

Clinical Mental Health Counseling Student Handbook 2026–2027 Edition

University of Dayton

Department of Counselor Education & Human Services

Contents

Faculty and Staff	3
Introduction	4
Program Description	4
Course Offerings and Program Schedules	6–10
Practicum and Internship	
Introduction	11
Steps in Arranging for Practicum and Internship	11
Evaluation of the Counselor Trainee in the Clinical Experience	15
Clinical Experience Descriptions	16
Evaluation	
Evaluation Process Levels	17
Review and Retention Policy	17
Program Notes	19
Program Accountability	21
Licensure Application Instructions	22

Faculty & Staff

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Main Campus

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University of Dayton

Dayton, Ohio 45469-0530

Columbus Location

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1216 Sunbury Road

Columbus, Ohio 43219

Introduction

This handbook is intended to provide students with information about the Clinical Mental Health Counseling (CMHC) master's degree (MS.Ed.) program that will enable them to understand how to successfully complete the program by actively participating in the co-creation of their learning experience. There are three sections to this handbook: Program Description, Practicum and Internship, and Evaluation.

The Program Description section will include an overview of the program in the context of the mission and philosophy of the University of Dayton and its School of Education and Health Sciences (SEHS). A description of the curriculum in relation to the standards for professional preparation set forth by the Council for Accreditation of Counseling and Related Educational Programs (CACREP, 2001) is provided.

The Practicum and Internship section includes information about the process of entering the practicum and internship experiences in the program. Forms utilized to track and assess practicum and internship experiences are located in Appendix A. Lastly, the Evaluation section discusses the policies and procedures for assessing student performance throughout the program.

Program Description

The 60-semester hour Master's program in Clinical Mental Health Counseling (CMHC) is a generalist curriculum that prepares students to pursue counseling licensure and a career in professional clinical counseling. The program provides a curriculum that is comprehensive, integrated, and sequential. The CMHC program at the University of Dayton is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The counseling program is currently in the process of seeking accreditation for this program as a Clinical Mental Health Counseling program per CACREP 2024 guidelines. Courses reflect current advances in the field of clinical mental health counseling, and the program is committed to implementation and integration of the most current technology applications.

The CMHC program is structured so that course content is accompanied by appropriate field experiences. Practicum experiences are designed to provide students with opportunities to practice skills that are required in professional practice while under direct supervision. Internship is a culminating activity that provides students with the opportunity to develop professional competency while under supervision. The practicum and internship are completed over 3–4 semesters in a clinical agency setting, with supervision provided by an appropriately licensed clinical counselor on site as well as by faculty supervisors on campus.

The CMHC program at the University of Dayton offers the Master of Science in Education (MSEd) Degree. A license to practice as a Professional Counselor is available from the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board to graduates who have successfully completed the program requirements and have passed the Professional Counselor Licensing Exam. Students planning to seek licensure in a state other than Ohio can find information about training and testing requirements at www.nbcc.org/StateLicensure.

Training Philosophy and Mission

The Clinical Mental Health Counseling program at the University of Dayton seeks to develop scholar-practitioners to become methodical and reflective in facilitating therapeutic processes that foster growth and improvement in the mental health and well-being of children, youth, and adults in the community. The program prepares students with the knowledge and skills needed to practice effectively in the current educational, human services, and healthcare environments, while at the same time fostering the skills and dispositions needed to embrace a holistic wellness approach to working with diverse individuals, families and communities today and in the future.

Program Objectives

Successful participation in the CMHC program enables students to:

- Demonstrate a professional counselor identity through participation in professional organizations, acquisition of ethical and legal knowledge and recognition of a professional developmental process characterized by the integration of personal and professional experiences.
- Demonstrate the knowledge, skills and dispositions to enable an appreciation of cultural differences and their influence on counseling practice, and a developing openness toward “others.”

- Demonstrate the ability to apply an understanding of the process of human development as holistic wellness – involving mind, body and spirit, spanning a lifetime, and resulting in varying outcomes due to the interactions between individual and environmental factors.
- Demonstrate the characteristics of effective helpers as they grow in acquiring theoretical knowledge, therapeutic relational skills, and self-awareness through critical reflection.
- Demonstrate abilities to successfully practice clinical mental health counseling in public and private behavioral health care systems by acquiring the knowledge, skills and dispositions to think and speak in the vernacular of the medical model (i.e. the current DSM) within a broader contextual understanding of the holistic (mind, body, spirit) nature of the human experience.

