OVERVIEW OF THE COUNSELOR EDUCATION AND SUPERVISION DOCTORAL PROGRAM

The Counselor Education and Supervision (CES) Program offers the master’s degree in Clinical Mental Health Counseling, School Counseling, and Rehabilitation Counseling as well as the Ph.D. degree. These four areas are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The doctoral program area is accredited in Counselor Education and Supervision. Kent State University is accredited by the Higher Learning Commission.

MISSION AND OBJECTIVES

The mission of the Counselor Education and Supervision (CES) doctoral program at Kent State University is to prepare research-informed, ethically sound, and multiculturally responsive counselor educators and supervisors who can effectively: conduct research and engage in scholarship; provide counseling supervision; facilitate learning; engage in leadership and advocacy; and deliver counseling services. Fulfilling this mission will ensure delivery of a high quality doctoral education which meets the standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The objectives of the Counselor Education and Supervision doctoral program at Kent State University are...

1. to prepare students to assume the role of a faculty member or other roles related to counselor education and supervision;
2. to have students/graduates practice in a legal, ethical, and multiculturally responsive manner (KPI CES 1);
3. to prepare students for the role of instructor with the ability to understand and apply: teaching methods; instructional and curriculum design; and evaluation methods of teaching (KPI CES 6 and CES 7);
4. to have students/graduates provide high quality counseling supervision which:
   o enhances supervisees’ ability to conceptualize clients from multiple theoretical perspectives, nurtures supervisees’ counseling skills, and evaluates the effectiveness of supervisees’ counseling (KPI CES 2 and CES 3);
   o uses multiple theories of supervision, and demonstrates knowledge and skills related to evaluative, gatekeeping, and remediation practices of supervision (KPI CES 4 and CES 5);
5. to have students/graduates conduct quantitative and qualitative research, along with understanding and applying the recommended practices for professional writing (KPI CES 8 and CES 9);
6. to provide students with an extensive counseling practicum experience, serving clients and students in a diverse and ever-changing society;
7. to have students demonstrate a firm grasp of leadership theory which will prepare them ultimately to provide leadership and advocacy to the counseling profession; and
8. to have students display an ability to critically evaluate current issues in the profession (KPI CES 10 and CES 11).

POLICY ON RECRUITMENT OF DIVERSE STUDENT BODY

Faculty in the Counselor Education and Supervision program are committed to recruiting a culturally diverse student body for their master’s degree programs in Clinical Mental Health Counseling, School Counseling, and Rehabilitation Counseling as well as the Ph.D. program in Counselor Education and Supervision. To this end, the Counselor Education and Supervision doctoral program announces graduate assistantships or teaching fellowships on counseling listservs (e.g., CESNET) stating that Kent State University is an Equal Opportunity / Affirmative Action Employer. Letters advertising the doctoral program are sent to Historically Black Universities and Hispanic Serving Institutions where there is also a master’s degree program in counseling. Faculty members are committed to providing all persons equal access to the programs in School Counseling, Clinical Mental Health Counseling, Rehabilitation Counseling, and the doctoral Counselor Education and Supervision program without regard to race, religion, sex, sexual orientation, national origin, physical disability or mental disability (unless the disability interferes with the practice of counseling), and identification as a veteran with a disability.
CES PROGRAM COMMITMENT TO DIVERSITY

The Counselor Education and Supervision (CES) program at KSU is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the program seeks to develop and nurture diversity, believing that it strengthens the program, stimulates creativity, promotes the exchange of ideas, and enriches campus life. The KSU CES program prohibits discrimination against any person on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, gender identity, sexual orientation, ability status, health status, or veteran status.

The American Counseling Association has explicit policies, standards, and ethical guidelines regarding diversity issues. Students are expected to reflect the standards and ethics of the counseling profession, especially in the area of diversity. Any use of written or verbal language should be consistent with the respect that is the cornerstone of the counseling profession and should reflect (Section C.5) of the 2014 ACA Code of Ethics:

Counselors do not condone or engage in discrimination against prospective or current clients, students, employees, supervisees, or research participants based on age, culture, disability, ethnicity, race, religion/spirituality, gender, gender identity, sexual orientation, marital status/partnership, language preference, socioeconomic status, immigration status or any basis proscribed by law.

A student’s enrollment in any course in the CES program signifies that they support and are committed to uphold the CES Program Commitment to Diversity.

CES PROGRAM COMMITMENT TO WELLNESS

The faculty and staff in the Counselor Education and Supervision program at Kent State University want to promote self-care related to mental health and healthy coping. However, we realize that being a student may create difficulties. A recent survey by the American College Health Association found that stress, sleep problems, anxiety, depression, interpersonal concerns, death of significant others, and alcohol use are the top 10 impediments to academic performance.

Students in need of support are encouraged to contact their advisor. Also, please consider contacting and scheduling an appointment with KSU University Psychological Services located in the DeWeese Health Center (UPS; 330-672-2487), the Clinic for Individual and Family Counseling at the University of Akron (330-972-6822), or one of the community-based mental health agencies in Kent or the surrounding area. Your advisor or UPS could help with providing information on surrounding agencies or referrals.

POLICY STATEMENTS ON AFFIRMATIVE ACTION AND DISABILITIES

Kent State University is committed to provide all persons equal access to its programs, facilities, and employment without regard to race, religion, sex, sexual orientation, national origin, physical disability or mental disability (unless the disability is essential to the practice of counseling), and identification as a veteran with a disability. Kent State University recognizes its responsibility for creating an institutional climate in which students with disabilities can thrive. University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor before the beginning of the semester to make arrangements for necessary classroom adjustments. Please note you must first verify your eligibility for accommodations through Student Accessibility Services (contact 330-672-3391 or visit www.kent.edu/sas for more information on registration procedures).

ENDORSEMENT

It is not the practice of the CES Program faculty to automatically provide reference letters to graduates for employment applications or for admission to further education, nor to supply evaluations of competencies for individual credentials. However, the faculty is happy to provide such service to students on a request basis. Please do not hesitate to ask for a
letter of reference, if it would be helpful to you. It is the faculty member’s decision whether or not to provide the letter. Endorsements will be written only if the student’s program of study in fact prepared him or her for the position or credential in question.

JANICE BYRD, Ph.D., Assistant Professor
Janice Byrd earned her Ph.D. in Counselor Education and Supervision from the University of Iowa. Janice has previous experience as a school counselor, career counselor, and teaching and mentoring youth. Her research interests include best practices and cultural competency in school counseling, career counseling, and social justice and advocacy for historically marginalized populations.

JANE A. COX, Ph.D., PCC-S, Associate Professor & CES Doctoral Program Coordinator
Jane Cox completed both her master’s degree in Community Counseling and doctoral degree in Counseling and Human Development Services at Kent State University. Prior to coming to KSU, Dr. Cox was an Associate Professor and department chair in the Counselor Education and School Psychology department at the University of Toledo. Dr. Cox also worked as a faculty member and part time staff clinician in a counseling center at Southern Illinois University Carbondale. Her areas of scholarly interest include the use of: social construction concepts to counseling practice and the training of counselors; narrative and solution-focused therapies with individuals, couples, and families; and collaborative methods for supervision. Dr. Cox currently serves as the coordinator of the doctoral program in Counselor Education and Supervision.

JENNY CURETON, Ph.D., Assistant Professor
Dr. Cureton’s areas of interest and expertise include crisis and trauma; career development among marginalized people; and transformative education on counseling, teaching, and researching traumatized and marginalized people. Her experience as an independently licensed professional counselor includes work in private practice, community-serving clinics, and college settings. She earned her Ph.D. in Counselor Education and Supervision from the University of Northern Colorado and her master’s in counseling from the University of North Texas.

LYNNE GUILLOT-MILLER, Ph.D., Associate Professor, CES Clinical Mental Health Counseling & School Counseling Programs Coordinator
Lynne Guillot-Miller earned her Ph.D. in Counselor Education from the University of New Orleans. Her teaching and research interests include school counselor preparation and school counseling for students with mental health concerns. She is particularly interested in using creative approaches when counseling children and in counselor preparation and supervision. She has experience as a counselor in college, agency, and school settings. Dr. Guillot-Miller currently serves on the University Teaching Council and is the program coordinator for the CES master’s programs.

