field-based experiences is to provide students the opportunity to practice skills, to apply the theoretical and conceptual material studied in the lecture courses, and to begin to formulate an integrated, empirically sound approach to counseling. Students are expected to be responsible for, and actively involved in their own learning process.

Course Requirements & Sequence

The Counseling Program includes three types of courses: didactic lectures, experiential labs, and supervised fieldwork experiences (practicum and internship). Lecture classes focus on knowledge bases and theoretical frameworks. They usually involve interactive discussions and small group activities. Labs are conducted in smaller groups, are experiential in nature and involve various types of activities aimed at skill development. The first fieldwork course, Practicum, is an intensive integrative learning experience that requires fieldwork hours at an approved school or agency site. The course-work consists of lecture, labs, and supervision formats in the same class. The second type of fieldwork course, Internship, involves placement at approved school or agency sites. The on-campus supervision component includes weekly group and individual meetings with an on-campus faculty supervisor. In both courses students receive supervision from both on-site and on-campus supervisors. Students are expected to remain at their fieldwork sites for the duration of the semester/s for which they are enrolled in the course/s.

There are three levels of training in the graduate program. Each level has multiple content areas that cover the broad base of knowledge and skills required of
counselors. *Promotion to a level is contingent on satisfactory completion of key components in the previous level.* Due to the scheduling of classes, there will be overlap in the sequence (see appendix for specific program tracks). Thus, some courses from one level may be taken in the same semester as courses in another level. However, major criteria (as outlined below) must be met in each level to begin the next level of clinical field-based training.

**Level I: BASIC**

**Foundational Theories & Skills (15 credits)**

- 700 Foundations of School Counseling  
  or 811 Foundations of Mental Health Counseling  
- 701 Lab in Self-Awareness (taken concurrently with 700 /811)  
- 702 Theories of Human Development  
- 703 Lab in Individual Counseling Techniques (taken concurrently with 704)  
- 704 Counseling Theories

**Level II: INTERMEDIATE**

**Pre-internship Preparation, Social Basis of Behavior, & Assessment (15 credits & 4 practicum credits)**

- 729.4 Practicum in School Counseling or 721.4 Practicum in Mental Health Counseling (pre /co-requisite 708)  
- 706 Theories of Group Dynamics & Social Systems  
- 707 Lab in Group Counseling Techniques (prerequisite 706)  
- 803 Multicultural Issues in Counseling  
- 804 Assessment in Counseling  
- 800 Career Development & Assessment

**Level III ADVANCED**

**Specialty Concentration, Research, & Internship**  
*(15 Advanced credits, 3 Research credits, 8 internship credits)*

- Specialty concentration for School Counseling  
- 802 Special Issues in School Counseling  
- 806 Administration & Organization of School Counseling Programs  
- 808 Child & Adolescent Counseling  
- 809 Learning & Motivation in School Counseling  
- 807 Research Methods in Counseling  
- 810 College & Career Readiness
Specialty concentration for Mental Health Counseling

708 Ethics, Clinical Issues & Crisis Intervention
730 Substance Abuse Counseling
807 Research Methods in Counseling
812 Psychopathology & Diagnosis in Mental Health Counseling
813 Family Dynamics
814 Advanced Applications in Counseling

Internship (for all students – 8 credits 600 hours minimum)
821 Internship in Mental Health Counseling
829 Internship in School Counseling

821.4 /829.4 (300 hours), 821.3 /829.3 (225 hours), or 821.2 /829.2 (150 hours)
Repeated as necessary for a total of 8 credits (600 hours)

Criteria for Continuation in Training Levels

To ensure the quality of professional training, each student must show competency at several stages in the program. Admission to the graduate program does not guarantee continuation or completion of the program. All students are reviewed by faculty each semester. In addition, all students will meet periodically with their faculty advisor to discuss your progress.

During the various levels of training, students will be assessed using various formats including quizzes, exams, papers, etc. Some of the assessments will be linked to the Education Unit assessment system Chalk & Wire. Chalk & Wire is a student e-portfolio containing assessments for a wide variety of assignments, including case presentations, research papers and clinical fieldwork assessments. The following courses currently have a Chalk & Wire assessment associated with it and will be part of the student’s e-portfolio:
ECPCE 700, 701, 703, 704, 706, 707, 721.4, 729.4, 800, 803, 804, 807, 808, 810, 811, 812, 821, & 829. Additional courses will include a Chalk & Wire assessment as deemed necessary and students will be informed in the specific courses when applicable. The following scoring guide will be used to assess each student’s individual performance on specific assignments.

Unit Scoring Guide
0 = NA: Candidate was not observed or not assessed.
1 = Needs Improvement: Candidate does not meet minimum program criteria.
2 = Emerging Competence: Candidate is progressing toward meeting program criteria.
3 = Acceptable: Candidate meets program criteria with competency and minimal support.
4 = Proficient: Candidate meets program criteria with competence consistently and independently.
5 = Exemplary: Candidate exceeds program expectations.
The faculty do not expect students, nor should students expect to score 4s and 5s when they are in the Basic Level (Level 1). The faculty anticipate an emerging professional development and learning experience. However, as students’ progress through Levels 2-3), the expectation is that students would be scoring more 4s as their proficiency should be developing further. While many students would want all 5s to be associated with their portfolio (Chalk and Wire component), it is a measure of self-awareness to realize that an Exemplary score is one that most faculty, students and future candidates will rarely achieve, but constantly strive toward.

To begin Level I (Program Entry): High ratings on Application Review and Group Interview.

To begin Level II (Practicum): (1) Satisfactory academic standings (GPA = 3.0) in the first 15 credits of level I coursework. (2) Demonstration of professional dispositions (e.g., self-awareness, openness to feedback, interpersonal skills, judgment), (3) Demonstration of adequate capacity for basic counseling skills (ECPCE 703) represented by a grade of Pass (P).

To begin Level III (Internship): (1) Satisfactory completion of Practicum experience which includes demonstration of advanced counseling skills, a grade of “B” or better on the Comprehensive Case Study Project, and satisfactory ratings by fieldwork site supervisor and on-campus supervisor. (2) Satisfactory academic standing (overall GPA = 3.0 or higher). (3) Continued demonstration of professional dispositions (e.g., self-awareness, openness to feedback, interpersonal skills, judgment).

To be approved for Graduation: (1) Satisfactory completion of all coursework with good academic standing (GPA = 3.0). (2) Satisfactory rating by internship site supervisors and on-campus supervisors in areas of counseling competencies & professionalism. (3) Continued demonstration of professional dispositions (e.g., self-awareness, openness to feedback, interpersonal skills, judgment). (4) Satisfactory completion of final research project in area of specialization. (5) Satisfactory performance on Counselor Preparation Comprehensive Examination (CPCE) taken during the spring semester of the final year in the program.