****The next five (5) pages include a list of the courses that comprise the Clinical Mental Health Counseling program and the program of study options. Students are expected to commit to one of these options and understand that any deviation from that plan must be reported to their advisor and that such deviations may impede program completion in a timely manner.**

The program is committed to providing equal access to education, resources, and opportunities 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), or identification as a disabled veteran.

Clinical Mental Health Program Courses

Course	Title	Semester Hours
EDC 521	Intro to Clinical Mental Health Counseling	3
EDC 529	Psychology of Lifestyle and Career Decision	2
EDC 531	Personality & Human Development Across the Lifespan	3
EDC 535	Assessment in Counseling	2
EDC 543	Theories and Techniques of Counseling	3
EDC 545	Counseling Techniques Lab	2
EDC 568	Research and Evaluation in Human Services	3
EDC 584	Practicum in Clinical MH Counseling	2
EDC 598	Internship in Clinical MH Counseling I, II, and III	6
EDC 600	Culminating Seminar	1
Electives	Elective Credits (EDC 605 seminars or EDC 548)	3
EDC 620	Theories and Techniques of Group Counseling	3
EDC 623	Foundations in Abnormal Psychology	3
EDC 631	Diagnosis of Mental and Emotional Conditions	3
EDC 635	Couples and Family Counseling	3
EDC 630	Evaluation of Mental and Emotional Conditions	3
EDC 671	Biological Bases of Behavior	3
EDC 675	Counseling Diverse Populations	3
EDC 681	Integrative Approach to Clinical Counseling	3
EDC 683	Treatment of Mental and Emotional Disorders	3
EDC 686	Addictions Counseling	3
TOTAL		60

Program Schedules – Fall Entry

Plan A: 2 years, 8 months

Year / Semester	Fall	Spring	Summer
Year 1	EDC 521 (3) EDC 543 (3) EDC 545 (2) **Elective	EDC 620 (3) EDC 675 (3) EDC 529 (2) **Elective	EDC 631 (3) EDC 568 (3) EDC 535 (2) **Elective
Year 2	EDC 531 (3) EDC 623 (3) EDC 686 (3) **Elective	EDC 635 (3) EDC 584 (2) EDC 683 (3) **Elective	EDC 630 (3) EDC 598 (2) **Elective
Year 3	EDC 598 (2) EDC 681 (3) **Elective	EDC 671 (3) EDC 598 (2) EDC 600 (1) **Elective	

**Three elective credit hours are required and may be fulfilled by enrolling any time in EDC 605 (Special Topics Seminars), EDC 548 (Counseling Children & Adolescents), or other advisor-approved electives.

For the Ecotherapy Certificate, electives are typically offered in Fall (Adventure Counseling and Holistic Wellness), Spring (Ecotherapy—Columbus location), and Summer I (Ecotherapy—Main Campus).

Plan B: 3 years, 8 months

Year / Semester	Fall	Spring	Summer
Year 1	EDC 521 (3) EDC 531 (3) **Elective	EDC 635 (3) EDC 675 (3) **Elective	EDC 535 (2) EDC 568 (3) **Elective
Year 2	EDC 543 (3) EDC 545 (2) **Elective	EDC 620 (3) EDC 529 (2) **Elective	EDC 631 (3) **Elective
Year 3	EDC 623 (3) EDC 686 (3) **Elective	EDC 584 (2) EDC 683 (3) **Elective	EDC 630 (3) EDC 598 (2) **Elective
Year 4	EDC 598 (2) EDC 681 (3) **Elective	EDC 671 (3) EDC 598 (2) EDC 600 (1) **Elective	

**Same elective options and Ecotherapy Certificate scheduling as Plan A.

Program Schedules – Summer Entry

Plan C: 2 years, 8 months

Year / Semester	Summer	Fall	Spring
Year 1	EDC 543 (3) EDC 545 (2) **Elective	EDC 521 (3) EDC 620 (3) EDC 531 (3) **Elective	EDC 635 (3) EDC 675 (3) EDC 529 (2) **Elective
Year 2	EDC 631 (3) EDC 568 (3) EDC 535 (2) **Elective	EDC 623 (3) EDC 686 (3) EDC 584 (2) **Elective	EDC 671 (3) EDC 598 (2) EDC 683 (3) **Elective
Year 3	EDC 630 (3) EDC 598 (2) **Elective	EDC 598 (2) EDC 681 (3) EDC 600 (1)	