MARTIN J. JENCUS, Ph. D., Associate Professor & Doctoral Practicum and Internship Coordinator
Marty Jencius earned his Ph.D. in Counselor Education from the University of South Carolina. His sixteen years of clinical experience included working in addictions, with at-risk youth and schools, EAP consultation, and at a family counseling agency. He has over 100 publications in books, chapters, journal articles, and others, along with 60 podcasts related to counseling, counselor education, and faculty life. He has done seminal work in technology introducing listervs (CESNET-L), websites, online journals, podcasts, and virtual reality to the field of counseling. He has had the opportunity to teach counseling and to make 20+ trips to Turkey, and trips to The Bahamas, Malaysia, Scotland, and Singapore. He is past president of North Central Association for Counselor Education and Supervision (NCACES), and the national ACES association. He currently is appointed to the American Counseling Association Governing Council. His remains actively interested in international issues in counseling, technology applications in teaching counseling, and human subjectivity (Q-Methodology) as it relates to counselor development.

MYKAL LESLIE, Ph.D., LPC, CRC, Assistant Professor
Mykal Leslie, PhD, LPC, CRC is a faculty member in the Rehabilitation Counseling program. A nationally certified rehabilitation counselor and licensed professional counselor in Ohio, Mykal received his bachelor’s degree in Psychology from Marietta College, his master’s degree in Clinical and Rehabilitation Counseling from Ohio University, and his Ph.D. at Kent State University in Counselor Education and Supervision. (ORA).
JASON M. MCGLOTHLIN, Ph.D., PCC-S, Associate Professor & CACREP Liaison
Jason McGlothlin earned his Ph.D. in Counselor Education from Ohio University and is currently a Licensed Professional Clinical Counselor with Supervisory endorsement (LPCC-S) in Ohio. Prior to joining the KSU faculty (in 2001), he practiced in community mental health, private practice, and suicide prevention/hostage negotiation facilities. Dr. McGlothlin has had a variety of leadership positions in the counseling profession and is the developer of the SIMPLE STEPS model of suicide lethality assessment. His current areas of teaching, publication, and research include the assessment, prevention, and treatment of suicide; and counselor education accreditation. Dr. McGlothlin also serves as the liaison to the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

ALMA MOORE, MA., Ed., LPCC-S, MBA, Faculty Lecturer
Alma Moore earned her master’s degree in Clinical Counseling at Malone University and is currently licensed in Ohio as a Professional Clinical Counselor with Supervisory Endorsement (LPCC-S). Alma earned a master’s degree in Business Administration from Baldwin Wallace University and held multiple leadership positions in business and the community before entering the community mental health counseling field. Alma worked as a clinical supervisor and clinical director in a mental health agency, in addition to serving on that agency’s Board of Trustees as a member of the Human Resources Committee. Alma currently serves as the Treasurer of the Ohio Counseling Association. Alma is a doctoral candidate in the Counselor Education and Supervision program at Kent State University. Her research interests include doctoral students’ preparation to teach in the counseling profession, and gatekeeping with master’s counseling students.

CYNTHIA J. OBSORN, Ph.D., PCC-S, Professor
Cynthia Osborn earned her Ph.D. degree in Counselor Education and Supervision from Ohio University in 1996 after serving in pastoral ministry for several years. She joined the Counselor Education and Supervision (CES) faculty at Kent State University in 1997. She is licensed in Ohio as a Professional Clinical Counselor (with supervisory endorsement; LPCC-S) and as a Chemical Dependency Counselor (LCDC), and her clinical background is with persons with co-occurring disorders (substance use disorders and mental illness). She routinely teaches graduate courses in addictions counseling, case conceptualization and treatment planning, and counseling practicum and internship. Research activity, publications, and presentations are in the areas of addictive behaviors (including college alcohol misuse, and counselors’ perceptions of addiction), motivational interviewing, solution-focused counseling, leadership in counseling, and counselor supervision.

J. STEVE RAINEY, Ph. D., Assistant Professor, Master’s Practicum & Internship Coordinator, IRB Representative
Steve Rainey began his work at Kent State University in the fall of 2002. He is currently the master’s practicum and internship coordinator, and an advisor to the Kappa Sigma Upsilon chapter of Chi Sigma Iota, International. His research interests are in the areas of school counselor preparation, school counselor identity, school counseling program implementation assessment, and counseling sexual minority clients.

PHILLIP RUMRILL, Ph.D., CRC, Professor, Rehabilitation Counseling Program Coordinator
Phillip Rumrill, Ph.D., CRC, is the Founding Director of the Center for Disability Studies at Kent State University in Ohio. He is also the Director of the Multiple Sclerosis Employment Assistance Service, which provides vocational services and supports to people with multiple sclerosis across the United States. A nationally Certified Rehabilitation Counselor, Dr. Rumrill received his bachelor’s and master’s degrees from Keene State College in New Hampshire and his doctorate from the University of Arkansas. Dr. Rumrill’s direct service experience includes substance abuse counseling, academic advising and accommodation planning with postsecondary students with disabilities, vocational guidance, and career counseling with a variety of disability populations, and vocational expert services in civil litigation. He has extensive experience writing grants and administering funded projects. Dr. Rumrill’s research interests include aging and disability, issues facing students with disabilities in higher education, assistive technology and reasonable accommodations, chronic illness, the career development implications of disability, workplace discrimination, program evaluation, research design and methodology, and self-advocacy strategies for people with disabilities.

CASSANDRA A. STORLIE, Ph.D., Associate Professor & Chi Sigma Iota Advisor
Cassie Storlie earned her Ph.D. in Counselor Education and Supervision from The University of Iowa and is currently licensed in Ohio as a Professional Clinical Counselor with Supervisory Endorsement (LPCC-S) and as a Registered Nurse (RN) in Illinois. Dr. Storlie has held a variety of leadership positions at state, regional levels and international levels in the counseling profession. She teaches graduate courses in counseling skills and procedures, clinical mental health and doctoral internship, research methods and multicultural counseling. She is the President Elect for NCACES and is on the Executive Council for Chi Sigma Iota, International, the third largest counseling association in the world. Dr. Storlie was awarded the National Career Development Association’s Diversity Initiative Award in 2016 and was recognized as Kent State University’s Scholar of the Month in January of 2016. In 2017, she was awarded Outstanding Mentor of the Year for OACES and has been recently recognized as the recipient of KSU’s Advancing Diversity Award. She was granted the Martha Holden Jennings Foundation grant to research college and career readiness of underserved populations during the 2015-2016 academic year, and again in 2016-2017 & 2017-2018 to work with science teachers to promote STEM careers among marginalized youth. Her research centers on the career development of marginalized populations, specifically Latinos/as and those with disabilities, in addition to salient topics in leadership development and counselor preparation. As a Latina, she is focused on social justice and advocacy efforts to support culturally responsive evidenced based practices in college and career readiness.
CONTRIBUTING CES FACULTY

JASON MILLER, Ph. D., PCC-S, Director of the Counseling Center
Dr. Jason Miller received his Ph.D. in Counselor Education from the University of New Orleans shortly after acquiring a M.Ed. in Community Counseling and a B.A. in Psychology. He began his career at Mississippi State University as a visiting assistant professor before moving to Kent State to his current position. Throughout his career thus far, he has focused on a variety of research interests. His primary interests now involve specialized accreditation issues and mental health trends on college campuses. Over the past few years Dr. Miller has come to take more of a pure existentialist approach to counseling (and possibly life in general). He finds few things more rewarding than working with a client and helping him or her to face those issues that we all deal with but never like to talk about. It is for this reason that he is continually becoming more involved with the mental health needs of the students on campus. He is a member of the American Counseling Association, the Association for Counselor Education and Supervision, and the American College Counseling Association.

MARK L. SAVICKAS, Ph.D., LPCC, Adjunct Professor, Professor
Mark Savickas earned his Ph.D. in Guidance and Counseling from Kent State University in 1975. He has been an adjunct professor in the Department since 1975, teaching courses in career development and counseling. His primary position is Professor of Family and Community Medicine, NEOMED, where he served as Chair of the Behavioral Science Department for 27 years. He is a fellow of the American Counseling Association and has edited the Career Development Quarterly (1992-1999) and the Journal of Vocational Behavior (1999-2016).

JENNIFER WAUGH, M.Ed., LPCC-S, LICDC, Assistant Director of the Counseling Center
Jennifer Waugh earned her master’s degree in counseling at Kent State University. She is currently in the dissertation phase of the Ph.D. program in Counselor Education and Supervision atKent State University. Jennifer has 15 years of clinical experience in the mental health field working at community agencies and private practice. Jennifer has experience working with all ages, group, couples, individual and crisis counseling. She is trained in CBT for psychosis and Trauma Focused CBT. Jennifer has worked in the Counseling Center as a graduate assistant and taught a number of master’s level course in the CES program. Her research interests include serious mental illness, crisis intervention, clinical work with transitional age youth and supervision.