**College/Program Academic Policies**

Retention, Remediation, and Dismissal

Students are required to meet and maintain academic and professional standards in order to remain in the program and complete the Mental Health and School Counseling program. Students must also demonstrate appropriate personal, professional, and ethical conduct. Students are expected to abide by all CUNY policies, including but not limited to the policy on Academic Integrity. Students are requirement to maintain a Grade Point
Average (GPA) of 3.0 each semester and a 3.0 GPA is required for program completion. All students are subject to periodic review and sanctions up to and including dismissal as a result of academic and or professional deficiencies.

In keeping with the College’s Graduate Scholastic Standards, students’ whose GPA falls below a 3.0 in any semester will be placed on probation. Students placed on probation have up to 12 graduate credits to raise their GPA to a 3.0. If the student is not able to meet this requirement they will be dismissed from the program and will not able to take courses for at least one semester. After at one semester of not taking classes, the student must file a formal application for reentry and petition the Dean of the School of Education for permission to reenter.

Remediation

In situations where a student is not making satisfactory progress either academically or as relates to professional dispositions and expectations (e.g., ethical conduct), the Faculty Advisor will meet with the student to discuss their situation. Based on this initial meeting, the Faculty Advisor will work with the program faculty and the student to identify an appropriate remediation plan. The student will be provided with a written remediation plan. The student’s progress will be monitored by the Faculty Advisor who will report the student’s progress to the program faculty. Students who are not able to make satisfactory progress, as outlined in the remediation plan, may be subject to dismissal from the program.

Appeals

Students have the right to an appeal process within the Department. For grade appeals, the student must first speak with the faculty member. If a satisfactory solution is not reached, the student may then meet with the Program Coordinator. If a satisfactory solution is not reached at this point, the student can meet with the Department Chair and request an appeal of their grade in writing. Students shall submit any documentation that supports their appeal. The student’s appeal request is then reviewed by the Department’s Scholastic Standing Committee. Students who feel that they have been treated unfairly may file an appeal with the Dean of the School of Education. For additional information refer to the Graduate Bulletin.


Fieldwork Requirements

(1) As part of the practicum and internship courses students are required to complete supervised fieldwork hours in a school, college, or mental health/community agency. All students must complete a minimum of 100 hours as part of the Practicum course and a minimum of 600 hours of the internship courses. Internship hours each semester may vary depending upon the student’s schedule and the requirements of the field placement agency. Students must complete a minimum of 3 semesters of supervised
fieldwork (practicum and internship) during the academic year (Fall and Spring semesters) although part time students will require 4 or more semesters to complete all their fieldwork hours. For internship (821 and 829 courses) the credits vary with 75 hours per credit (for example, 821.1 = 75 hours in the field; 821.2 = 150 hours, etc., up to 4 credits). Students must be registered in a fieldwork course to actively engage in clinically supervised work and must attend the on-campus weekly supervision classes during every semester of fieldwork courses. At no time may students terminate their field placement prior to the completion of the academic semester, regardless of how many hours have been accumulated. Students are responsible for securing their own fieldwork placements. Students are encouraged to be in two different fieldwork sites during the program, usually one site per year.

(2) The Fieldwork Coordinator (Powdermaker Room 135A) has information packages with lists of acceptable sites and the required paperwork to be completed by the school or agency. The required forms (i.e. time sheets, supervisor evaluations) have specific due dates which will be outlined in the Fieldwork Guide as well as the Fieldwork course (Practicum or Internship). If a student fails to secure a fieldwork site by the week before classes begin, they will not be allowed to attend the fieldwork course; this includes Practicum and Internship. It is incumbent on the student to drop the course in a timely manner to avoid a loss of course fees.

All paperwork must be submitted by the first day of classes. Failure to submit the required documentation (to the Fieldwork Coordinator and to the fieldwork professor) by the first day of class, will result in temporary suspension from counting hours at your fieldwork site toward the total required until documents are up to date.

(3) Fieldwork sites will be acceptable if:

a) You are supervised weekly by an approved professional in your area (e.g., certified school counselor for those in the School Counseling Program or Licensed Mental Health Counselor for those in the Mental Health Counseling Program); and

b) The supervisor and site administrators agree to provide an appropriate learning environment for professional counselor training.

(4) All graduate students are required to obtain malpractice liability insurance. Students are encouraged to obtain insurance through student membership in the American Counseling Association or the American School Counselor Association. Students can also purchase liability insurance through [http://www.hpso.com](http://www.hpso.com).

(5) During practicum and internship, you will be practicing in professional settings where you will begin to take on the roles of professional counselors. You will be expected to demonstrate specific skills, to apply relevant knowledge, to make critical judgments, and to be reflective about your actions and their impact on others. As a developing professional, you are expected to be familiar with and comply with the ethical guidelines and standards of the profession. Equally important is your professional
appearance, demeanor, and general behaviors that must reflect acceptable professional standards. You will not only be representing the graduate program and Queens College, but the profession of counseling. These factors are taken very seriously and are major considerations in whether a student can continue into the subsequent phases and completion of the program.

Further specifics and requirements are detailed in the Fieldwork Guide available on the Program Webpage. You can also access the Fieldwork information and documentation on BlackBoard via the "Fieldwork Information Section" (access will be provided by the Fieldwork Director, Dr. Matta, in the semester prior to your going out on Practicum).

Programs & Specializations

The Graduate Program in Counseling has two (2) separate degree programs registered with the New York State Education Department: Counselor Education (M.S. Ed) and Mental Health Counseling (M.S.). Within the School Counseling program students may choose a specialization in Bilingual counseling. Students interested in working in a college counseling setting are advised to pursue the Mental Health Counseling program option.

SCHOOL COUNSELING PROGRAM (M.S.Ed.). This graduate program is approved by the New York State Education Department and leads to permanent certification as a school counselor upon completion of the 60 credit M.S.Ed. degree and 2 years of full-time post-master’s employment in a school setting. Students may obtain a provisional State certification after the completion of 30 credits. Prior to graduation, the provisional certification application must be completed by the student directly through the state. However, applying for provisional certification after completing fieldwork and 30 credits is not recommended. If you have been offered a position as a school counselor, you should contact your faculty advisor to discuss applying for an “internship permit.” Additional information can be found on the Teacher Certification Office web page. Students applying for provisional certification must complete the application individually with the State Education Department and not through Queens College. Once provisional certification is granted the 5 year time clock begins where the student must obtain the 2-years full time counseling experience in a school setting under supervision and complete the 60 credits master degree.

