USU PROFESSIONAL SCHOOL COUNSELOR
EDUCATION PROGRAM
2020 HANDBOOK

KEY INFORMATION
COURSE CALENDAR
PROGRAM OF STUDY INSTRUCTIONS
SAMPLE PROGRAM OF STUDY
BACKGROUND CHECK INFORMATION
LICENSURE INFORMATION

Page 2
Page 3
Page 4
Page 6
Page 8
Page 12
COURSE CALENDAR
Please consult the Course Calendar found in your packet and in the orientation materials located at https://psychology.usu.edu/graduate/professional-school-counselor/core-requirements-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, September 3, 2020. 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.

GPA REQUIREMENT
Students must maintain a minimum of a 3.0 GPA overall while in the program. Work below a B range is not acceptable. In cases where a student earns a grade of C+ or below, the situation will be considered by a committee comprised of program faculty, including the instructor of the course the grade was earned. The committee will outline what actions should be taken. Actions may include retaking the course, remediation, probation or dismissal.

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 2020. 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. 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/.
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) Torilyn Gillett
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) Torilyn Gillett

Spring Semester
PSY 6370 – Practicum in School Counseling (Weekly class plus 150 clock hours in a school setting) (3 credits) Sandra Ameel
PSY 6580 – Collaborative Classroom Instruction, Leadership and Professional Topics (3 credits) 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) Marilyn Hammond, Vonda Jump (14-week session)

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 Degree Works here: [https://degreeworks.usu.edu/dashboard/plans](https://degreeworks.usu.edu/dashboard/plans)

2. Type in your A number.

3. Select ‘New Plan’ then ‘Blank Plan.’

4. Select ‘Fall 2019’ as the Starting Term and click ‘Submit.’

5. Type ‘MEd Plan C School Counseling’ in the description box and click ‘Save.’

6. Click ‘Course’ on the left side menu. This will bring up the New Requirement page. Under course requirement, type in each course you took during the fall 2019 semester. Ex: PSY 6530. The number of credits for each course will populate. Then click ‘Save.’ You do not need to fill in any additional information.
7. Click on ‘Add Term’ in the right corner to add each course to the appropriate semester of the program.

8. When adding PSY 6250 to the fall 2021 semester, remember to change the number of credits from 10 to 6 OR 3 credits for fall 2021 and 3 credits for spring 2022 semester.

9. Once you have completed the plan, email Beverly Pickup at beverly.pickup@usu.edu to let her know that your plan is complete and entered in Degree Works. She will let you know if any changes need to be made.

10. The last step is to sign the Program of Study. Beverly will prepare the paperwork on your behalf and submit it to the School of Graduate Studies. After the Program of Study due date, you will receive an email from the USU School of Graduate Studies with a request to sign the Program of Study.
# Program of Study Example

<table>
<thead>
<tr>
<th>Fall 2020</th>
<th>Credits: 6.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 6530</td>
<td>Credits: 3.0</td>
</tr>
<tr>
<td>PSY 6330</td>
<td>Credits: 3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 2021</th>
<th>Credits: 6.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 6240</td>
<td>Credits: 3.0</td>
</tr>
<tr>
<td>PSY 6390</td>
<td>Credits: 3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 2021</th>
<th>Credits: 9.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 6350</td>
<td>Credits: 3.0</td>
</tr>
<tr>
<td>PSY 6420</td>
<td>Credits: 3.0</td>
</tr>
<tr>
<td>PSY 6260</td>
<td>Credits: 3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2021</th>
<th>Credits: 6.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 6460</td>
<td>Credits: 3.0</td>
</tr>
<tr>
<td>PSY 6290</td>
<td>Credits: 3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 2022</th>
<th>Credits: 6.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 6580</td>
<td>Credits: 3.0</td>
</tr>
<tr>
<td>PSY 6370</td>
<td>Credits: 3.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 2022</th>
<th>Credits: 9.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 6610</td>
<td>Credits: 3.0</td>
</tr>
<tr>
<td>PSY 6340</td>
<td>Credits: 3.0</td>
</tr>
</tbody>
</table>
Fall 2022  
Credits: 6.0

PSY 6250
Credits: 6.0
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 Board of Education (USBE) 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.

![Educator Background Check](image1)

**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.

![Educator Background Check](image2)
**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 LiveScan fingerprinting site.

![Live Scan Authorization Form](image)

**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 Beverley.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 Board 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.

**TO APPLY FOR LICENSURE WITH USBE:**

To fill out the licensure application, please go to this link on the USU College of Education website: [https://cehs.usu.edu/teached/how-to-apply-for-a-utah-educator-license](https://cehs.usu.edu/teached/how-to-apply-for-a-utah-educator-license). Make sure to read each step carefully and follow the instructions, utilizing the appropriate links listed under each step.

**Once your degree is posted:** Lisa Christensen will email you with instructions to access your license when she receives your forms and official transcripts with your degree posted.

**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.