**Same elective options and Ecotherapy Certificate scheduling as Fall Entry plans.

Plan D: 3 years, 8 months

Year / Semester	Summer	Fall	Spring
Year 1	EDC 543 (3) EDC 545 (2)	EDC 521 (3) EDC 531 (3)	EDC 635 (3) EDC 675 (3)
Year 2	EDC 535 (2) EDC 568 (3) **Elective	EDC 623 (3) EDC 686 (2) **Elective	EDC 620 (3) EDC 529 (2) EDC 671 (3) **Elective
Year 3	EDC 631 (3) **Elective	EDC 584 (2) EDC 681 (3) **Elective	EDC 598 (2) EDC 683 (3) **Elective
Year 4	EDC 630 (3) EDC 598 (2) **Elective	EDC 598 (2) EDC 600 (1)	

**Same elective options and Ecotherapy Certificate scheduling as Fall Entry plans.

Diversity, Equity, Inclusion and Belonging (DEIB)

The Department of Counselor Education and Human Services is actively engaged in ensuring our recruitment efforts, application process, classrooms, course content, and students reflect our adoption of an anti-racist culture. Anti-racism involves acknowledging and understanding privilege, working to change internalized racism, and interrupting racism when it is encountered. Each of UD's mental health programs include coursework on multicultural competence. Multicultural practice is woven throughout the curriculum and is openly and overtly discussed.

Information Systems for Teaching and Research

All students must be competent with technology and computer systems as they are an important part of both the learning and clinical practice environments. Technology is a vital tool to support client confidentiality as well as continuity of care.

Instruction on computer use and programs is available in the Roesch Library (University Library Website) during normal business hours. In addition to individual advising, the library is home to the Learning Teaching Center (LTC), which offers training to students on a variety of computer programs.

Student Supports Include:

- Office of Learning Resources (OLR)
- Tutoring Support
- Write Place (Writing Support)
- Research Support
- Learning and Studying resources
- Digital Media and Video Production
- Technology Skill Enhancement (Software Training)
- Academic Coaching

Students with Disabilities

Formal disability-related accommodations are available through the Learning Teaching Center's Office of Learning Resources (OLR) and through collaboration with faculty. It is very important that you be registered with OLR and notify your faculty of your eligibility for reasonable accommodations to be made with a signed Accommodation Letter. For more information, please contact OLR at 937-229-2066 (TTY 937-229-2059 for deaf/hard of hearing), by email at disabilityservices@udayton.edu or stop by the OLR office in LTC room 023 Roesch Library.

Statement about ChatGPT/AI Generated Content

As a student at UD, you are expected to adhere to the Standards of Conduct outlined in the Academic Honor Code. One of the goals for your educational development is to develop your critical thinking and writing skills. With the recent advancements in AI, we understand the importance of learning how to integrate these tools into your work in a way that enhances your

original thinking. Faculty outline allowable and disallowed AI usage for each course in the course syllabus. When allowed, all content derived from ChatGPT or other AI tools must be appropriately acknowledged and cited in your submission.

Student Feedback Tool

The University will ask for your anonymous feedback regarding instruction at the end of every course through an online Student Feedback Tool (SFT). Your candid, respectful opinions and constructive suggestions have an impact on the quality of teaching at UD. Instructions for how to complete SFT will be sent to your UD email account towards the end of each term. If you encounter technical problems accessing SFT, contact the Udit Service Center at 937-229-3888 or itservicecenter@udayton.edu. To learn more about SFT, visit go.udayton.edu/sft.

Counseling Resources

The University of Dayton's Counseling Center provides mental health services to UD undergraduate and graduate students. The drop-in model allows students to access same-day sessions for a one-time consultation or to connect with ongoing services. The Center also provides group therapy, individual therapy, psychiatry services, and crisis consultations. Services are entirely confidential. There is a small fee for services to graduate students. You may contact the Counseling Center via their website https://udayton.edu/studev/health_wellness/counselingcenter/index.php or via phone at 937-229-3141.

Local counseling services are also accessible through community mental health agencies or private practices (www.PsychologyToday.com).

Practicum and Internship

Introduction

This part of the handbook is designed to provide you all the information needed to arrange for and complete the “Professional Practice” portion of the Clinical Mental Health Counseling program which includes EDC 584 Practicum and EDC 598 Internship. The Professional Practice takes place during the final semesters of your program with EDC 584 Practicum being completed in one semester and EDC 598 Internship beginning the semester following the completion of EDC 584 and completed over the course of 2–3 semesters.