Specific program requirements for all students in school counseling:
   a) Completion of the following six specialty courses:

   ECPCE 700 Foundations of School Counseling
   ECPCE 802 Special Issues in School Counseling,
   ECPCE 806 Administration & Organization of School Counseling Programs
   ECPCE 808 Child & Adolescent Counseling
   ECPCE 809 Learning & Motivation in School Counseling
   ECPCE 810 College & Career Readiness
b) ECPCE 729 Practicum and ECPCE 829 Internship in a K – 12 school setting
c) Completion of final research project in area of specialization (as part of ECPCE 807)
d) Completion of three workshops: 1) Child Abuse Identification Workshop, 2) School Violence Prevention and Intervention Workshop (SAVE), and 3) DASA Training (Dignity for All Students Act). The workshop sessions usually last 2-6 hours and are offered periodically throughout the year. Refer to the Teacher Certification Office website for approved providers (link provided below). Additional information is available through the Office of Teacher Certification at http://www.qc.cuny.edu/Academics/Degrees/Education/Certification/Pages/Se minarRequirements.aspx

Additional requirements for the Bilingual Extension Specialization

Dr. Lourdes M. Rivera is the advisor for the bilingual specialization in school counseling. In addition to the basic requirements for the program, students seeking the Bilingual Extension in School Counseling must also complete:

a) at least 4 of their 8 internship credits (300 internship hours) with a bilingual population and receive supervision from a certified Pupil Personnel Professional (i.e., School Counselor, School Psychologist, School Social Worker)
b) ECPCE 803 Multicultural Issues in Counseling (required for all students)
c) an additional course in bilingual issues (ECPSP 866 Multicultural Interventions or equivalent as per advisor) for a total of 63 credits
d) the final research project (ECPCE 807) on a topic in multicultural/bilingual issues.

New York City Department of Education Graduate Scholarship Program

The New York City Department of Education offers scholarships to Bilingual School Counseling students attending an approved Higher Education Institution. If you are bilingual and are interested in applying for this program you can get additional information from the web page listed below. (PLEASE NOTE: As of the publication of this Handbook, the scholarships were not available for School Counseling. However, you should check their webpage to see if any changes take place.)

You must apply directly through the Office of Scholarship and Incentive Programs and meet all requirements.

The webpage is: http://www.teachnycprograms.net/getpage.php?page_id=59

MENTAL HEALTH COUNSELING PROGRAM (M.S): The Mental Health Counseling program is registered with New York State as leading to the Licensed Mental Health Counseling (LMHC) credential. Students, upon graduation, can obtain the limited
permit to practice under supervision and accrue the 3,000 post-degree clinical hours. A state exam is also required to be licensed.

Specific program requirements for all students in mental health counseling:

a) Completion of the following six specialty courses:
   - ECPCE 811 Mental Health Counseling
   - ECPCE 812 Psychopathology & Diagnosis in Mental Health Counseling
   - ECPCE 813 Family Dynamics
   - ECPCE 814 Advanced Applications in Counseling
   - ECPCE 708 Clinical Issues in MH
   - ECPCE 730 Substance Abuse Counseling

b) ECPCE 721 Practicum and ECPCE 821 Internship hours in mental health/community settings

c) A final research project in ECPCE 807 on a related topic in Mental Health.

d) Completion of the Child Abuse Identification workshop. Though not required for completion of the program, it is a New York State requirement for licensure. Refer to the New York Office of Professions Website (http://www.op.nysed.gov/prof/mhp/mhelic.htm):

Additional requirements for the Counseling in a College Setting Specialization

Students who plan to work as counselors in college settings are advised to complete the Mental Health Counseling program. Dr. Lourdes M. Rivera is the advisor for the College Counseling specialization and should be notified if you wish to concentrate in this area. In addition to the Mental Health Counseling requirements, students must complete:

a) Practicum and internship hours in a college setting that is also acceptable as a mental health site for the New York State License in Mental Health Counseling.

b) The final research project in ECPCE 807 on a topic relevant to counseling in a college setting.

Comprehensive Case Studies

As part of ECPCE 729 (Practicum in School Counseling) and ECPCE 721 (Practicum in Mental Health Counseling) students are required to complete the Individual Comprehensive Case Study project. This will be based on an actual client in your practicum site and will require that you demonstrate your grasp of the knowledge and techniques covered in the first 18 credits of the program. Students must illustrate their capacity to integrate and to apply what they have learned to their clinical work. A satisfactory grade on the Individual Comprehensive Case Study paper (B or better) is necessary to pass ECPCE 729 or 721 and to continue to the internship.
Comprehensive Exam

In the beginning of the Spring semester before graduation, counseling students are required to take the Counselor Preparation Comprehensive Exam (CPCE). This multiple-choice test was designed around the national standards of the counseling profession and is used by counselor training programs around the country. It covers 8 major areas: (1) human development, (2) social & cultural foundations, (3) helping relationships (4) group work (5) career & lifestyle development (6) assessment & evaluation (7) research & program evaluation, and (8) professional orientation. The results of the exam give feedback to the faculty on each student’s relative strengths and weaknesses in comparison to national norms. This exam does not lead to certification as a professional counselor but is required to complete the program.

Final Research Project

Each student must complete a final research project in the program. This project can take one of the following forms: (a) Design an original research study, including literature review and methods section (without actual data collection), (b) Conduct an original or replicated research study involving data collection and analysis, (c) Commit a minimum of 25 hours as a research assistant for a faculty member on a related project (pending available need). The research project is required as part of ECPCE 807 Research Methods in Counseling.

Students must complete the research project in their respective area of specialization (school counseling, bilingual school counseling, mental health counseling, mental health/college counseling). Research projects must be approved by the instructor of ECPCE 807.

Student Reviews

A review of students will be conducted by the program faculty each semester to determine progress in the program. To maintain matriculation, students must receive favorable reviews with regards to:

1) Grades (a minimum GPA of 3.0),
2) Attendance, punctuality, and participation in classes,
3) Personal and interpersonal abilities relevant to professional counseling,
4) Adherence to ethical guidelines
5) Professional attitudes and behaviors.

Work in school and mental health settings requires that students demonstrate professional appearance and professional demeanor, as well as appropriate personal and interpersonal characteristics. These personal characteristics include but are not limited to: communication skills, interpersonal skills, professional judgment, and ethical conduct.
In addition, students are expected to demonstrate sensitivity to client issues and effective management of personal stress or adjustment difficulties. See section on College/Program Academic Policies in this Handbook.