JOHN D. WEST, Ed. D., PCC-S, Emeritus Professor
John West earned his Ed.D. in counseling and guidance from Idaho State University. Prior to joining the faculty at Kent State, he taught at Louisiana State University and at the West Virginia College of Graduate Studies. His current scholarly interests include the study of social construction theory and its application to practice. (Caption of Dr. West and his dog Maggie)

CES PROGRAM STATEMENT OF EXPECTATIONS

The Kent State University (KSU) Counselor Education and Supervision (CES) Program is charged with the task of preparing individuals to become professional counselors in a variety of settings and to assume positions of leadership in the field. In order to fulfill these responsibilities, faculty must evaluate students based on their academic, professional, and personal qualities. The KSU CES Program attempts to establish a learning community where students can develop professionally. We do this by providing an environment in which students’ rights and responsibilities are respected and by respecting the dignity and worth of each student.

A student’s progress in the program may, however, be interrupted for failure to comply with academic standards or if a student’s interpersonal or emotional status interferes with education/training related requirements for self or others. For example, in order to ensure proper training and client care, all CES students must abide by relevant ethical codes and demonstrate professional knowledge, technical and interpersonal skills, professional attitudes, and professional character. These factors are used to evaluate CES students’ academic performance and their ability to convey warmth, genuineness, respect, and empathy in interactions with clients, classmates, staff, and faculty. CES students should be able to demonstrate the ability to accept and integrate feedback, be aware of their impact on others, accept personal responsibility, and be able to express feelings appropriately.

CES faculty members expect CES students to behave in a professional manner, inside and outside the classroom. Therefore, disrespectful behaviors, gestures, or comments will be addressed and considered in student retention. Examples of
disrespectful or unprofessional behavior within the classroom are texting while in class (even if it is under the table and out of sight), using laptops for nonacademic reasons during class (e.g., Facebook, e-mailing etc.), having cell phones turned on, not completing reading assignments, talking in class while others are speaking, not being on time to class, gossiping, and not adhering to the current ACA Code of Ethics, etc. Faculty also expect that counseling students develop (if not already possess) the skills needed to self-evaluate and know what is respectful / professional behavior. CES faculty members expect CES students to be active learners!

It is the role of the CES faculty to prepare students for employment as professional counselors and counselor educators to assist them in obtaining skills and knowledge relative to continued professional development.

APPLICATION, ADMISSION, AND ADVISEMENT

Applicants are sought both from Ohio and from other states. The CES doctoral program selects students only once each year. The deadline for receipt of completed application materials is February 1st. Apply online by going to www.kent.edu and click “apply now.” Both KSU College of Education, Health and Human Services requirements and CES Program requirements must be met for admission.

Admission requirements include:

- Master’s degree from an accredited college or university; applicants are expected to have completed curricular experiences equivalent to CACREP entry-level core curricular standards and curricular requirements, CACREP entry-level professional practice standards, and CACREP entry-level requirements of a specialty area (e.g., CMHC, School Counseling, Rehabilitation Counseling) before beginning doctoral-level counselor education coursework. If minimal content is needed, it can be completed before or in some cases concurrently with initial doctoral-level counselor education coursework.
- Quantitative eligibility requirements include:
  - Minimum 3.500 graduate GPA on a 4.000 point scale
  - Recommended scores in the 50th percentile or higher on the Graduate Record Examination (GRE)
While it may be possible to be admitted with somewhat lesser quantitative data, other qualifications such as work experience, professional achievements, letters of reference, interviews, etc., then become increasingly significant in the determination of admission.
- Official transcript(s)
- Résumé or vita
- Goal Statement
- Supplemental data form
- Completion of the Questions Regarding Legal and Ethical Issues form
- Preliminary written exam
- Two letters of recommendation
- Interview with the Doctoral Coordinator and other faculty
- English language proficiency - all international students must provide proof of English language proficiency, unless they meet specific exceptions. For more information on international admission, visit the Office of Global Education’s admission website.

Faculty review application materials. In reviewing materials and interviewing applicants the faculty assess the applicants with regard to each applicant’s: (a) potential success in forming effective and culturally responsive interpersonal relationships in individual and small-group contexts; (b) aptitude for doctoral-level study; (c) relevant career goals in relationship to the program; (d) openness to self-examination; (e) openness to personal and professional development; (f) fitness for the profession, including self-awareness and emotional stability; (g) cultural responsiveness and respect for cultural differences; (h) oral and written communication skills; (i) potential for scholarship, professional leadership, and advocacy; (j) previous professional experience.

For more information about graduate admissions, please visit the Graduate Studies admission website.
**Advisors:** Admitted students are assigned two faculty advisors who serve as their advisory committee to assist in and oversee each student’s course of study. Students are expected to file a prospectus by the end of their first semester of study.

**FINANCIAL AID AND STUDENT EMPLOYMENT OPPORTUNITIES**

A limited number of graduate assistantships or teaching fellows are available in the CES Program to full-time doctoral students. Assistantships and fellowships, which award about $12,000 per academic year plus waiver of all tuition costs, require 20 hours of service per week. Students from outside of Ohio will have out-of-state fees waived if they receive a departmental assistantship or fellowship. Students may want to consider alternative possibilities for employment on campus. Please contact the Doctoral Program Coordinator for specific alternatives for financial assistance and employment opportunities.

**EMPLOYMENT OF GRADUATES**

Graduates of the CES doctoral program have held a number of positions in academic, administrative and clinical settings. An illustration of employment sites, past and present, of graduates follows:

<table>
<thead>
<tr>
<th align="left">Adams State University, Alamosa, CO</th>
<th align="left">Morehead State University, Morehead, KY</th>
<th align="left">University of Florida, Gainesville, FL</th>
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<td align="left">University of Idaho, Moscow, ID</td>
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<td align="left">California State at Fresno, Fresno CA</td>
<td align="left">Northeast Counseling Center, Chappaqua, NY</td>
<td align="left">UNC at Charlotte, Charlotte, NC</td>
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<tr>
<td align="left">California U. of Pennsylvania, , PA</td>
<td align="left">North Dakota State University, Fargo, ND</td>
<td align="left">UNC at Greensboro, Greensboro, NC</td>
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<td align="left">Cleveland State University, Cleveland, OH</td>
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<td align="left">Virginia Polytechnic Institute and State University, Blacksburg, VA</td>
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<tr>
<td align="left">Kent State University, Kent, OH</td>
<td align="left">Kent State University, Kent, OH</td>
<td align="left">Walsh University, Canton, OH</td>
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<tr>
<td align="left">Loyola College, Baltimore, MD</td>
<td align="left">Malone University, Canton, OH</td>
<td align="left">Western Georgia University, Carrollton, GA</td>
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<tr>
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<td align="left">Marshall University, South Charleston, WV</td>
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<td align="left">Marshall University, South Charleston, WV</td>
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<td align="left">University of Akron, Akron, OH</td>
<td align="left">University of Alabama, Tuscaloosa, AL</td>
<td align="left">Middle Tennessee State U., Murfreesboro, TN</td>
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**IMPORTANT INFORMATION REGARDING GRADES**

The CES program only allows grades of “B-” or better to count towards a student’s degree requirements. Therefore, if students earn a “C+” or lower in a class, that entire class would need to be repeated.
MATRICULATION REQUIREMENTS

Students in Kent State University’s Ph.D. in Counseling Education and Supervision must successfully complete the following in order to graduate:
1. all required coursework;
2. comprehensive exams;
3. a 600 hour internship, consisting of three of the following areas: Teaching, Research & Scholarship, Counseling, Leadership, and Supervision; and
4. dissertation research.

See sections below for specific requirements in these four areas. Student must also adhere to all program expectations and requirements for retention of students, as described in this handbook.

THE CURRICULUM

For students with an acceptable master’s degree in counseling, full-time doctoral study in the Counselor Education and Supervision Program usually involves two to three years of course work and an additional one to two years for finishing internship requirements and completing a dissertation. Our degree is available to both full-time and part-time students. We do, however, require at least one year of full-time study, that is, enrollment in a 12-month period totaling at least 21 semester hours (e.g., two consecutive semesters of 9 or 12 hours; two semesters of 9 plus a contiguous semester of 3).

Our curriculum is structured around the belief that doctoral level graduates should be well grounded in areas basic to the counseling profession, with an emphasis on ethical practice and multicultural responsiveness. These basic areas include: theory, teaching / pedagogy, scholarly activity, supervision, teaching, leadership, advocacy, provision of direct service to clients, and a clear counseling professional identity.

The expectation is that doctoral students will be prepared with entry-level knowledge and skills in their master’s degree program.

A person whose prior master's degree was in counseling may already meet many of the doctoral prerequisites. Persons from other fields are shifting their career direction and may need to make up considerable coursework that would normally be taken in a counseling master's degree. Graduate coursework in the following content areas is considered prerequisite to the doctoral program. Such coursework must meet CACREP standards in order to be approved.

