



Western Oregon
UNIVERSITY

Monmouth, Oregon

REHABILITATION AND MENTAL HEALTH COUNSELING

Masters of Science in
Rehabilitation Counseling

Application & Information Packet



Dear Prospective Deaf Track Student:

Thank you for your interest in the Rehabilitation and Mental Health Counseling (RMHC). Many of your questions may be answered in this packet.

Applications deadline is February 1, 2020 **or until the cohort has been filled**. To be considered, you must submit a completed application packet to WOU's Graduate Office **and** submit a completed RMHC application packet to the RMHC Program Admissions Committee. Application packets for the RMHC program will be reviewed in the order they were received, and until the cohort slots has been filled.

Our first round of group and individual interviews will be scheduled on March 13, 2019. If your application is selected for the next round of review, you will receive an invitation at least 2-3 weeks prior to the interview.

You will find more information regarding admission requirements and instructions on page 8 of this packet. Once admitted to WOU by the Graduate School, applicants to the RMHC program will be asked to participate in an interview with the RMHC Program Admissions Committee.

For any additional information you may visit our website: www.wou.edu/rc.

Applications can be made available in an alternative format to assist persons with disabilities by contacting the Rehabilitation and Mental Health Counseling office at 503-838-8324.

Sincerely,

Denise Thew Hackett

Denise Thew Hackett, PhD, MSCI, CRC
RMHC Program Coordinator
Rehabilitation and Mental Health Counseling
thewd@wou.edu

REHABILITATION AND MENTAL HEALTH COUNSELING PROGRAM



MISSION STATEMENT

The Rehabilitation and Mental Health Counseling (RMHC) Program at Western Oregon University was established on the belief that individuals who are Deaf or have disabilities have a right to lead fulfilling, independent, and productive lives. Trained professionals are an important component in realizing this right. To that end, the faculty is dedicated to preparing rehabilitation professionals who are skilled in advocating for and with persons who are Deaf or have disabilities, and who are competent counselors knowledgeable about the development and dissemination of innovative and culturally sensitive rehabilitation practices and policies.

LEARNING OBJECTIVES

Students will:

1. Develop a comprehensive understanding of the rehabilitation counseling related theories and policies through scholarly activities.
2. Demonstrate competency in facilitating employment, independent living, community integration, and personal adjustment for individuals who are Deaf or have disabilities and come from diverse cultural background.
3. Show commitment to professional excellence and leadership through the practice of ethical behavior and integrity.



REHABILITATION AND MENTAL HEALTH COUNSELING PROGRAM OVERVIEW

The Rehabilitation and Mental Health Counseling (RMHC) program is offered at the graduate level only. Preparation consists of a sequential course of study which integrates academic knowledge and theory with closely supervised counseling practice. We believe individuals have a right to lead fulfilling, independent, and productive lives. Graduates of this program are trained for positions in a variety of agencies in which the counselor is, most often, a part of a team of specialists providing comprehensive services to persons who are Deaf or have disabilities. Employment opportunities that are within the scope of training include but are not limited to: vocational rehabilitation counselor, job developer, student disability services coordinator, youth transition specialist, veteran's administration counselor, independent living counselor, and mental health counselor.

The RMHC program was first established in 1974 and is one of the longest standing programs on the west coast. The program began as a RCD (Rehabilitation Counseling: Deaf focused) and expanded to include the RC (Rehabilitation Counseling general) track in 1990. The combination of both tracks provides an exceptional learning environment for students with diverse perspectives and life experiences. In 2014, the program changed its name from Rehabilitation Counselor Education (RCE) to Rehabilitation and Mental Health Counseling (RMHC) to reflect the addition of a third track titled MH (Mental Health Counseling). In 2019, the RMHC program went through curriculum change to respond to the CACREP accreditation changes, and the degree will combine the RC and MH track and students enrolled in Fall 2019 will have a Plan of Study of 90 quarter credits. The MH track offers students the ability to be licensed as professional counselors in the state of Oregon. Also, beginning Fall 2019, the Deaf track program (includes both RC and MH) will begin the online/hybrid format.