Each semester, the Counselor Education faculty review students’ performance in the program, including academic performance, GPA and professional suitability. Faculty will meet with the student to discuss their performance and develop a plan to assist the student in addressing the areas of concern. Any decisions that a student should no longer continue in the program will be made in adherence with College policies as outlined in the current Graduate Bulletin. The Graduate Bulletin can be accessed through the link provided below:


Attendance Policy

Attendance at weekly classes is essential given the interactive and experiential nature of the courses and is also a demonstration of professional behavior regarding consistency and responsibility. For this reason, students are expected to notify their instructors if they will be missing a class. More than two (2) absences in a course will adversely affect the grade since the learning process will have been compromised for that course. A student may be required to repeat the course in a subsequent semester. If there are extenuating circumstances (e.g. illness), the student must contact the course instructor who will discuss the issue with the program faculty. Cases will be reviewed individually and a determination of appropriate action will be made by the program faculty regarding the student’s learning and professional development within the training sequence.

Student Involvement

The professional training experience is enhanced by the degree of student involvement with various activities within the program and counseling profession. Students are encouraged to join the American Counseling Association (https://www.counseling.org/membership/join-reinstate/student), the primary professional organization for counselors. Additionally, students at Queens College have the opportunity to create student organizations that are eligible for college funding. Historically, there have been two student organizations for counseling students: Graduate Counselor Education Association and the QC Counseling Honors for Advocacy in Social Issues. If you are interested in starting an organization, please contact Dr. David Rivera for more information.

In addition, there may be opportunities to be involved in special counseling projects and in research studies. Speak to any faculty member regarding the possibility of participating. Student suggestions, innovative ideas, and research proposals are always welcomed.
ADMINISTRATIVE GUIDES

Advisement & Registration

(1) Students are registered for classes by the program and must have the Program Coordinator’s or Faculty Advisor's approval before being registered for classes. Any changes in scheduling or enrollment in the program must be approved. Students are responsible for knowing the sequence of courses required and for registering accordingly.

(2) It is very important that students pay the bursar bill on time. Failure to pay the Bursar will result in being dropped from courses. While re-enrollment is possible before the semester begins, being temporarily dropped from a course sometimes creates a situation where the course is under-enrolled and at risk for being cancelled. Please notify the Program Coordinator if you need to delay being registered for classes or if you are dropped from a course but intend to take the course. This will enable the actual enrollment to be accurately determined.

(3) Students committed to the full time day classes or to the part time evening classes are expected to remain with the cohort which they were accepted into. Part time evening students, however, may elect to complete the program in three years rather than four. Such an accelerated schedule depends upon available winter and summer courses with adequate enrollment.

(4) Any type of deviation from the program sequence or schedule (see Appendices A through C) must be approved by the faculty committee. Students must submit a request in writing. Approval of a program change will only be granted for legitimate reasons and based on space availability. Should a student not register for classes in any given semester, they are required to complete a “re-entry” application through the Office of Graduate Admissions and the student must contact the Program Coordinator discuss their request for “re-entry.” Any interruption in the course sequences will affect the student’s projected graduation date. Additional information is available in the Graduate Bulletin:


Advanced Standing & Transfer Credits

Credit for graduate courses taken elsewhere will only be granted if applicants can clearly demonstrate that they possess the competencies required in the Queens College courses for which they seek credit. Students are required to provide transcripts and syllabus or course descriptions. Certain core courses cannot be substituted even if a comparable course has been taken. Advanced standing credit cannot exceed a total of 12 credits and the courses being transferred must have been taken within the past 5 years with a grade of B or better. The request for advanced standing transfer credit must be made within the first year of or prior to matriculation in the Program.
Outstanding prerequisites

Any outstanding prerequisites must be completed as soon as possible and preferably prior to the beginning of the spring semester of the first academic year. Students will not be allowed to register for fall semester of the second year until outstanding undergraduate courses have been completed and transcripts are submitted to the Program Coordinator. It is advisable to complete all prerequisites by the summer before entering the program. Note that for MH students certain prerequisites must be completed before the spring semester of the first year. Speak with your Faculty Advisor if you have questions.

Incomplete coursework

The grade of Incomplete (INC), a temporary grade, must be requested by the student and may be given by the instructor to indicate that a student has a satisfactory record in coursework, but for a valid reason is unable to complete the course during the regular time period. A graduate student receiving this grade must complete the work of the course by the end of the next two regular semesters. In the situation that a student will receive an INC for any fieldwork course due to insufficient hours, the required number of hours needed for that fieldwork course will have to be completed before the INC can be removed. Students are required to submit the time sheets and evaluation sheets that are signed by the on-site supervisor before requesting the removal of the INC. Students are responsible for ensuring that their transcripts have been adjusted once completed work has been submitted to the instructor(s) or the fieldwork office. This is especially important for graduating students since incompletes will delay issuance of diplomas and will lead to additional matriculation fees. Students may not have more than one INC in fieldwork courses at any given time.

Leave of Absence

Though there is no official leave of absence for graduate students, any student who needs to temporarily discontinue their studies should notify their Faculty Advisor and the Program Coordinator prior to leaving the program. Once a student is ready to request “re-entry,” they must follow appropriate College policy delineated in the Graduate Bulletin available via the link below and contact the Program Coordinator. NOTE: College policy requires that students complete their graduate degrees within a specified period of time (e.g., five years). Additional information is available in the Graduate Bulletin:


Withdrawal from courses or failure to register for subsequent semesters without formal notification to the Program Coordinator is considered as a withdrawal from the program and does not guarantee re-admission at a later date. Students may need to re-apply to the program. Due to the specific class sizes, re-entry may not be possible since preference for course enrollment is given to actively matriculated students.
Graduation

Students are ultimately responsible for ensuring that all requirements have been met. However, the Program Coordinator receives a graduation approval form that will be reviewed and submitted as a ‘student’s meeting all requirements pending completion of current courses’ or will list any deficiencies that would prevent graduation e.g., an INC, GPA below 3.0. It is advisable that students review their transcript early in the last semester to allow for inadvertent delays. Incompletes must be resolved and ample time must be allowed for processing the change of grade forms. It is the student’s responsibility to follow up to ensure that fieldwork paperwork, workshop completion certificates, and any change of grade forms are processed in time for graduation.

Proof of completion of the required workshops for school counselors must be submitted to the Office of Teacher Certification (Powdermaker Hall) and a copy should be submitted to the program administrative assistant.