- counseling theory
- counseling procedures
- counseling practicum and internship (including authentic counseling experiences)
- group dynamics and group work theory and procedures for intervention
- measurement and appraisal
- career development theory and career guidance/counseling
- professional orientation appropriate to the counseling profession
- administration and coordination relative to some program area in human services / counseling
- consultation theory and procedures
- legal and ethical issues pertinent to counseling
- research methods appropriate to the behavioral/social sciences
- human growth and development (child, adolescent and adult)
- social/cultural foundations
- human psychopathology/diagnosis

The total program must include at least 104 semester hours of study, including approved master’s level work but excluding dissertation credit. Following are the coursework requirements and options comprising the doctoral program in CES.
If students entering the doctoral program have had a course very similar to a required doctoral course, they may consult with their advisors about substituting a different course instead of taking the required course. That is, a required course may not be waived, but rather can be substituted with an advisor-approved alternative course.

Any change made to coursework (including elective coursework) must be approved by the student’s advisors BEFORE the change is made.

**Program Core** (39 semester hours). This is designed to develop the counselor identity of the doctoral student in Counselor Education and Supervision and to offer advanced training in fundamental areas.

- CES 78538: Advanced Multicultural Counseling
- CES 78592 or 87392: An advanced practicum (individual or couples/family). All students enrolled in an Advanced Practicum need to provide documentation to their instructor of current professional liability insurance before they can meet directly with clients.
- CES 80090: Doctoral Residency Seminar
- CES 80200 Fundamentals of Writing and Research in CES
- CES 80300 Leadership and Advocacy in CES
- CES 88168: Advanced Counseling Theories
- CES 88281: Research Seminar in CES
- CES 88284: Supervision of Counseling
- CES 88292 Internship in CES
- CES 88294: College Teaching in CES
- CES 88392 College Teaching Practicum in CES
- CES 88492 Supervision of Counseling Practicum in CES

Students also will have six (6) hours elective coursework and choose electives to give greater depth or breadth to their program. Students will seek advisor approval when selecting electives such as CES courses (e.g., CES 78067 Counseling Children, CES 77664 Theories & Practices in Addictions Counseling, CES 78533 Family Therapy: Theory and Technique; see master’s plans of study for other options) or research courses (e.g., EVAL 78713 Multivariate Analysis In Educational Research; EVAL 78714 Factor Analysis In Educational Research; EVAL 78716 Educational Statistics II; EVAL 78728 Educational Statistics III; CES 70093 Q Methodology In Assessment And Research; and specialty EVAL courses such as Grounded Theory and Phenomenology).

**Research Core** (12 semester hours as shown below). Students must take all basic research courses and select one advanced research course. Basic research courses include: EVAL 75510: Statistics I for Educational Services (3 credits), EVAL 85515: Quantitative Research Designs and Application for Educational Services (3 credits), and EVAL 85516: Qualitative Research Designs and Application for Educational Services (3 credits). Advanced research courses include EVAL 85517: Advanced Quantitative Research for Educational Services (3 credits) or EVAL 85518: Advanced Qualitative Research for Educational Services (3 credits).

**Internship** (at least 6 semester hours over two semesters). The internship consists of at least 600 clock hours at the doctoral level of professional work in counselor education or human service setting under approved field supervision. (Those not having an acceptable master’s internship will be required to complete an additional 600 hours.

- The doctoral internship is a culminating experience, with no more than nine hours of coursework (excluding dissertation) to be completed, which could include only the following: advisor approved electives; independent investigations; advanced EVAL coursework (e.g., EVAL 85517 or EVAL 85518); and/or CES 88281: Research Seminar in CES.
- An internship may be pursued on a full- or part-time basis (not less than 20 hours per week). Students cannot register for six (6) hours of internship in one semester.
- A student who is already employed in a human service position is not automatically required to change positions for the internship; however, modifications in the present position will be necessary to reflect new opportunities to test and implement program learnings. It is the purpose of the internship to offer an opportunity for integrative learning and to add breadth and depth to a student’s experience.
All students planning to enroll in internship need to provide documentation to their instructor of current professional liability insurance before they can begin their internship experience.

The doctoral internship must include at least 240 hours of direct service.

Beginning with fall 2017 admits, doctoral interns must include three of following areas in their internship plans: Teaching, Research & Scholarship, Counseling, Leadership, and Supervision. See the internship manual (dated August 2017 or later) for details.

**Dissertation** (at least 30 semester hours over two terms).

- The dissertation is an empirical, qualitative, philosophical, theoretical, or historical investigation on a topic relevant to Counselor Education and Supervision.
- Students are expected to be familiar with procedures for entering data into a computer and for analyzing the results.
- Students need to register for two consecutive semesters at 15 hours each of CES 80199 Dissertation I. Thereafter, students need to be registered for 15 hours of CES 80299 Dissertation II each semester (including summer) through graduation, including the term in which graduation is expected.

**COMPREHENSIVE EXAMINATION POLICY IN THE CES PROGRAM**

The intent of the comprehensive written and oral examination is to provide a more comprehensive evaluation of the student’s knowledge of Counselor Education and Supervision than can be completed in an individual course. The comprehensive written and oral examination is to be taken at the completion of the student’s course work (CES 88292 Internship in CES may be incomplete at the time of the comprehensive examination); that is, all course work listed as part of the Prospectus & Residency Plan must be completed before the student is eligible to take the comprehensive written and oral examination. Application and clearance for the comprehensive written and oral examination occurs through the EHHS Graduate Student Services Office (418 White Hall).

The Comprehensive Exam Application Packet is to be completed and submitted to the Graduate Student Services Office at least one month prior to the dates for the written portion, in order to initiate the application process, and is available in the Graduate Student Services Office (418 White Hall). The student’s Advisory Committee (i.e., co-advisors) read and evaluate the “written portion” of the examination and also evaluate the “oral portion” (which also may include one “outside” faculty member, from “outside” the CES Program, also identified in the Comprehensive Exam Application Packet). The student will register for CES 80199 Dissertation I in the semester following successful completion of both the written and oral comprehensive exams.

In the CES Ph.D. program, students complete a three-day “written portion” of the comprehensive examination taken on a computer in a proctored setting. Students will have a maximum of four hours (total) each day to write their responses. At the student’s request, the two CES faculty advisors help prepare the student for the five areas to be covered on the “written portion” of the examination; note that it is the student’s responsibility to schedule a meeting(s) with advisors to assist with preparation. The CES faculty advisors read and grade the “written portion” of the examination. Both CES faculty advisors must indicate a satisfactory performance on the “written portion” of the examination before the student can schedule the “oral portion” of the examination. For the student to successfully complete the oral examination both CES advisors must agree that the student passed the oral examination.

The comprehensive examination will be offered two or three times during the academic year, usually during finals week of each semester (during week 8 of the Summer II). The Doctoral Coordinator will announce via email the exact dates and location of the comprehensive exams.

Once the “written portion” of the examination has been completed, the two advisors from the CES Ph.D. program may determine that the student has successfully passed the written examination and is ready for the oral examination, or they may determine that there is a deficiency and that a re-writing is necessary. A deficiency is thought to exist when one or more of the five answers are graded as unsatisfactory. See the following flowchart for an explanation of the
There are five areas of the CES Doctoral Comprehensive Examinations:

- Counseling Theory and Practice (Day 1; 2 hours)
- Teaching (Day 1; 2 hours)
- Supervision (Day 2; 2 hours)
- Foundations of Professional Identity (Day 2; 2 hours)
- Research and Scholarship (Day 3; 4 hours)

Below are some general guidelines to help prepare for the written portion of the examination:

- These are comprehensive examinations – students need to demonstrate a culmination of their learning in the CES doctoral program.
- Grading will be based on content (e.g., accuracy and thoroughness of information) AND form (e.g., written clearly, good grammar and spelling, etc.).
- Students must adhere to APA style (6th Edition).
- Students are expected to appropriately cite at least six different scholarly sources in each area. Students will submit one reference list, with references for all five questions, one week prior to written comprehensive exams. Students may have headings for references (e.g., supervision, teaching), but otherwise the list should only have the authors’ names and dates of the publications; only name and year of publication are needed in students’ answers to comprehensive exam questions, for example, “Baker (2008).”
- In each area, make sure to answer ALL questions and sub-questions. Typically, written comprehensive exam areas fail when they are not fully answered. It is recommended that students identify each of the sub-sections of the examination with a sub-heading.
- Make sure responses are thorough and are “deep.” Shallow or surface level responses are not appropriate.
- Begin preparing at least six months before the examination. Dedicate considerable time (e.g., 10-20 hours each week) for studying. This is NOT a time for cramming.