The Professional Practice experience provides you the chance to apply your classroom learning in real world settings with actual clients. It engenders feelings of enthusiasm, nervousness, determination and uncertainty and is usually described as the most exciting part of the program. The time commitment for Practicum is approximately 8 hours per week at your site and for Internship it is approximately 14–20 hours per week at your site depending on whether you are trying to complete Internship in 2 or 3 semesters.

It is recommended that you plan to remain at one site throughout Practicum and Internship and some sites will require this. This continuity can benefit all parties involved by providing clinical sites with long term resources for their clientele and by providing the student with a wonderful opportunity for a solid employment reference, and in some cases an employment opportunity at the clinical site once internship is completed.

Arranging for Practicum and Internship

Step One – Determining Eligibility

The semester in which you are eligible to begin EDC 584 Practicum will depend upon your plan (A, B, C or D) of study and whether or not you have successfully completed the courses scheduled prior to that semester, i.e. 521; 529; 531; 535; 543; 545; 675; 620; 623; 631; 635.

Eligibility for EDC 598 Internship is determined in part by the successful completion of Practicum. Therefore, Practicum must be completed before an individual can begin EDC 598 Internship in CMH Counseling.

Step Two – Selecting a Site

Some students start this process as soon as their first semester in the program by reflecting on the client population in whom you are most interested. This can be defined along age range, clinical problem or type of setting (inpatient or outpatient).

Approximately 5 months prior to the start of the semester in which you will begin Practicum an orientation meeting will be held. This meeting is intended to instruct you on how to start contacting sites to make arrangements for your clinical experience. A current list of approved clinical sites will be provided to you to use as a resource of information on the types of services provided at the site and the person to contact about arranging for your experience there.

You are required to obtain “Counselor Trainee” (CT) status through the State of Ohio Counselor, Social Worker and Marriage & Family Therapist (CSWMFT) Board to complete practicum and internship. Part of the CT application process includes a criminal records check. You should initiate the criminal records check process at least 3 months prior to the beginning of the

semester in which you plan to begin practicum. Information about the criminal records check can be found at <http://cswmft.ohio.gov/>.

Step Three – Preparation, Paperwork, and a Successful Practicum Experience

****Throughout Practicum and Internship there are numerous forms used to document your experiences. You will be responsible for keeping these forms organized and available for review by faculty and your site supervisor. Practicum Specific Documentation and Internship Specific Documentation forms can be found at the ECC Program Site on Isidore.**

Once you have secured a clinical site, you can register for EDC 584 Practicum. Be sure to register the first week of open registration. At the same time, you will need to register your experience with the Ohio Counselor, Social Worker and Marriage & Family Therapist (OCSW&MFT) Board to obtain “Counselor Trainee” (CT) status. Instructions for obtaining CT status can be found at <http://cswmft.ohio.gov/pdfs/CTforms.pdf>. Finally, you will need to obtain professional liability insurance through membership in one of the following organizations: American Counseling Association (ACA), American Mental Health Counselors Association (AMHCA) or Ohio Counseling Association (OCA).

You must have Counselor Trainee (CT) status and liability insurance prior to working directly with clients.

At the beginning of practicum, the CT should meet with the site supervisor to complete the Clinical Experience Agreement (UD form) and to determine mutually agreeable goals and expectations that are in line with the practicum requirements and the site’s practices, policies, and procedures.

While the CT is engaged in supervised learning experiences at the site, he/she is attending the practicum class for group supervision weekly to further process those learning experiences through case presentations, reviewing tapes of counseling sessions, and completing assignments.

UD Policies and Procedures for CTs in Practicum and Internship

- Personal conduct and dress should conform to professional standards expected of individuals offering counseling services.
- Prior to seeing clients, each Counselor Trainee should read and understand the Code of Ethical Practice and Professional Conduct in The Counselor, Social Worker and Marriage and Family Therapist Board law (ORC 4757-5-01) and the ethical standards of the American Counseling Association (ACA).
- Keep weekly records of all counseling and counseling related activities. Weekly time and activity reports (logs) should be available for each group supervision (class) session. Site supervisors will sign all documentation including the Clinical Experience Agreement, all Activity Reports (logs) and evaluations.
- Counselor Trainees are to keep accurate case records according to the requirements of a particular clinical site and those of Practicum as stated in this handbook.
- **CONFIDENTIALITY IS YOUR RESPONSIBILITY! Breaches Will Not Be Tolerated.** Be sure to inform your clients that confidentiality must be breached under the following conditions:
 - When a client threatens to harm self or others.