State Certification /Licensure

School Counselors

Completion of the School Counseling requirements within the 60 credit M.S.Ed. program leads to the permanent New York State certification in School Guidance & Counseling. During the last semester before graduation, students should contact the Queens College Office of Teacher Certification to file appropriate forms and request that they be recommended for certification. Once the forms are complete, students will be recommended for the provisional state certificate in School Counseling. After the completion of two (2) years of work as a school counselor you must apply to the New York State Education Department for the permanent certificate in School Counseling. The graduate is responsible for notifying the state upon completion of post-masters work experience required for permanent certification.

Students who have completed 30 credits in school counseling including at least two credits of Internship (ECPCE 829), may on their own, apply to New York State for the provisional certificate; note that this application is not processed by the Teacher Certification Office. Applying for provisional certification after completing fieldwork and 30 credits is not recommended as once provisional certification is granted the 5 year time clock begins wherein the student must obtain the 2-years full time school counseling experience under supervision to obtain permanent certification. If you have been offered a position as a school counselor, contact your faculty advisor to discuss applying for an “internship permit.” Additional information can be found on the Teacher Certification Office web page.

In addition to the program requirements students who will be working in the school system will need to complete three workshops: Child Abuse Identification Workshop, School Violence Prevention and Intervention Workshop (SAVE), and DASA
Training (Dignity for All Students Act). The workshop sessions usually last 2-6 hours and are offered periodically throughout the year. Refer to the Teacher Certification Office website for approved providers (link provided below). Additional information is available through the Office of Teacher Certification at http://www.qc.cuny.edu/Academics/Degrees/Education/Certification/Pages/SeminarRequirements.aspx

It is the student’s responsibility to sign up for these workshops before graduation (a small fee is usually required) and to submit certification of completion to the Office of Teacher Certification. Failure to do so will interfere with obtaining your State certification.

Mental Health Counselors

The M.S. degree program in Mental Health Counseling leads to the New York State License (LMHC) upon completion of the 3,000 post-masters clinical hours and a passing score on the state licensing exam. Upon completion of the program, graduates must apply to the State for a Limited Permit to practice once they secure a position as a Mental Health Counselor. Under the Limited Permit, graduates must be supervised by another licensed professional, such as LMHC, licensed psychologist, psychiatrist, or clinical social worker, for all of their 3,000 hours of practice after completing the degree requirements (approximately 2 years).

Graduates must submit the necessary Office of the Professions (OOP) forms to the QC Registrar in order to obtain verification of program completion. These forms are available via the OOP web page. See links below for additional information:

New York State Office of the Professions:
http://www.op.nysed.gov/prof/mhp/

LMHC Application Forms Checklist:

Limited Permit and License Applications:
http://www.op.nysed.gov/prof/mhp/mhecforms.htm

Limited Permit FAQs:
http://www.op.nysed.gov/prof/mhp/mhp-permits-faq.htm

In addition graduates must take a state licensing exam outlined in the NY State License Requirements:
http://www.op.nysed.gov/prof/mhp/mhelic.htm#exa
COURSE DESCRIPTIONS

Basic Core Courses

701 Lab in Self Awareness  Taken concurrently with ECPCE 700, this experiential course aims to develop listening, feedback, and communication skills through guided exercises and readings. The small group experience is used to explore and enhance self-awareness of intrapersonal and interpersonal dynamics. It is the basis for the personal development of the counselor-in-training which is expected to continue throughout the program. Graded on a Pass/Fail basis only.

702 Theories of Human Development  This course is a survey of the major theories of personality, cognitive, and social-emotional development through the lifespan. It includes study of environmental factors as they affect both normal and abnormal development and the application of developmental principles to counseling interventions.

703 Lab in Individual Counseling Techniques  Taken concurrently with 704, this course focuses on developing basic counseling skills with individuals. Emphasis is on practicing the appropriate application of counseling microskills, on coordinating techniques with the counselor intentions for therapeutic change, and on creating the core conditions for the facilitation of the counseling process. Role plays, video feedback (when available), and small group discussions as well as other experiential activities will be used. Counseling issues related to fieldwork will be addressed.

704 Counseling Theories. Pre/corequisite ECPCE 700. This course will involve an in-depth study of the major schools of counseling and psychotherapy. Issues of theoretical assumptions, assessment, treatment, and outcome will be addressed as well as their application to relevant counseling settings and populations. It is expected that students begin with at least a basic understanding of the counseling process and counseling skills. The impact of the counselor's worldview on the counseling process will be examined. Comparisons of the various counseling models will aim to derive common principles while facilitating each student's process of developing an empirically based approach to counseling.

706 Theories of Group Dynamics & Social Systems  This course surveys major theories of group counseling with a focus in on process groups, psychoeducational groups, and therapy groups. Topics will include techniques of group counseling, group dynamics, types of groups, leadership styles, as well as research and literature in group counseling and social systems. Experiential exercises will be used to reinforce concepts.

707 Lab in Group Counseling Techniques  Taken sequentially with ECPCE 706, this is an experiential course where students practice techniques of group interventions that are
taught in the theory part of the course sequence. Students gain experience in developing their own leadership styles and responding to group dynamics. A comprehensive case study is required for this course.

Advanced Core courses

800 Career Development & Assessment  This course covers the theories, issues, and resources in career development and vocational counseling as well as the administration, interpretation, and application of vocational testing instruments. Topics include applications of career counseling with the chemically dependent and other groups with special needs. Cultural and gender issues are also explored. Field-based hours outside of the classroom as well as fees for testing materials are required.

803 Multicultural Issues in Counseling  This course explores issues of diversity in the counseling process, reviews emerging theories, literature and research in multicultural counseling practice; examines the social and cultural foundations of race, ethnicity, gender, sexual orientation, as these relate to counseling practice and human development.

804 Assessment in Counseling  This course covers the concepts, principles, and theoretical foundations of psychological and educational measurement; surveys cognitive, personality, individual and group assessment instruments and techniques used in counseling; consideration is given to factors of culture, gender, language, ethnicity, age, disability, and examiner bias.

807 Research Methods in Counseling  This course is a survey of methods of research designs. It includes program evaluation, ethical and legal considerations in research as well as the interpretation and critique of research as it relates to the field of counseling. The students work with the instructor to develop a research project in the student's area of specialization and interest or are involved in direct research activities.

School Counseling Specialty

700 Foundations of School Counseling.  This course is an introduction to the field of counseling and will survey the broad areas of knowledge necessary for preparation as professional school counselors. Topics will include the clinical, psychological and professional foundations and the unique role of the school counselor. It will establish a framework of theory upon which subsequent courses in the program will be based. In addition, the course aims to develop the skills and learning processes necessary for counselor training at the graduate level.