When studying, please refer to the 2016 CACREP doctoral standards. The examinations in CES have been developed around the 2016 CACREP doctoral standards. In addition, the following questions have been developed to help students...
study for the five sections of the written comprehensive examinations.

**Section I: Counseling Theory and Practice (Day 1; 2 Hours to Complete):** Compare and contrast three major counseling theories. Ensure that the three theories you choose are distinct from each other. Please include the following in your response:
- brief scholarly description of each theory (e.g., descriptions of health and psychopathology, role of the counselor, etc.)
- a description of techniques related to each theory
- strengths and weaknesses of each theory
- applicability to multicultural populations of each theory
- specific ways you might evaluate the effectiveness of each theory
- utilization of each theory in crisis situations
- outcomes or effectiveness of each theory

**Section II: Teaching (Day 1; 2 Hours to Complete):** Respond to the following regarding teaching in a graduate level counseling program:
- Briefly describe your philosophy of teaching that is supported by scholarly literature.
- Identify how you would deliver content in a large class (e.g., 40 students) and how the delivery would be congruent with your philosophy of teaching.
- Identify how you would deliver content in a seminar class (e.g., 20 students) and how the delivery would be congruent with your philosophy of teaching.
- Identify assignments for this course and how these assignments would be congruent with your philosophy of teaching.
- Critique your above responses for pedagogical strengths and weaknesses.
- Identify the ethical, legal, and multicultural issues associated with being the instructor of record in a course.
- How would you evaluate whether your teaching was effective?
- How would you infuse technology in your teaching?

**Section III: Supervision (Day 2; 2 Hours to Complete):** Please provide a brief (thorough yet concise) description of the purposes of clinical supervision.
- Compare and contrast three models of clinical supervision. Choose one model from each of the following areas:
  - Psychotherapy Theories of Supervision: Psychodynamic Supervision, Person-Centered Supervision, Cognitive-Behavioral Supervision, Systemic Supervision, Narrative Approach, Adlerian, Solution-Oriented, etc. approaches to Supervision
  - Developmental Approaches to Supervision: Integrated Developmental Model; Ronnestad and Skovholt Model; or Loganbill, Hardy, and Delworth Model
  - Social Role Models of Supervision: Discrimination Model, Hawkins and Shohet Model, or Holloway Systems Model
- When comparing and contrasting these three models, please respond to the following:
  - brief scholarly description of each model
  - a description of the roles for the supervisee and supervisor and a description of the supervisee-supervisor relationship
  - applicability of each model to multicultural populations
  - the legal and/or ethical considerations for each model
  - specific ways you might evaluate the effectiveness of each model

**Section IV: Foundations of Professional Identity (Day 2; 2 Hours to Complete):** According to CACREP (2009) “it is expected that doctoral students will have experiences designed to help them... develop an area of professional counseling expertise” (p. 53). This question infuses the notion that you have obtained a level of expertise in a particular area in counseling, you have provided a level of leadership in the counseling profession, and you can critique / evaluate the effectiveness of services you deliver. Please address the following:
- In one sentence, identify a leadership position in the counseling profession that you could see yourself obtain within the next 10 years (e.g., President of the Ohio Counseling Association, President of Ohio Association for
Counselor Education and Supervision, Coordinator of a counselor education program, etc.).

- Present a clear definition of the area in which you have expertise.
- Briefly describe a program that could be developed within your area of expertise and how you would evaluate that program in order to serve the constituents of your identified leadership role.
- How would you infuse your area of expertise in your leadership role? When answering this question, please address the following:
  - A theory (or theories) of leadership that would inform your professional leadership role.
  - How would you advocate for the group your leadership role serves?
  - What multicultural considerations need to be accounted for while infusing your area of expertise in your leadership role?
  - Why and how the group you are serving in your leadership role would benefit from your area of expertise in times of crisis.

Section V: Research and Scholarship (Day 3; 4 Hours to Complete): Note: Students will have a maximum of four hours to respond to this portion of the examination. Be prepared to fully respond to all of the below areas:

- **Area 1: Quantitative Research:**
  - When is it appropriate to use a quantitative design?
  - Explain when you would use a univariate versus a multivariate analysis.
  - What are the benefits and limitations of quantitative research?
  - Describe at least two issues affecting internal validity of a quantitative study.

- **Area 2: Qualitative Research:**
  - When is it appropriate to use a qualitative design?
  - Explain when and how you would use a grounded theory versus a phenomenological analysis.
  - What are the benefits and limitations of qualitative research?
  - Describe at least two issues affecting the trustworthiness of a qualitative study.

- **Area 3: Research Development:** Organize and plan a qualitative, quantitative, or “Q” research study in the area of counseling or counselor education. Specifically, describe the following:
  - A brief overview of the literature that suggests support for the research topic and purpose of the study
  - The specific research question(s) addressed by the study
  - A description of the research design, e.g., sample, instruments, procedures, and analysis.

PROFESSIONAL ORGANIZATIONS

The Counselor Education and Supervision (CES) Program is most closely identified with the American Counseling Association (ACA) and ACA divisions. The address for ACA is: American Counseling Association, 5999 Stevenson Avenue, Alexandria, VA 22304-3300 --- www.counseling.org. The nineteen divisions of the ACA are:

- Association for Adult Development and Aging
- Association for Assessment and Research in Counseling
- Association for Child and Adolescent Counseling
- Association for Creativity in Counseling
- American College Counseling Association
- Association for Counselor Education & Supervision
- The Association for Humanistic Counseling
- Association for Lesbian, Gay, Bisexual and Transgender Issues in Counseling
- Association for Multicultural Counseling and Development
- American Mental Health Counselors Association
- American Rehabilitation Counseling Association
- American School Counselor Association
- Association for Spiritual, Ethical, & Religious Values in Counseling
- Association for Specialists in Group Work
- Counselors for Social Justice
- International Association of Addictions & Offender Counselors
Students are urged to join ACA as well as the state branch, the Ohio Counseling Association (OCA). Membership in these organizations is for the purpose of helping to establish the identity of a counselor. Students are also encouraged to join the Association for Counselor Education and Supervision (ACES), since this is the division most closely aligned with CES doctoral studies and students’ future careers. Membership in these organizations will help students gain knowledge through professional journals, newsletters focusing on current trends, and announcements pertaining to upcoming events. Involvement in committee work in these organizations, submissions of manuscripts to ACA journals, and participation at related conferences are encouraged. Faculty members are pleased to talk with students about the possibility of becoming active in these organizations.

Students with an interest in school counseling may consider joining the American School Counseling Association (ASCA).

Chi Sigma Iota, Counseling Academic and Professional Honor Society International, has a chapter at Kent State University, Kappa Sigma Upsilon. The chapter sponsors professional development events, community service events, and social activities. The chapter is open to students who have completed one full semester of full time course work in counselor education and who maintain a 3.5 GPA. See the chapter faculty advisor for further details.

STUDENT GRIEVANCES AND ACADEMIC COMPLAINTS

The University’s policies and procedures which govern student grievances and student academic complaints are included in the University Policy Register (www.kent.edu/policyreg).

STUDENT ACADEMIC MISCONDUCT

The University’s Administrative policy regarding student cheating and plagiarism is included in the University Policy Register (3-01.8).

CES PROGRAM POLICY REGARDING STUDENT CONCERNS, PERFORMANCE, AND/OR FUNCTIONING

Graduate programs that prepare professional counselors have an obligation to protect the public and the profession. This obligation requires the CES Program to (a) establish criteria and methods through which aspects of competence other than, and in addition to, a student-trainee’s knowledge or skills may be assessed (including, but not limited to, emotional stability and wellbeing, interpersonal skills, professional development, and personal fitness for practice); and (b) ensure—insofar as possible—that the student-trainees who complete their programs are competent to manage future relationships (e.g., client, professional, public, scholarly, supervisory, teaching) in an effective manner. Because of this commitment, the CES Program strives not to advance, recommend, or graduate students or trainees with demonstrable problems (e.g., cognitive, emotional, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers, or the public at large.

This commitment obligates the CES Program faculty to continually assess the progress of each graduate student in a variety of academic and applied settings. The primary purpose of this assessment is to facilitate professional growth. To this end, students are reviewed at least once a year to evaluate their progress in the development as a professional,
ethic counselor. Faculty members also may consult one another any time they have a concern about a student. Information that a student shares with a faculty member may be shared with other CES faculty members to decide how to assist the student with a concern, determine if a concern is evident in more than one venue (e.g., course), determine if remediation is needed, and so forth. At times, information a student shares with a faculty member may be shared with appropriate administrators, if faculty believe the administrators can help with the concern or should be informed of the concern.