- If a client threatens to harm another, action must be taken to warn the potential victim.
- In cases where child or elder abuse or neglect (including sexual abuse) are suspected.
- Counselor Trainee must inform clients that all cases are reviewed with a supervisor since he/she is working towards counseling licensure.
- Counselor Trainee must adhere to agency guidelines for obtaining permission to audio or video tape clients.
- If an emergency arises or a situation that is “out of the ordinary for a given site,” your site supervisor must be notified immediately. The Counselor Trainee should not, nor is he or she expected to act independently in any circumstance during Practicum or Internship.
- Counselor Trainees are expected to be active participants in their learning which includes asking for what they need regarding supervision.

Step Four – Transition from Practicum to Internship

Once a satisfactory grade has been posted, signifying that you have completed practicum, you may begin to work on the requirements for internship. You may choose to complete internship in 2 or 3 semesters. In order to complete internship in 2 semesters you must plan to spend at least 20 hours per week at your site. If completing internship over the course of 3 semesters, you will need to spend at least 14 hours per week at your site.

Step Five – Completing Internship Successfully

As in practicum, while the CT is engaged in supervised learning experiences at the site, he/she is attending the internship class for group supervision weekly to further process those learning experiences through case presentations, reviewing tapes of counseling sessions and completing assignments.

By the time you begin working on internship requirements, it is expected that you will be well oriented to the policies and procedures at your site and will have begun to build a client case load of your own. For each 100 hours of internship you complete, you will need to be evaluated by your site supervisor.

Upon completing all the requirements for internship, you will need to submit an Internship Supervisor Evaluation Rating Form to the OCSW&MFT Board within 30 days of completion of the internship. Please note: if you have had more than one supervisor during your internship experience, you will need one form for each site supervisor with whom you have worked (see <http://cswmft.ohio.gov/pdfs/PC-SupvInt.pdf>).

Evaluation of the Counselor Trainee in Practicum and Internship

The University of Dayton policy requires that a Counselor Trainee (CT) be assigned a grade at the conclusion of each aspect of the Clinical Experience—practicum, internship sections I, II, & III. The Site Supervisor is responsible for the clinical work of the Counselor Trainee. The university supervisor is responsible for the academic training of the Counselor Trainee. The evaluation process is a collaborative one participated in by the CT, site supervisor, and the faculty supervisor for the purpose of determining the CT's readiness to proceed into internship and to enter the counseling profession.

An evaluation of the CT by the site supervisor is completed midway through the practicum and upon completion of the practicum experience. In internship, the CT is evaluated at the conclusion of each 100 hours of the 600-hour experience.

Practicum & Internship Descriptions

Practicum Course Description

Requirement	Hours
Total Hours Required for Practicum	100
Total Direct Hours	40
Total Indirect Hours	60

The Practicum field experience requires the Counselor Trainee (CT) to complete 40 hours of direct client contact and 60 hours of indirect counseling related activity, totaling 100 hours. The CT's readiness to begin doing individual counseling independently is at the discretion of the site supervisor. Up to 5 direct hours may be comprised of direct observation of another clinician working with a client.

*Practicum does not require involvement in the diagnosis and treatment of people with mental and emotional disorders and conditions and/or "mental health" related clientele.

Internship Course Description

Requirement	Hours
Total Hours Required for Internship	600
Total Direct Hours	240*
Total Indirect Hours	360

The Internship field experience requires the CT to complete 240 hours of direct client contact including experience leading or co-leading a counseling or psychoeducational group, and 360 hours of indirect counseling related activity, totaling 600 hours. Fifty percent or 120 hours of the required 240 hours of direct client contact must include the diagnosis and treatment of people with mental and emotional disorders and conditions.

* 50% of direct hours must involve the diagnosis and treatment of persons with mental and emotional disorders. The Practicum and Internship are in accordance with the requirements of the Ohio Counselor, Social Worker and Marriage and Family Therapist Board law (ORC 4757).