The program has been accredited by the Council on Rehabilitation Education (CORE) since 1989, and CACREP (Council for Accreditation of Counseling and Related Educational Programs) due to the accreditation merge since 2017. The program has been the recipient of the Rehabilitation Services Administration (RSA) long-term training grants since its inception. Graduates of this program are well prepared and boast of our graduate employment rate of over 95% working in the field within six months of graduation. Fundamental to all training is the belief that the counselor-in-training must exhibit psychological well-being grounded in a strong professional code of ethics. These views have led to a program which is as much an experience in personal growth as it is an exercise in the acquisition of professional knowledge, skills, and techniques.

The program offers two pre-service tracks: (a) the general Rehabilitation Counseling with Mental Health Counseling concentration track (RC/MHC) is exposed to a range of counseling experiences with persons who have a variety of disabilities. (b) the Rehabilitation Counseling with Mental Health Counseling concentration with the Deaf (RCD/MHCD) track maintains a national reputation and is one of only three national programs to train students to work with individuals who are Deaf and hard of hearing. Both tracks offer students the ability to be licensed as professional counselors in the state of Oregon and many other states, as well as CRC eligibility. Both tracks require 90 graduate-level credits. The RCD track has specifically focused practicum and internship requirements with Deaf and hard of hearing.

Applicants must submit two application packets simultaneously: one to the Western Oregon University Graduate Studies Office and one to the RMHC Program Office. Applicants must be admitted to both WOU's University Graduate Studies **and** the RMHC program. Students who are not accepted by the university can not be considered for the RMHC program. The minimal prerequisites are a bachelor's degree from an accredited college or university. At least two years of experience working with persons who have a disability, deaf and hard of hearing, or with underserved population is preferred. Students interested in working with persons who are Deaf must also demonstrate proficiency in American Sign Language before acceptance into this track.

COURSE SAMPLE

(subject to change)

Fall 2020 to Spring 2022

RC 650	Professional Counseling Orientation And Ethical Practice	4
RC 626	Critique Analysis and Evidence Based Practice Research	2
RC 625	Research And Program Evaluation	4
RC 611	Counseling And Helping Relationships	4
RC 633	Social And Cultural Foundation in Counseling	4
RC 612	Theory and Techniques of Counseling	4
RC 634	Diagnosis/Treatment Planning and Psychopharmacology of Mental Disorder	4
RC 631	Human Growth And Development Theories	4
RC 630	Group Counseling And Group Work	4
RC 613	Career Development Theories and Job Development and Placement Techniques	4
RC 640	Crisis and Trauma Counseling	4
RC 670	Professional Topics Seminar	2
RC 660	Case Management & Community Partnerships	4
RC 632	Medical & Psychosocial Aspects of Disabilities	4
RC 662	Assessment And Testing	4
RC 651	Ethics II	2
RC 645	Addictive Behaviors in Counseling	4
RC 609	Practicum #1	4
RC 609	Practicum #2	4
RC 610	Internship #1	10
RC 610	Internship #2	10

Exit requirement: Portfolio Oral Comprehensive

GENERAL INFORMATION: RMHC Program

Listed below are answers to common questions asked by prospective students interested in one of the three tracks: RC (Rehabilitation Counseling: General), RCD (Rehabilitation Counselor with the Deaf), and MHC (Mental Health Counseling).

What undergraduate degree do I need?

No specific undergraduate degree is necessary. The degree must, however, be awarded by an accredited college or university. Special courses in developmental psychology, cultural anthropology, special education, and research have been identified by past students as providing a good background for the focus of the program. Those interested in the Rehabilitation Counselor with the Deaf option must be proficient in American Sign Language (ASL).

When can I begin my coursework?