It is important that there are regular contacts and close working relationships between graduate students and program faculty so that these guidelines can be implemented in a way that maximizes student growth and development.

The CES Program also recognizes that stressors are inherent in the work required during graduate school. During graduate school, higher academic expectation is frequently encountered. In addition, when clinical work begins (in any counseling setting) there is stress inherent in being a member of a helping profession. Further, supervision is more intensive, concentrated, and frequent during the graduate program, which may increase the student’s sense of personal and professional vulnerability.

Because graduate students make significant transitions during their graduate training and may need special assistance during this time, it is the responsibility of the CES Program to provide recommendations and opportunities that may facilitate growth and minimize stress. Such measures include, but are not limited to: orientation meetings, advising, clear and realistic expectations, clear and timely evaluations that may result in suggestions for positive change, and contact with supportive individuals (e.g., supervisors).

**Retention Standards:** The CES Program requires the following for students to maintain good academic standing in the program:
1. Because licensure as a counselor requires a background check and documented absence of potentially relevant legal difficulties, retention in the program requires that students have no record of such difficulties.
2. Students must maintain a minimum of 3.0 average in all academic work completed.
3. Students who earn a grade of "C+" (or lower) or a grade of "U" in any course listed on their prospectus will be required to meet with their advisor to evaluate the impact of that performance on the overall course of study and to identify an appropriate response, which may include a faculty-approved remedial plan to develop and demonstrate mastery of essential competencies.

Coursework includes both academic and skill-related training. In addition to traditional academic and skill related growth in graduate professional training, professional growth is critical for future effective functioning as a counselor. The following exemplars illustrate professional dispositions that are considered critical for adequate progress and performance in the program. Professionally related interpersonal/professional skills included the following:

- **Ethics**
  - Demonstration of knowledge/application of ACA or ASCA Ethical Guidelines.
  - Demonstration of knowledge/application of other statutes regulating professional practice (e.g., licensure and legal regulations).
  - Demonstration of concern for client welfare.
  - Demonstration of appropriate client-counselor relationships.

- **Professional Deportment**
  - Appropriate manifestation of professional identity, as demonstrated by attire and behavior judged by practica, internship, and other field-based partners to be appropriate for educational settings.
  - Appropriate involvement in professional development activities (e.g., professional associations)
  - Appropriate interaction with peers, colleagues, staff, trainees, etc.
  - Awareness of impact on colleagues (faculty and students).
  - Completion of assigned tasks in a timely fashion and in an acceptable format.

- **Sensitivity to Client Issues.** Acknowledgment and effective interactions with:
  - Clients of any age
  - Parents or family members of clients
  - Professionals in the field and at the work site
• Sensitivity to the needs, resources and priorities for individuals from different cultural backgrounds (including differences in SES, gender, disability, sexual orientation, race, etc.)

• Use of Supervision
  o Appropriate preparation.
  o Accepts responsibility for learning.
  o Openness to feedback/suggestions.
  o Application of learning to practice.
  o Willingness to self-disclose and/or explore a personal issue which affects professional functioning.
  o Appropriately self-reliant.
  o Appropriately self-critical.

• Other Training Issues
  o Effective management of personal stress.
  o Lack of professional interference because of own adjustment problems and/or emotional responses, as reflected by ability to maintain appropriate level of concentration, focus, and commitment to graduate study and professional demeanor in academic, social, and field-based settings.
  o Formulation of realistic professional goals for self.
  o Appropriate self-initiated professional development (e.g., self-initiated study).

**Definition of Impairment:** For purposes of this document, impairment is defined broadly as an interference in professional functioning which is reflected in one or more of the following ways: An inability and/or unwillingness...

- to acquire and integrate professional standards into one's repertoire of professional behavior,
- to acquire professional skills in order to reach an acceptance level of competency, and/or
- to control personal stress, and/or cognitive, behavioral, and/or emotional reactions which interfere with professional functioning.

It is a professional judgment as to when a graduate student's behavior becomes severe enough to be considered impaired rather than just problematic. For purposes of this document a problem refers to a trainee's behavior, which, while of concern and requiring redemption, is perceived not to be unexpected nor excessive for professionals in training. Problems become identified as impairments when they include one or more of the following characteristics:

- the student does not acknowledge, understand, or address the problem when it is identified,
- the problem is not merely a reflection of a skill-deficit which can be reflected by academic or didactic training,
- the quality of services delivered by the student is sufficiently negatively affected,
- a disproportionate amount of attention by training personnel is required, and/or,
- the trainee's behavior does not change as a function of feedback, remediation efforts, and/or time.

**Due Process:** Due process ensures that decisions made by program faculty about graduate students are not arbitrary or personally biased, requires that programs identify specific evaluative procedures which are applied to all trainees, and have appropriate appeal procedures available to the student so he/she may challenge the program's action. General due process guidelines include:

- presenting graduate students, in writing, with the program's expectations related to professional functioning;
- stipulating the procedures for evaluation, including when and how evaluations will be conducted (such evaluations should occur at meaningful intervals);
- instituting a remediation plan for identified inadequacies, including a time frame for expected remediation and consequences of not rectifying the inadequacies (see Evaluation Procedures and Timelines Regarding Due Process);
- providing written procedures to the graduate student which describes how the graduate student may appeal the program's action;
- ensuring that the graduate student has sufficient time to respond to any action taken by the program;
- considering possible input from multiple professional sources when making decisions or recommendations regarding the graduate student’s performance, and;
- documenting, in writing and to all relevant parties, the action taken by the program and its rationale.
**Evaluation Procedures and Time Lines Regarding Due Process**

In addition to the grades and in-course evaluations students receive as part of all courses, all students in the CES Program are evaluated each semester by the CES faculty. These evaluations involve all members of the CHSD faculty. If a significant concern about a student’s performance or functioning is identified, the following procedures will be implemented:

- The student will be formally notified of the specific problem areas noted by the faculty.
- Unless the problems are severe enough to warrant a forced withdrawal, a plan to remedy the problem will be developed by the CES faculty. This plan will, as much as possible, define the student’s problem(s), identify the expected behavior or attitude, specify possible methods that could be used to reach those goals, and designate a date for goal attainment and/or re-evaluation. During this remedial period, the student is on programmatic-probation. If the student chooses not to accept the remedial plan, he/she will be automatically dismissed from the program.
- At the time of re-evaluation, four options exist for the CES faculty:
  1. a decision that the specified concerns no longer present a significant problem, and the student is allowed to continue in the program.
  2. continued probation and remediation, an updated remedial plan, and a date set for another re-evaluation.
  3. recommending to the student that he/she leave the program.
  4. recommendation of formal dismissal from the program to the Associate Dean of Administrative Affairs and Graduate Education

Typically, non-academic concerns arise during practica and internship. Therefore, specific guidelines have been established for such times in a student’s program. Frequent feedback is provided on a case-by-case basis to students enrolled in practica and internship by on-site and faculty supervisors.

Additional procedures have been developed for continued evaluation/feedback during the practica and internship. These include:

- Written internship logs, prepared by the intern, signed by the intern supervisor, and forwarded to the university supervisor every week during internship.
- Visits and/or telephone contact with the internship site at least once each semester by the course instructor or CES faculty member. These visits include consultation with the internship supervisor and with the intern.
- A written mid-term evaluation and final semester evaluation from the student’s supervisor to the course instructor (in some situations this may be the same person) during practica and internship.
- Possible periodic telephone conferences between the supervisors and course instructor interspersed between site visits.
- In the final evaluation in practica, the practica supervisor makes a recommendation regarding the endorsement of the student for internship.
- In the final evaluation in internship, the intern supervisor makes a recommendation regarding the endorsement of the intern for certification/licensure.

If there is to be conditional endorsement or no endorsement, the student and instructor would generally be aware of these concerns at least one month prior to the submission of the final report, unless in circumstances where this is not possible due to violations of ethical and professional conduct occurring late in practica or internship. If the course instructor and CES faculty concur with the supervisor’s recommendation to deny moving to internship or potential licensure, and the student is in disagreement, appeal procedures as specified in this document and other university regulations may be initiated by the student.

**Remediation Considerations:** It is important to have meaningful ways to address impairment once it has been identified. Several possible, and perhaps concurrent, courses of action designed to remedy impairments include, but are not limited to:

- increasing supervision, either with the same or other supervisors, increasing field work experience,
- changing the format and/or emphasis of supervision,
- recommending and/or requiring personal counseling in a way that all parties involved have clarified the manner
in which counseling contacts will be used in the graduate student’s progress,

- reducing the graduate trainee’s clinical or other workload and/or requiring a specific academic coursework, and/or
- recommending, when appropriate, a leave of absence and/or repeating a particular experience (e.g., practicum).