Site supervision in the clinical experience is very important. Appropriate Site Supervisor credential is LPCC-S. During practicum and internship CTs from the University of Dayton are to receive:

- One hour of individual supervision per week – Provided by SITE SUPERVISOR
- One and a half hours of group supervision per week – Provided by UD Faculty

****CTs from the University of Dayton are required to register for CT status with the Ohio CSWMFT Board and to have their own professional liability insurance prior to participating in a Clinical Experience. This may be obtained through the American Counseling Association (counseling.org), the American Mental Health Counseling Association AMHCA (AMHCA.org) or the Ohio Counseling Association (ohiocounseling.org).**

Evaluation

The Clinical Mental Health Counseling Program at the University of Dayton has established a comprehensive evaluation procedure to ensure that each student has attained the knowledge and skills necessary to serve as a professional counselor. Evaluation procedures are embedded throughout the program and include assessments that are both formative and summative.

Level 1 Assessment: Admission Process

The initial step for evaluating applicant potential for success as a student and a Clinical Mental Health Counseling practitioner is through the selection process for admission to the program. Potential students are screened for admission based on their undergraduate grade point average, references, and written products. Personal interviews and extemporaneous writing exercises are conducted for those students who have met the initial criteria.

Level 2 Assessment: Formative Assessment – Pre-Practicum

Assessment of knowledge, skills and dispositions occurs in each course. Grades are based on demonstration of knowledge through written examinations, oral presentations, written products, and similar methods. Students are expected to maintain a B- or better in all course work.

Level 3 Assessment: Formative Assessment – Pre-Internship

At the conclusion of the practicum experiences, program faculty review counselor trainee evaluations completed by site supervisors regarding the level of skill attained. Similar evaluations occur during internship to ensure competence.

Level 4 Assessment: Summative Evaluation for MSED

The Master of Science Degree in Education is awarded to candidates after the successful completion of the specified coursework, practicum and internship experiences.

Review and Retention Policy

The program faculty reviews the academic progress of all students each year. According to University policy, those students who fail to maintain a 3.00 GPA are subject to dismissal. A student receiving 7 or more credit hours of C grades is subject to dismissal from the program.

We reserve the right as a faculty to separate from the program a student who, in the opinion of the faculty, is not likely to succeed professionally despite earning acceptable grades. Students are evaluated along the following dimensions:

- Potential success in forming effective interpersonal relationships
- Aptitude for graduate study
- Openness to self-examination
- Openness to human diversity
- Curiosity regarding diverse perspectives

Instructor Assessment of Knowledge, Skills and Dispositions

Category	1 – Does Not Meet Expectations	2 – Partially Meets Expectations	3 – Meets Expectations
KNOWLEDGE	Student demonstrates only a minimal grasp of course content as evidenced by performing inadequately on assignments and tests.	Student demonstrates an adequate grasp of course content as evidenced by performing well on assignments and tests and minimal class participation.	Student demonstrates a solid grasp of the course content as evidenced by asking good questions in class, offering useful contributions during class discussions, and performing well on assignments and tests.
SKILLS	Student demonstrates only a minimal ability to apply learning and appears disengaged during most class sessions.	Student demonstrates some ability to apply learning, but participates minimally in large and small group discussions.	Student demonstrates ability to apply learning to case study analysis or other experiential exercises during class.
DISPOSITION 1 Dignity & Respect	Student does not demonstrate these characteristics and is not showing appropriate progress.	Student demonstrates most of these characteristics and/or is showing some progress.	Student demonstrates all of the characteristics in this category.
DISPOSITION 2 Embraces Diversity	Student does not demonstrate these characteristics.	Student demonstrates most of these characteristics and/or is showing some progress.	Student demonstrates all of the characteristics in this category.
DISPOSITION 3 Professional Integrity	Student does not demonstrate these characteristics.	Student demonstrates most of these characteristics.	Student demonstrates all of the characteristics in this category.
DISPOSITION 4 Ethical & Legal Behavior	Student does not demonstrate these characteristics.	Student demonstrates most of these characteristics.	Student demonstrates all of the characteristics in this category.
DISPOSITION 5 Willingness to Grow	Student does not demonstrate these characteristics.	Student demonstrates most of these characteristics.	Student demonstrates all of the characteristics in this category.
AWB Assignments Without Borders	Student's submission does not meet expectations for the assignment.	Student's submission partially met learning objectives for the assignment.	Student's submission met learning objectives for the assignment.