802 Special Issues in School Counseling  This course involves the study of special issues in school counseling including depression, substance abuse, suicide, violence in the schools and community, psychological trauma, crisis intervention, and ethics as they relate to educational settings. Particular emphasis is given to issues related to special
needs students. The course will also explore effective counseling strategies and resources in the community.

806 Administration of School Counseling Programs. This course covers the role and function of the counselor in school settings, the study of the structure of educational and other organizational settings; development, implementation, and evaluation of counseling and guidance services; issues in consultation, referrals, administration, and systemic intervention.

808 Child and Adolescent Counseling. Issues and techniques of counseling specific to children and adolescents will be presented. Review of developmental psychology as it relates to therapeutic change will also be covered. Family dynamics, school issues, and the therapeutic relationship will be discussed.

809 Learning & Motivation in School Counseling. This course will cover major theories of learning and motivation as they apply to school counseling settings. Applications will emphasize consultation with teachers, support services for students with learning and motivation difficulties, and the general process of personal adaptation through counseling.

810 College & Career Readiness This overview course takes a holistic and developmental perspective for students in the K-12 setting. Working within a developmental and social justice framework participants will: learn about developmentally appropriate academic and personal needs of students as they transition from elementary through high school; learn about strategies and interventions to facilitate students’ college career readiness at the elementary, middle and secondary school level; learn about and utilize informational resources needed to assist students with secondary transition planning (included but not limited to identifying postsecondary options, the college application and admissions process, sources of financial assistance); and learn about strategies for working collaboratively with teachers, administrators, parents and other key stakeholders in facilitating student college and career readiness and postsecondary transition. This course will include information and strategies for working with special populations (e.g., undocumented students, ELLs, LGBT, and students with disabilities) on the postsecondary transition planning process.

Mental Health Counseling Specialty

811 Mental Health Counseling This course is an introduction to the field of counseling and will survey the broad areas of knowledge necessary for preparation as professional school counselors. Topics will include the clinical, psychological and professional foundations of the profession as well as the roles of mental health counselors, the socio-cultural factors in mental health, community issues, prevention, and legal/ethical issues. It will establish a framework of theory upon which subsequent courses in the program will be based. In addition, the course aims to develop the skills and learning processes necessary for counselor training at the graduate level.
812 Psychopathology and Diagnosis. This course covers the DSM-V classification system of mental disorders and focuses on the etiology, development, assessment and treatment of mental illness. Issues of psychopharmacology and other treatment issues will be addressed.

813 Family Dynamics. In this course the main stages of the family life cycle are studied as a means of understanding the family as a system of human relationships. Developmental stages, family rituals, family crises, and other variables affecting family development are examined. The purpose of this course is to enable students to assess family systems, to develop knowledge of current family life demographics, and to gain an understanding of marriage and family styles, symptomatology, and counseling techniques.

814 Advanced Seminar in Counseling Applications. This course entails an in-depth study of specific counseling approaches and their use with various client populations, including culturally and linguistically diverse clients. Case studies will provide a focus for analysis. Students will be required to conduct literature reviews and to make presentations.

708 Clinical Issues & Crisis Intervention. This course will address various clinical topics such as suicide assessment, crisis intervention, critical incident counseling, and grief & trauma issues as well as mental health and substance abuse assessment. Ethical issues in counseling will also be addressed.

730 Introduction to Alcohol and Substance Abuse This course covers the etiological theories of alcoholism /substance abuse, pharmacology, process of addiction/stages of alcoholism, recovery process, and defense structures. Attention is given to special ethnic populations, treatment approaches, the counseling of individual substance abusers, and professional counselor ethics.

Fieldwork Courses

721 Practicum in Mental Health Counseling 4 credits. Placement in a mental health clinic or community agency setting for 100 hours per semester. Prerequisite: Completion of 12 credits in the program including ECPCE 703. Prerequisite /Corequisite: ECPCE 708. The focus will be on advanced skills development (through video feedback), integration of counseling theory, and applications to fieldwork sites. Supervision will involve the use of video or audio tapes. Professional counseling issues encountered in field placement will be addressed. Comprehensive Case Study is required.

729 Practicum in School Counseling. 4 credits. Placement in a school setting from K through 12th grades for 100 hours per semester. Prerequisite: Completion of 12 credits in the program including ECPCE 703. Prerequisite /Corequisite: ECPCE 708. The focus will be on advanced skills development (through video feedback), integration of counseling theory, and applications to fieldwork sites. Supervision will involve the use of video or
audio tapes. Professional counseling issues encountered in field placement will be addressed. Comprehensive Case Study is required as part of this course.

821 Internship in Mental Health Counseling Variable 1 to 4 credits. May be repeated for credit. Placement in a college, clinic, or community agency setting for 75 to 300 hours per semester. On campus supervision required including case presentations. Prerequisite: Successful completion of ECPCE 721, ECPCE 812 and the completion of 30 credits in the program. Graded on a Pass/Fail basis

829 Internship in School Counseling Variable 1 to 4 credits. May be repeated for credit. Placement in a K-12 school setting for 75 to 300 hours per semester. On campus supervision required including case presentations. Prerequisite: ECPCE 721 and/or 729 and completion of 30 credits in the program. Graded on a Pass/Fail basis
FACULTY

Full Time Faculty

Matthew S. Day received his Ph.D. in Counselor Education from the University of New Orleans with a specialty in group counseling. Dr. Day is a Licensed Mental Health Counselor (LMHC) and has over 20 years of experience counseling at-risk adolescents and children. He has counseled families and supervised post-master’s level interns seeking professional licensure for several years. His research interests involve reflective practice, specifically in the areas of group work, attachment theory and clinical supervision.

Jennifer Kyle received her Ph.D. in Clinical Psychology from the CUNY Graduate Center. She has worked as a staff psychologist at North Central Bronx Hospital as well as a therapist at Barnard College, Columbia University. Dr. Kyle was also a faculty member at Borough of Manhattan Community College. Her research focuses on risk and protective factors related to suicide in persons of color. She has conducted research studies on suicide, is involved in large-scale national surveys, and has presented her work at international forums. Dr. Kyle is a NYS licensed psychologist and specializes in psychodynamic approaches to counseling and psychotherapy.