When a combination of the above interventions do not, after a reasonable time period, rectify the impairment, or when the trainee seems unable or unwilling to alter his/her behavior, the training program may take more formal action, including recommending dismissal from the program.

**Procedures for Dismissal from the Program:** If at any time during the course of the graduate program, concerns about performance and functioning are judged to be severe enough to warrant dismissal from the program, the Program Coordinator will notify the student of this decision in writing. The student will be given 14 days to prepare a response to the notification of dismissal and have the opportunity to request a formal review of the recommendation for dismissal from the School Director in which the program is housed. The following procedure will be followed in carrying out this review:

- Upon notification of a request for formal review, the School Director will charge a Review Panel, comprised of three faculty members from outside the program area. One of the three faculty members will be designated by the School Director as the convener of the Review Panel.
- The Review Panel will review evidence provided by the program and the student related to the program’s recommendation for dismissal and forward a written recommendation for disposition to the School Director, the Program Coordinator, and the student within five days of their deliberations. As part of their review, the Review Panel may request clarification or further information from either the student or the Program Coordinator. The student and/or Program Coordinator may request to meet with the Review Panel as part of this process.
- The student may submit a written response to the Review Panel’s recommendation to the School Director within 5 days of receipt of their determination.
- The School Director will consider the Review Panel’s recommendation and any response by the student and make a determination for disposition within 10 days of their determination. This disposition may uphold or reverse the program’s recommendation for dismissal. The School Director will notify the student and the Program Coordinator of the disposition.
- The student may appeal the decision for dismissal from the Director to the Associate Dean of Administrative Affair and Graduate Education within 5 days of receipt of notification of the decision. This represents the final step in the appeal process.

Taken in part from the KSU School Psychology Program. Established November 2009 into the CES Program

**DEFINING AND AVOIDING CHEATING / PLAGIARISM**

(Modified for all CES Students from the Department of Counselor Education and School Psychology; The University of Toledo)

This document was developed to help students understand what constitutes cheating and plagiarism and also to help students avoid such actions. In your coursework, you will frequently be asked to write papers or give presentations in which you will be drawing upon the literature in our profession; understanding and discussing the ideas of others is vital to professional academic work. Professional behavior must also reflect the knowledge of when and how to give credit to others, and this document will give you some guidelines for doing so. The CES faculty wants to hear your ideas and evaluate your knowledge in an ethical and appropriate manner.

**Defining Cheating and Plagiarism**

This document is an expansion of the information found in the APA Manual (APA, 2009) and The Kent State University Official Policy Register (Kent State University, n.d.). In this document, “plagiarism” or “cheating” are given as examples of academic dishonesty that require sanction. The KSU Official Policy Register defines “cheating” as the following:
"Cheat" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. As defined, cheating includes, but is not limited to: (a) obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use; (b) using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted; (c) obtaining confidential information about examinations, tests or quizzes other than that released by the instructor; (d) securing, giving or exchanging information during examinations; (e) presenting data or other material gathered by another person or group as one's own; (f) falsifying experimental data or information; (g) Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor; (h) cooperating with another to do one or more of the above; (i) using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented; and (j) presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work. (policy 3342-3-01.8)

Cheating is considered to be unethical by Kent State University. However, overtly cheating (e.g., looking off another students test) is what is of consequence to the university. Cheating oneself from an educational experience (e.g., only skimming a chapter rather than thoroughly reading it) is also of concern to the CES program and the counseling profession at large. The KSU Official Policy Register defines “plagiarism” as the following:

"Plagiarize" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. As defined, plagiarize includes, but is not limited to: (a) the copying of words, sentences and paragraphs directly from the work of another without proper credit; (b) the copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit; and (c) the presentation of work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers. (policy 3342-3-01.8)

Plagiarism is unethical behavior; The American Counseling Association Code of Ethics states in Section G.5.b. that “Counselors do not plagiarize; that is, they do not present another person’s work as their own work” (ACA, 2005, p. 18). Plagiarism can be very obvious, such as when a student copies someone else’s paper for a class assignment or copies information from a website without appropriate citation. It can also be subtler, such as paraphrasing someone’s words or ideas without properly citing the source. The examples contained in this document are intended to help students understand both the obvious and the more subtle forms of plagiarism, and to give students information about how to avoid committing plagiarism.

Avoiding Cheating: Cheating can obviously be avoided by just not doing it. However, the temptation for cheating arises when grades can be improved or failure can be avoided. Cheating, if not caught, can have benefits in grades. However, students cheat themselves out of available resources and ultimately cheat their clients out of the best services. Thorough preparation of assignments and readings along with utilizing instructors and the KSU writing center may help in avoiding the need to cheat.

Avoiding Plagiarism: If you are using another’s words or ideas in a paper, manuscript, presentation, and so forth, you must acknowledge the source of the words/ideas. If you want to incorporate another person’s ideas in your own writing you must either put the idea in your own words or use direct quotes. And, no matter whether you use quotes or paraphrasing, you must acknowledge the original source by properly citing the original author. (Western Washington University, n.d., p. 2).

To avoid plagiarism, you must give credit whenever you use [1] another person’s ideas, opinion, or theory; [2] any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge; [3] quotations of another person’s actual spoken or written words; or [4] paraphrase of another person’s spoken or written word. (Indiana
Examples of Plagiarism and Appropriate Citations: The following examples demonstrate proper and improper citations; for more information on appropriate citations and the use of quotations, refer to the APA Manual (APA, 2009). Here are two direct quotes from a recent article that we will use to illustrate examples of plagiarism and proper paraphrasing. Note the first is a block quote because it is over 40 words.

On the basis of the current study and similar studies, it is clear that the need for systematic, comprehensive coverage of substance abuse issues in counselor preparation has been well established. The most appropriate method for providing this training has yet to be determined. Future research could address the feasibility of the three methods presented in this article for including substance abuse training in CACREP standards. (Salyers, Ritchie, Luellen, & Roseman, 2005, p. 41).

“The majority of respondents rated the inclusion of substance abuse training in counselor education as important, and a majority (84.5%) reported that they offered substance abuse courses” (Salyers, Ritchie, Luellen, & Roseman, 2005, p. 37).

For any citation that you include in your text, also include a full reference in your reference list at the end of the paper. For example: Salyers, K.M., Ritchie, M.H., Luellen, W.S., & Roseman, C.P. (2005). Inclusion of substance abuse training in CACREP-accredited programs. Counselor Education and Supervision, 45, 30-42.

Direct Copying: Directly copying another person’s words without citation is an obvious example of plagiarism. It is improper to directly quote a paragraph, a sentence, or even a key phrase without citing the source.

Plagiarism: It is clear that the need for systematic, comprehensive coverage of substance abuse issues in counselor preparation has been well established. You may use another person’s words allowing that you properly cite them. For example, a proper citation for the above would be: “. . . it is clear that the need for systematic, comprehensive coverage of substance abuse issues in counselor preparation has been well established” (Salyers, Ritchie, Luellen, & Roseman, 2005, p. 41).

Improperly Paraphrasing: Instead of directly quoting a passage you may wish to paraphrase an idea or passage using your own words. If you use exact words or phrases from the original source it is still plagiarism. You cannot simply replace a few words in a passage. It is plagiarism to cut and paste sentences or paragraphs from articles and change a few words.

Plagiarism: On the basis of several studies, clearly there is a need for systematic, comprehensive coverage of substance abuse issues in counselor preparation. In the above example, the original sentence was used almost in its entirety with only the beginning clause changed and the ending changed. This constitutes plagiarism, as does the lack of citation of the source.

Plagiarism: According to current studies, there is a need for systematic, comprehensive coverage of substance abuse issues in counselor training, but the best method for providing this training has yet to be found (Salyers, Ritchie, Luellen, & Roseman, 2005). In this example, the paraphrased passage is attributed to the source, but it still uses original passages and mere substitution of words and, thus, is still plagiarism. It should either be completely restated in your own words, or quoted directly from the original and properly cited.

Plagiarism: The inclusion of training for addictions counseling is vital within counselor education curricula according to current research. This example appropriately paraphrases (puts the original in other words), but neglects to cite the source.

Properly cited: The inclusion of training for addictions counseling is vital within counselor education curricula according to current research (Salyers et al., 2005).

Properly cited: The inclusion of “systematic, comprehensive coverage” of addictions counseling is vital within counselor
education curricula according to current research (Salyers et al., 2005, p. 41). It is proper to include exact passages if they are identified by quotation marks and properly cited which includes citing the page for the direct quote.