As part of the School of Education and Health Sciences, the Clinical Mental Health Counseling program adheres to the unit's Academic Appeal process. The full process can be found here: https://udayton.edu/education/_resources/documents/sehs_undergrad_grade_appeal_policy.pdf

Endorsement Policy

Students and graduates may request an endorsement (i.e., a verbal or written recommendation) from program faculty in order to gain employment or credentials. In accordance with section F.6.d. of the 2014 ACA Code of Ethics, faculty does not endorse students for certification, licensure, or employment when the faculty believes students are not qualified for the endorsement.

Clinical Mental Health Counseling Program Notes

- **Transfer Credits:** Upon acceptance into the school counseling program, transcripts of past graduate courses may be reviewed. Students may transfer toward the master's degree in Clinical Mental Health Counseling up to six semester hours of graduate courses from other programs, if such coursework has been completed within five years prior to acceptance into the school counseling program and the grade quality is "B" or better.
- **Tuition and Fees:** All graduate education courses are offered on a semester credit system. Most courses are three semester credits.
- **Financial Aid:** Guaranteed student loans are available to students who register for at least three credit hours per term, if the student's financial ability meets eligibility criteria. Contact the university's Financial Aid Office at 937-229-4311.
- **Graduate Assistantships:** A limited number of graduate assistantships are available. Each pays tuition costs plus a stipend, and requires 20 hours of work per week. Tuition remission is available to graduate assistants.
- **Academic Writing Support Services:** The Write Place and Roesch Library's reference services have united in the Knowledge Hub on the first floor of Roesch Library. All UD students can receive free research and writing assistance on any assignment, at any stage of the writing process. Call 937-229-4270. Digital Drop-Off Service is also available via Isidore.
- **Accreditation:** The Clinical Mental Health Counseling program is currently accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) as a Community Counseling program and is approved by the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board.
- **Interrupted Matriculation:** Students are required to maintain sequential and uninterrupted matriculation through the pattern of courses outlined at the beginning of their programs. Uninterrupted matriculation occurs when students complete at least one course per semester, including fall, winter and summer terms.
- **Investigation of Criminal Record:** Clinical Mental Health Counseling students are required to obtain Counselor Trainee (CT) status through the Ohio Counselor Social Worker Marriage and Family Therapist board prior to starting practicum. This process will include a criminal record background check. Information about the CT application process can be found at <http://www.cswmft.ohio.gov/>.

Program Accountability

The Clinical Mental Health Counseling Program at the University of Dayton is dedicated to providing high quality training for its students. The program subscribes to the philosophy of the Council for Accreditation of Counseling and Related Educational Programs (CACREP):

“We believe in advancing the counseling profession through quality and excellence in counselor education; ensuring a fair, consistent, and ethical decision-making process; serving as a responsible leader in protecting the public; promoting practices that reflect openness to growth, change and collaboration; and creating and strengthening standards that reflect the needs of society, respect the diversity of instructional approaches and strategies, and encourage program improvement and best practices.”

External Sources of Program Evaluation:

- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- North Central Association
- Professional Counselor Licensing Examination
- State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board
- Surveys of alumni

Internal Sources of Program Evaluation:

- Student evaluations of courses
- Course grades
- Student Practicum and Internship logs
- Student performance evaluations (Practicum and Internship)
- Student transcripts
- Student evaluation of internship
- Comprehensive examination (PCLE)

Licensure Application Instructions

Licensure Application Instructions for LPC

Once you have completed the 60-semester hour master's degree in Clinical Mental Health Counseling, you may apply to sit for the licensing exam and licensure according to the following instructions:

- Go to the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board web site at <http://www.cswmft.ohio.gov/>
- Point to Counselors tab on the top subject heading bar and click on LPC in the drop-down box.
- Click on 6. Request Exam Approval.
- Under letter D. of the Licensure Exam Request form it indicates that permission to take the exam may be granted while you are in your last semester of the program. You will be contacted via email by the department in your last semester. If you choose to wait until after you graduate, you will need to send the board a copy of your official transcript which indicates your degree has been conferred. The University of Dayton Clinical Mental Health Counseling program is an "Ohio approved program."

Licensure Application Instructions for LPCC

An LPC may upgrade to a Licensed Professional Clinical Counselor (LPCC), after completing two years of training experience under the supervision of an LPCC-S, which includes the diagnosis and treatment of mental & emotional disorders.

Go to the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board web site at <http://www.cswmft.ohio.gov/> and see the LPCC Application Instructions and other links for complete information regarding the LPCC license.