Marissa S. Matta received her Ph.D in Counselor Education from the University at Buffalo-SUNY, an MS in Rehabilitation Counseling from Mississippi State University, and a BS in Psychology from Texas A&M University. Dr. Matta is a Certified Rehabilitation Counselor (CRC), National Certified Counselor (NCC), Tobacco Treatment Specialist (TTS), and has a Mental Health Counselor Limited Permit (MHC-LP). She worked as a Vocational Specialist at START Treatment and Recovery Methadone Maintenance Clinic in East New York, a Diagnostic Vocational Evaluator at FEGS WeCARE in Manhattan, and a Community Support Supervisor at AHRC-NYC in Canarsie. Prior to working in clinical settings, she worked as a Research Associate for the Social Science Research Center (SSRC) at Mississippi State University. Dr. Matta's research interests include chronic pain, opioid misuse, substance use disorder, and addictive behaviors.

John S. Pellitteri received his Ph.D. from New York University in Counseling Psychology and his M.Ed. from Teachers College, Columbia University in Psychological Counseling. In addition, he holds an M.A. in Music Therapy and a B.S. in Music Education from NYU. He is a New York State licensed psychologist and licensed creative arts therapist. Dr. Pellitteri has worked as a school counselor, elementary school teacher, a music therapist for children with disabilities, a psychotherapist and a psychological consultant. He has conducted research on emotional intelligence, has published books on its application to school counseling and to music therapy, and has presented at regional, national and international conferences. He currently president and co-founder of the International Society for Emotional Intelligence.
David P. Rivera received his Ph.D. in counseling psychology from Teachers College, Columbia University. He also holds degrees in psychology and counseling from Johns Hopkins University and the University of Wyoming. Dr. Rivera's research focuses on cultural competency development and issues impacting the marginalization and health of people of color and sexual minorities, with a focus on microaggressions. He is currently the Founding Director of the CUNY LGBTQI Student Leadership Program, advisor to The Steve Fund, faculty with the Council for Opportunity in Education, board member of CLAGS: Center for LGBTQ Studies housed at the CUNY Graduate Center, and is a consulting editor of the journal *Psychology of Sexual Orientation and Gender Diversity*.

Lourdes M. Rivera received her Ph.D. in Counseling Psychology from Fordham University and an MA in Counseling from N.Y.U. She has worked in various hospital, educational, and clinical settings. Her scholarship is focused on career development and the application of social-cognitive theory to counseling and multicultural counseling and has made numerous national and international presentations. She has conducted school-based projects on career education, career development, and college and career readiness. She is a past President of the New York State Career Development Association and served as a Trustee on the Board of the National Career Development Association.

Emeritus and Retired Faculty

Jesse M. Vazquez received his Ph.D. from New York University in Vocational and Rehabilitation Counseling. Dr. Vazquez is a Nationally Certified Counselor and a Certified Rehabilitation Counselor. He was the director of the Puerto Rican studies at Queens College from 1975 – 2000 and has served in national associations on ethnic studies. He is an expert in cross cultural counseling and ethnic studies and has experience in college counseling, group and individual counseling. Dr. Vazquez is one of the founders of the Queens College Bilingual/Multicultural education program and received the Presidential Award for Multiculturalism in 1999. He served as the Chair of the Department of Educational & Community Programs for over 10 years and holds the distinguished title of Professor Emeritus.

Lynn Calhoun Howell received her Ph.D. in Counselor Education and a Masters Degree in Mental Health Counseling from Idaho State University. She is a Licensed Mental Health Counselor and a Nationally Certified Counselor and has worked in a women’s correctional institution, a college counseling center, and as a supervisor in domestic violence centers. Dr. Howell’s research projects and areas of interest include adult midlife development, addictions counseling, and group process. She served as the associate dean for the Queens College Division of Education and as the Chair of the Department of Educational & Community Programs.
Adjunct Faculty

**Michael Dealy**, is the headmaster of Bay Ridge Preparatory High School in Brooklyn. He holds a Ph.D. in Educational Psychology from Fordham University as well as special training in Leadership from Harvard University. Dr. Dealy has expertise in learning disabilities, psychoeducational evaluation, crisis intervention and suicide prevention as well as clinical experience treating adolescents with depression, children with terminal illness, and families in crisis.

**Nancy Chase**, received her Ph.D. in School Psychology from the CUNY Graduate Center. She has experience in both counseling and testing with general and special education students. Dr. Chase has also been involved in various research projects. She is currently practicing as a school psychologist in Long Island.

**Ed Grassel**, received his M.S.Ed. in Counseling from Queens College and has worked as a teacher and a school counselor for many years in the New York City Department of Education. Professor Grassel has supervised numerous counselors in District 2. He is an educational consultant to WNET Channel 13 as well as an avid marathon runner and world traveler.

**Anthony Don**, received his M.S.Ed. in Counseling from Queens College. He has worked for many years as a school counselor in the ASPECTS program and at middle schools in the New York City Department of Education. Professor Don is an expert at computer technology, school law, and program organization as they apply to school guidance programs.

**Ken Warden** has a master’s degree in Counseling as well as an advanced certificate in Administration & Supervision. He has numerous years of experience working as a school counselor and as a middle school principal in the New York City Department of Education. He currently serves as an educational consultant to various schools.

**Regine Dejean** is a graduate of the Queens College M.S. Ed Program and a high school counselor in the NYC public school system. She has many years of experience as a special education teacher, teacher trainer, and counseling supervisor. She serves on the school counselor executive board of the United Federation of Teachers.

**Kevin Clark** is a licensed mental health counselor, school counselor and school psychologist. He has many years of experience in hospital and school settings. His work has included assessment, counseling and educational interventions for children with learning disabilities and behavioral disorders. He conducts a private practice in Mental Health Counseling.

**Chanpreet Singh** attained her Ph.D. in Counselor Education and has several years of clinical experiences. She has worked for NYS funded programs for special needs adolescents' transitions into college and for the VA system as well as maintaining a private practice. Dr. Singh also has a background in neuropsychology.
Franco Gordillo is a graduate of the M.S.Ed program in school counseling and a Ph.D. in Counselor Education from Montclair State University. He has several years of experience in the NYC public school system as a teacher and counselor.

Jason Smith

Shameela Inderdeo is a Licensed Mental Health Counselor (LMHC) and a National Certified Counselor (NCC). She has many years of experience in the Foster Care, Court, Group Home and The Intensive Psychiatric Rehabilitation Treatment Program (IPRT) settings. Her work has included individual, couples, group counseling and psycho-educational interventions for children with learning disabilities and behavioral disorders. She has a vast experience in evaluating cases, preparing treatment plans, coordinating different service groups in solving cases; work in collaboration with health professionals to treat clientele. She conducts a private practice in Mental Health Counseling.