**What needs to be cited?** Any fact, idea, or research finding that is not common knowledge needs to be properly cited. Facts that are readily available for verification (e.g., the capital of Canada is Ottawa) do not need a citation. If you are unsure of whether something is common knowledge it is a good idea to go ahead and cite the source where you found it.

**Plagiarism:** Most counselor education programs offer substance abuse courses. This is not common knowledge, but is the finding of a recently published survey of counselor education programs. The proper way to cite this is:

*Properly cited:* Most counselor education programs offer substance abuse courses (Salyers, Ritchie, Luellen, & Roseman, 2005, p. 37).

*Does not require a citation:* The Kent State University, Counselor Education and Supervision Program offers CACREP-accredited programs in Clinical Mental Health Counseling, School Counseling, Rehabilitation Counseling, and doctoral-level Counselor Education. Patricia Arredondo was president of ACA in 2005-2006. The Kent State University’s School Counseling program is approved by the Ohio Department of Education. These facts may not be known by everyone, but in all three cases the information is generally accessible to the public and not the result of a specific study or publication.

**Consequences of Plagiarism:** Students are expected to behave in a responsible and professional manner while functioning in classes. Failure to conform one’s behavior to acceptable standards of practice (e.g., avoidance of plagiarism) shall be considered cause for dismissal from the department and possibly from the university.

**Acknowledgements** The format/structure of this document was adapted in part from statements about plagiarism on the websites of Indiana University, Western Washington University Department of Sociology, and the University of Toledo’s Department of Counselor Education and School Psychology. Most of the examples and much of the wording was taken from the University of Toledo’s CESP website, with their permission.

**References**


The above is in addition to Kent State University’s plagiarism policy. Refer to [https://www.kent.edu/plagiarism](https://www.kent.edu/plagiarism) for information provided by Kent State University on plagiarism.

**ACADEMIC AND PERSONAL RESOURCES**

The University, the City of Kent, and northeastern Ohio offer many academic, personal, and cultural resources to students. Following is a description of some of the academic and personal resources.

**Program.** Counselor Education and Supervision occupies 8,500 square feet of classrooms, study rooms, practicum
facilities, offices, and service areas, all housed together as one unit on the Kent campus. We are also associated with the Counseling Center – Room 325, an on-campus practicum facility for counseling. Eight group, family and individual rooms are maintained. The Counseling Center has facilities for live observation and audio/video recording and playback.

The University. Kent State University is a publicly supported center of undergraduate and graduate education located in northeastern Ohio in the large urban triangle that includes Cleveland, Akron, Canton, and Youngstown. The University has been designated a Doctoral Research University-Extensive by the Carnegie Foundation for the Advancement of Teaching.

The Kent Campus of KSU includes 2,466 acres. The focal point of the 105-building campus is the University Center with its plaza, 12 story open-stack library, and Student Center. The University library is a member of the Association of Research Libraries, it has continuing subscriptions to many of the journals directly related to counseling, and it is a member of Ohio LINK which provides cooperative resource sharing through online circulation of materials (see https://www.library.kent.edu/). Special transportation services and accessible facilities open the campus to individuals with disabilities.

Student Accessibility Services provides assistance to students with varying degrees and types of disabilities in order to maximize educational opportunity and academic potential (see https://www.kent.edu/sas). Special transportation services and accessible facilities open the campus to individuals with disabilities.

Kent State’s Recreational Services offers many recreational, athletic, and wellness-enhancing opportunities for students and the greater Kent community (see https://www.kent.edu/recservices). Many of these activities occur at the Student Recreation and Wellness Center, as well as other locations on campus. A full range of cultural activities is also available to students (see https://www.kent.edu/calendars).

Kent State University’s Student Ombuds (https://www.kent.edu/studentaffairs/ombuds-main-content) is available to assist students. As noted at their website, “The primary goal of the Office of the Student Ombuds is to provide students confidential consultation in assisting with the possible resolution of any university-related concern, grievance or appeal.”

Go to https://www.kent.edu/studentaffairs/student-services to see other available student resources on campus.

Bureau of Research Training and Services (BRTS): Graduate students involved in research may use the services of the BRTS. The Bureau is located on the 5th floor of White Hall, room 507. (Accessible on the east side of the building.) For more information call 330-672-7918.

Services include:
- Provides research consultation.
- Provides assistance in program evaluation.
- Provides statistical consultation and analysis.
- Transcription and data entry of quantitative and qualitative data.
- Assistance with survey development and implementation.

Counselor Education and Supervision/ documents:
Website: https://www.kent.edu/ehhs/ldes/ces/documents
- Provides a list of forms you will need to utilize throughout the course of your doctoral program.
- Examples of documents include practicum and doctoral log sheets, a plan of study form, and the doctoral student manual.

Instructional Resource Center: IRC services are available through the desk in room 221 White Hall. If you need to make equipment reservations, put items on reserve, purchase supplies, get state and/or federal fingerprints, make color copies, print posters, or any other IRC services, please call 672-2256 or come to room 221.
Services:
- Fingerprinting
- Background checks
- Printing/copying (Color & B/W)
- Poster Printing
- Lamination
- Spine Binding
- Computer Lab Facility
- Technology Workshops
- Digital Fax/Scanning
- Video Dubbing
- Equipment borrowing
- Equipment for sale (e.g., CDs)

**EHHS Office of the Dean:**
Website: https://www.kent.edu/ehhs/offices/dean
Phone number: 330-672-2202
E-mail: ehhsdean@kent.edu

**EHHS/ Scholarship:**
Website: https://www.kent.edu/ehhs/ldes/hdfs/scholarships
Phone number: 330-672-2449
E-mail: kcichy@kent.edu
- Provides scholarship opportunities throughout the year.

**Food 4 Thought Cybe Café (White Hall):**
Our flagship location offers coffees, teas, bagels, salads, wraps, smoothies, flatbreads, flatbread pizzas and a variety of other healthy refueling options. A computer bank and ample seating make the original Food 4 Thought a great on-campus place to study or discuss.
Hours of operation: Monday-Thursday: 8:00 AM-8:00 PM, Friday: 8:00 AM-3:30 PM

**Graduate Student Senate (GSS):** The University also has a Graduate Student Senate, which performs a similar function at the campus-wide level. LDES has a representative on the Graduate Student Senate.

**Lifespan Development and Educational Sciences (LDES):**
Website: http://www.kent.edu/ehhs/ldes
Phone number: 330-672-2294
- Office of the staff member who processes GA applications and appointment forms
- Office of the LDES School Director

**Mental Health Services:**
Students in need of personal counseling are encouraged to use the University Psychological Services (UPS; https://www.kent.edu/psych). UPS is located in the DeWeese Health Center on campus. To make further inquiries call 330-672-2487. Below are other community-based mental health agencies in the area. University Psychological Services (or a CES faculty member) could help with additional referrals.

**Coleman Processional Services**
Provides mental health and addiction services for adults and children including 24/7 crisis stabilization.
(330) 673-1347
www.coleman-professional.com
**Townhall II**
Offer’s 24/7 crisis helpline, counseling for youth and adults with substance use disorders and mental health disorders.
(330) 678-3006
www.townhall2.com

**University of Akron: Clinic for Individual and Family Counseling**
Provides mental health services to Kent State University Counseling, Education, and Supervision graduate students for free, under dual partnership.
(330) 972-6822
https://www.uakron.edu/cifc/index.dot

**CONTACT INFORMATION**
As a faculty we believe the preparation of fellow professionals is our primary function. We seek to provide conscientious faculty mentorship in areas of our expertise. We believe our own involvements in research and scholarly activities, teaching, and professional contributions are critical to your growth, to the development of society, as well as to the development of the profession and to our own vitality. Please feel free to make inquiry. Additional information about the program, admission requirements and processes may be obtained from:

Jane A. Cox, CES Doctoral Program Coordinator
310 White All, Kent State University, Kent, OH 44242
(330) 672-0698 / jcox8@kent.edu

The Graduate School Catalog and academic policies are available at [http://catalog.kent.edu/](http://catalog.kent.edu/) and general information are available from: Director of Graduate Education, 418 White Hall, Kent State University, Kent, Ohio 44242, (330) 672-2576

Consult EHHS’ Office of Graduate Studies ([https://www.kent.edu/ehhs/ogs](https://www.kent.edu/ehhs/ogs)) to obtain the EHHS Graduate Handbook. Please note you are responsible for knowing the information contained in this handbook, including information about the advisory/coursework and dissertation phases of EHHS doctoral program. This website also contains important forms that you will need during your Ph.D. program.

Consult the CES website ([https://www.kent.edu/ehhs/ldeo/ces](https://www.kent.edu/ehhs/ldeo/ces)) for specific information about the CES Ph.D. program (e.g., Plan of Study, etc.).