USU PROFESSIONAL SCHOOL COUNSELOR EDUCATION PROGRAM
2018 HANDBOOK

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KEY INFORMATION - 2018

Utah State University Department of Psychology
Professional School Counselor Education Program

COURSE CALENDAR
Please consult the Course Calendar found in your packet and in the orientation materials located at https://psychology.usu.edu/academics/grad/med-counselor/course-schedule. You will be expected to take the courses as they are outlined on the Course Calendar. This is essential, as this program is only offered every other year. Should you skip a class, you will not be able to take the course again for 2 years, which would delay your graduation and licensure. In addition, the School Counselor education program is sequential, with courses building upon one another. If you skip a course, you may not be able to take succeeding courses. Please contact Camille Odell if you have any reason to want to change your course schedule.

DATES AND TIMES OF CLASSES
Classes will be held each Thursday evening from 4:30 - 10:00 pm. Your first class will be Thursday, August 30, 2018. In subsequent semesters, classes will be held the first Thursday evening of each semester.

TUITION

REGISTRATION
You may register online at http://www.usu.edu/myusu/ where you will need to log into ACCESS (Banner). Please select “Student”, “Registration”, and then “Registration XE”. If you encounter problems with online registration please contact the Registrar’s office at registrar@usu.edu or by phone at 435-797-1116. You may also contact the School Counseling department advisor, Beverly Pickup at beverly.pickup@usu.edu or by phone at 435-797-1466.

TEXTBOOKS
You will want to order your textbooks so you have them a couple of weeks before classes begin. Do not wait for the orientation to order your textbooks for fall 2018. For future semesters, the following information will provide you with directions to purchase your textbooks by mail: Visit USU’s bookstore website to search for and order textbooks online. The bookstore website is http://campusstore.usu.edu/t-textbooks.aspx. You may search for textbooks manually by courses or you may enter your A-Number and password which will automatically populate a list of the textbooks you will need based on the courses you have registered for.

Books may also be purchased from private, online distributors. FYI, USU Bookstore tries to match or beat online distributor prices, and is usually successful in doing so.

SCHOLARSHIP & FINANCIAL AID
The USU Professional School Counselor Education Program has established a new scholarship for low-income students. First and Second Year students are eligible to apply. Five scholarships in the amount of $1000 will be awarded for one academic year to students who are selected. Please visit the following link to learn more about the scholarship: https://psychology.usu.edu/academics/grad/med-counselor/files/SC%20Scholarship%20Information%20for%20Website.pdf. Please visit the following link to view more scholarships offered through the Emma Eccles Jones College of Education and Human Services: https://cehs.usu.edu/academics/scholarships/scholarships. You may also be eligible for student loans, grants, or other financial aid. You should contact the Financial Aid Office at USU to inquire about such options. The phone number is: 435-797-0173. You may also visit their website located at http://www.usu.edu/finaid/.
USU SCHOOL COUNSELOR EDUCATION PROGRAM
COURSE CALENDAR

YEAR 1

Fall Semester
PSY 6530 – Developmental Psychology: Lifespan (3 credits) Camille Odell
PSY 6330 – Principles of Psychological Measurement and Test Theory (3 credits) Justin Barker

Spring Semester
PSY 6240 – Comprehensive and Systemic School Counseling Programs (3 credits) Karen Miller
PSY 6390 – Program Evaluation in the Schools: Models and Guidelines (3 credits) Megan Stone

Summer Semester
PSY 6350 – Intro to Theories of Intervention in Psychology (3 credits) Amy Kleiner (1st 7-week session)
PSY 6420 – Group Counseling in the Schools (3 credits) Chris Chapman (2nd 7-week session)
PSY 6260 – Career Development (3 credits, Online) Kathryn Bitner (14 week session)

YEAR 2

Fall Semester
PSY 6290 – Diversity Issues in Treatment & Assessment (3 credits) Chris Chapman
PSY 6460 – Legal, Ethical and Transition Issues in School Counseling (3 Credits) Michelle Lizotte