Meir Rizel, LMHC maintains a private practice specializing in trauma. He has worked with active duty military and is a certified therapist and consultant in EMDR. Mr. Rizel also treats couples using EFT, Gottman and other models. Additionally, he has trained at the Ackerman Institute as a divorce mediator.

Joanna Micek is a licensed mental health counselor. She works in an outpatient day program which assists those diagnosed with severe and persistent mental illness cope with their symptoms and achieve their self-defined goals through both group and individual therapy. Additionally, Mrs. Micek conducts private practice in Mental Health Counseling where she meets with individuals of all ages and with various mental health needs.

John J. Genovese holds an MSW from New York University and is a Licensed Clinical Social Worker with over a decade of experience providing psychotherapy to multi-diagnostic and at-risk populations. He has extensive knowledge in dialectical behavior therapy, the clinical applications of mindfulness and psychoanalysis. John currently serves on a DBT inpatient psychiatric unit and a private practice. In addition, he is an Advisor/Lecturer for Columbia University School of Social Work and a Faculty member on the Creedmoor Residency Education & Training Program in Psychiatry.

Antonio Bausone, MS.Ed. is a certified school counselor and is currently the Director of School Counselor Services at his current school. Antonio Bausone is a Queens College - School Counselor Program Alumni. He has been working as a school counselor for 6 years within the NYC DOE and Charter School. Bausone has worked closely with principals and district leaders on College and Career Readiness, LGTBQ Concerns, Credit Accumulation, and School Climate. His focus is: How are the social emotional components of any working piece of a school affected.
APPENDIX A: FULL TIME STUDY
Queens College, City University of New York,
Division of Education, Department of Educational & Community Programs
Graduate Program in Counseling
SCHOOL COUNSELING*
2 Year Full Time Day Program

BASIC & ADVANCED CORE COURSES 36 credits (including research methods) SPECIALIZATION 15 credits
FIELDWORK 12 credits

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TOTAL 60 Credits

*Bilingual Specialization requires one additional course ECPSP 866 for a total of 63 credits. This course is usually offered in the summer session.
APPENDIX B – PART TIME STUDY
Queens College, City University of New York,
Division of Education, Department of Educational & Community Programs
Graduate Program in Counseling
SCHOOL COUNSELING*
3 Years Part Time Evening**

BASIC & ADVANCED CORE COURSES  36 Credits (including research methods) SPECIALIZATION  15 Credits
FIELDWORK  12 Credits

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<td>808 Child &amp; Adolescent Counseling</td>
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<td>829.3 SC Internship#</td>
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<td>9</td>
<td>803 Multicultural Issues in Counseling</td>
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<td>810 College &amp; Career Readiness</td>
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<td>829.3 SC Internship</td>
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<td>11</td>
<td>806 Administration/School Counseling</td>
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<td>807 Research Methods in Counseling</td>
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<td>829.2 SC Internship</td>
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TOTAL 60 Credits

*Bilingual Specialization requires one additional course ECPSP 866 for a total of 63 credits usually offered in the summer.
** Students who are unable to attend summer courses may extend the part time program to 3&1/2 or 4 years. # students need 8 credits (600 hours) of SC internship that can vary in credits over several semesters.
APPENDIX C: FULL TIME STUDY
Queens College, City University of New York,
Division of Education, Department of Educational & Community Programs
Graduate Program in Counseling

MENTAL HEALTH COUNSELING
2 Year Full Time Day Program

BASIC & ADVANCED CORE COURSES 36 credits (including research methods) SPECIALIZATION 15 credits
FIELDWORK 12 credits

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<th>Semester</th>
<th>Course</th>
<th>Credits</th>
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<td>701 Lab in Self Awareness</td>
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<td>704 Counseling Theories</td>
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<td>703 Lab I in Counseling Techniques</td>
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<td></td>
<td>708 Ethics, Clinical Issues &amp; Crisis Intervention</td>
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<td>2 Spring</td>
<td>729.4 Practicum in MH Counseling</td>
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<td>702 Human Development</td>
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<td>812 Psychopathology &amp; Diagnosis in MH</td>
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<td></td>
<td>804 Assessment in Counseling</td>
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<td>Summer</td>
<td>821.2 MH Internship (optional)*</td>
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<td>3 Fall</td>
<td>706 Theories of Group Dynamics</td>
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<td>813 Family Counseling</td>
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<td></td>
<td>730 Substance Abuse Counseling</td>
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<td>821.4 MH Internship(3 or 4 credits)*</td>
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<td>4 Spring</td>
<td>707 Lab in Group Counseling</td>
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<td>807 Research Methods in Counseling</td>
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<td></td>
<td>814 Advanced Applications in MH counseling**</td>
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<td>821.4 MH Internship (3 or 4 credits)*</td>
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</table>

TOTAL 60 Credits

* Students must complete 8 credits (600) hours of MH internship that can vary in credits over several semesters

** Students interested in focusing clinical work on children can take 808 Child & Adolescent Counseling in place of ECPCE 814.
APPENDIX D – PART TIME STUDY
Queens College, City University of New York,
Division of Education, Department of Educational & Community Programs
Graduate Program in Counseling

MENTAL HEALTH COUNSELING
3 Years Part Time Evening*

BASIC & ADVANCED CORE COURSES  36 Credits (including research methods);
SPECIALIZATION  15 Credits; FIELDWORK  12 Credits

| 1 | Fall | 811 Mental Health Counseling | 701 Lab in Self Awareness | 708 Ethics, Clinical Issues & Crisis Intervention |
| 2 | Spring | 703 Lab in Counseling Techniques | 704 Counseling Theories | 702 Human Development |
|  | Summer | 804 Assessment in Counseling |
| 3 | Fall | 721.4 Practicum in MH Counseling | 706 Theory of Group Dynamics | 812 Psychopathology & Diagnosis in MH |
|  | Winter | 813 Family Dynamics |
| 4 | Spring | 707 Lab in Group Counseling | 730 Substance Abuse Counseling | 821.2 Internship** |
|  | Summer | 821.2 Internship (optional summer)** |
| 5 | Fall | 800 Career Development & Assessment | 803 Multicultural Issues in Counseling | 821.2 Internship (2 or 3 credits)** |
| 6 | Spring | 814 Advanced Applications | 807 Research Methods in Counseling | 821.2 Internship (2 or 3 credits)** |

TOTAL 60 Credits

* Students who are unable to attend summer or winter courses may extend the part time program to 3 &1/2 or 4 years.
**Student must complete 8 credits (600) hours of MH internship that can vary over several semesters.