Spring Semester
PSY 6370 – Practicum in School Counseling (Weekly class plus 150 clock hours in a school setting)
(3 credits) Sandra Ameel
NEW COURSE: PSY 6580 Collaborative Classroom Instruction, Leadership and Professional Topics (3 credits)
Instructor: Kathryn Bitner

Summer Semester
PSY 6130 – Evidence-Based Practice: School Intervention (3 credits) Marietta Veeder (1st 7-week session)
PSY 6340 – Consultation in the Schools (3 credits) Thomas Wiltbank (2nd 7-week session)
PSY 6610 – College and Career Readiness for School Counselors (3 credits, ONLINE) Sandra Ameel (14 week session)
[ELECTIVE]
PSY 6700 Grant Writing for School Counselors (2 credits, ONLINE, 14 week session) Marilyn Hammond, Vonda Jump

YEAR 3

Fall Semester
PSY 6250 – Internship (6 credits - 600 clock hours) Students may choose to complete the internship in one or two semesters. Instructor: Beverly Pickup
Program of Study Instructions

1. Log into Banner: https://ssb.banner.usu.edu/zprod/twbkwbis.P_WWWLogin

2. Select the “Student” tab at the top of the page then click on “Student Records”

3. Select “DegreeWorks”

4. Enter your Student ID number. Then select the “Plans” tab
5. Select “New Plan” then “Blank Plan.” Type “MEd Plan C School Counseling” in the Description Box. Click on “Add Term” icon in the top right corner and add the appropriate semesters for your plan beginning with fall 2018.

6. Scroll down using the course menu on the right-hand side and click on “Psychology.” This will populate all of the psychology courses at USU. Click and drag the courses for the program to the semester you took the course or when you will take the course(s).

Remember you will need 6 credits of PSY 6250. Please follow the example Program of Study exactly unless you received approval from Camille Odell to take a course not listed.

7. Once you have completed the plan section, click “Save” at the bottom of the screen and email Beverly Pickup at beverly.pickup@usu.edu to let her know that your plan is completed and entered in DegreeWorks. She will let you know if there are any changes that need to be made before the Program of Study can be approved.

8. The last step is to sign the Program of Study. This will be done after Beverly completes paperwork on your behalf. You will receive an email from the USU School of Graduate Studies with instructions on signing the Program of Study. This is done a few weeks after the above steps are completed.
Program of Study Example

<table>
<thead>
<tr>
<th>2018-2019</th>
<th>Fall 2018, Total Credits: 6.0</th>
<th>Spring 2019, Total Credits: 6.0</th>
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<tbody>
<tr>
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<td>PSY 6390 3.0</td>
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<td></td>
<td>PSY 6330 3.0</td>
<td>PSY 6240 3.0</td>
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<table>
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<tr>
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<th>Spring 2020, Total Credits: 6.0</th>
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</thead>
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<td>PSY 6460 3.0</td>
<td>PSY 6370 3.0</td>
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<td>PSY 6290 3.0</td>
<td>PSY 6580 3.0</td>
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<table>
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<th>2020-2021</th>
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<td>PSY 6610 3.0</td>
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Remember to change the number of PSY 6250 credits from 10 credits to 6 credits in the fall 2020 semester OR 3 credits fall 2020 semester & 3 credits spring 2021 semester.
On-Line Educator Background Checks
For New Teachers and Other Educators

Background checks are valid for a period of five years. If you have had a background check done through the Educator License office within the past five years, you do not need to complete another form. If you don’t complete your program within the five years, you will have to complete another background check. Cleared background checks are required for licensure. The State Office will not accept copies of background checks done elsewhere, including school districts. You will not be notified when your background application is complete. It is your responsibility to verify this with the Teacher Education office. Only on-line background check application will be accepted by the Utah State Board of Education. (Cards are no longer an option.)

Questions?
Please email or call Lisa Christensen at 435-797-1443 or email at lisa.christensen@usu.edu

Step 1: Accessing the Utah State Board of Education Background Check Webpage

www.utah.gov/teachers

Step 2: Select Background Check Application. Click on “Background Check” to begin the process.

Step 3: Enter Login Information. The Educator Background Check (EBC) application is designed to work for both new and existing educators that may or may not have a record in the CACTUS database. Both new and existing educators will need to attempt to find their CACTUS record by entering their Social Security Number and date of birth. The application searches the CACTUS database for a matching record.
**Step 4a: Matching Record.** If a matching record is found the educator will need to verify that the information is correct. The educator will have the ability to update any outdated information.

**Step 4b: New Record.** New educators will not have a record in CACTUS and will be prompted to create a new record by filling out the necessary information the Utah State Office of Education (USOE) needs to process the background check.

**Step 5: Select Background Check Method.** Educators will have the option of choosing between two background check processes: Live Scan process for all Utah residents or traditional manual card process for out of state residents.
Step 6: Live Scan Release. If the Educator selects to use the LiveScan method (this is recommended) they will be required to acknowledge that they have reviewed the fingerprint release information and agree to the terms by entering the word “yes” in the appropriate box.

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Step 7: Additional Questions. In order to complete the background check, USBE requires the Educator to answer a few additional questions. Educators will need to answer these questions, and then verify the accuracy of the answers by checking the box next to the verification statement.
Step 8: Live Scan Authorization Form. The educator will need to generate their LiveScan authorization form to be taken with them to the liveScan location of their choice. The fingerprint process will not be completed until the educator has had their fingerprints scanned at a Live Scan fingerprinting site.

![Live Scan Authorization Form]

Step 9: Final Step. After you have been fingerprinted, you will receive an email from Stephanie Ferris few days later letting you know you’ve passed the background check.

Once you receive the email from Stephanie Ferris stating your background check has cleared, please forward that to Beverly Pickup at Beverly.pickup@usu.edu. We need to have the background check verification in your file.
Licensure Information

You will apply for licensure during your last semester in the program.

**Praxis Test:** You must take and pass the Praxis test to be eligible for licensure and graduation. If you have taken the Praxis, be sure to email your Score Report to Beverly Pickup. **NOTE:** When you go in to take the Praxis exam, indicate that you want a copy of the test report sent to USU College of Education and Human Services AND to yourself. WHEN YOU GET THE REPORT, EMAIL A COPY TO BEVERLY. We will need a copy of the report to approve you for licensure.

**Licensure:** You may apply for licensure with the Utah State Office of Education anytime during your last semester using the procedures below. You will want to get this taken care of, as school districts will want to know that you have applied and that your license is pending graduation. Lisa Christensen, Educator Licensure Officer for the EEJ College of Education and Human Services, will hold your licensure papers until the transcript showing your degree and the Praxis score arrive at her office. If you plan to move out of state, you will still want to obtain licensure here in Utah. Other states accept Utah’s license and offer reciprocity. Here are directions for applying for licensure:

**TO APPLY FOR LICENSURE WITH USOE:**

1. Use your internet browser and go to [https://cehs.usu.edu/teached/application](https://cehs.usu.edu/teached/application)
2. Print the application and fill it out
3. Scan and email the completed “Utah State University Application for Educator License” page (the advisor signature page) at the bottom to Beverly Pickup
4. If everything is in order, Camille will sign the form and send it to Lisa Christensen in Educator Licensing
5. Email or fax the other papers that you print to Lisa Christensen, Educator Licensure Officer for our college at lisa.christensen@usu.edu. Fax number: 435-797-3939.
6. Lisa will hold the application until the transcript with your degree arrives in her office -Be sure to order an official transcript to be sent to Lisa, according to the directions on the licensure papers—she has to send an official copy to USOE!

   **PLEASE NOTE:** Transcripts must be ordered from the National Clearinghouse website or be sent to Lisa in a sealed envelope directly from the USU registrar’s office.

7. **If you have never had an educator license:** Lisa will email you with instructions for retrieving your license when she receives your forms.
8. **If you already have an educator license (i.e., you are a teacher):** Lisa will contact you via email regarding your license.