Because classes are taught in sequence, RC/MHC general courses start fall term face to face with few classes offered online. Your first classes will begin during the Fall term.

Can I attend as a part-time student?

The RC program is currently designed for full-time enrollment of 12 to 16 credits each term.

Can I take on-line classes for this program?

The majority of required RMHC is face to face with few online classes (one during the Fall 2019 term, and some during the last two terms when students are on their internship sites).

Can I work full time and be a RMHC student?

The RMHC program does not encourage students to work more than 20 hours per week while in the RMHC program. During the last two terms of the program (second year), students will be required to complete an intensive 600-hour (minimum) internship during their second year, which requires an average of 35 hours per week of work. Internship placement and opportunities can be discussed and explored after admission to the program.

How long is the program?

This two year program requires 90 credit hours taken over 7 consecutive quarters.

I am not an Oregon resident. Do I pay out-of-state tuition and fees?

Yes. Check the Graduate School for fee structure.

What is the job outlook after I graduate?

It's excellent for RMHC graduates. In the past few years we have had 96 to 100 percent of our graduates successfully employed within six months of graduation. It should be noted that the more states a graduate is willing to consider, the quicker they find employment. Most of our graduates find jobs in Vocational Rehabilitation, community-based service programs for deaf/hard of hearing and/or persons with disabilities, counseling agencies serving deaf/hard of hearing, and/or persons with disabilities, and post-secondary settings.

If I am admitted by WOU Graduate Programs, am I automatically accepted into the RMHC program?

No, you must be admitted to the university's Graduate Studies before you can be considered for admission into the RMHC program. Admission to the university does not guarantee acceptance into the program.

Is there financial support for students?

WOU's RMHC program is currently receiving funding from Rehabilitation Services Administration (RSA), U.S. Department of Education to assist students with their tuition expenses. RSA scholarships cover a portion of the tuition and may be awarded for one, two, or three years, depending upon continued funding. Generally, we are able to offer 70-75% tuition per term. Not all admitted students are funded through RSA scholarships. To receive support through RSA, the recipient must commit to work for a state Vocational Rehabilitation Division (VRD) or a related agency through which the individual has a service arrangement with the State/Federal vocational rehabilitation agency to provide needed services to vocational rehabilitation consumers. For every academic year of scholarship support, RSA requires the recipient to work two years as a professional in the rehabilitation counseling field.

In addition, graduate assistantships are sometimes available through the Graduate School. Please check the Graduate School website for more information on GA opportunities.

WOU's RMHC Program is CACREP accredited. What does that mean?

CACREP (Council for Accreditation of Counseling and Related Educational Programs) demands a high level of curriculum and program management. CACREP accreditation at WOU allows students in their last term of study to apply for national certification as a Certified Rehabilitation Counselor (CRC), National Certified Counselor (NCC), and to begin the application process for Licensed Professional Counselor (LPC) intern in the State of Oregon. (NOTE: Application for any certification or licensure is the sole responsibility of the graduate). Additionally, CACREP accreditation allows the RMHC Program to receive RSA scholarship support for its RMHC students. Here are the program outcomes related to CACREP Accreditation:

- The Rehabilitation and Mental Health Counseling at Western Oregon University was fully accredited by the Council on Rehabilitation Education (CORE) since 1989 www.core-rehab.org. During 2017, CORE was merged to CACREP and the RMHC program was reaccredited under the CACREP in 2017.
- Currently, the RMHC program has three full-time tenure-track faculty, one full-time clinical coordinator and few part-time adjunct faculty who teach the CACREP accredited curriculum. The current Program Coordinator is ASL-fluent and every classes in the new online/hybrid program will be taught by instructors who is ASL-fluent with knowledge and experiences working with the Deaf, Hard of Hearing and DeafBlind population. The instructor to student ratio is 1:7.3. The current grade point average of the students in the program is 3.95.
- For the past two academic years, a total of 28 students (RC and RCD) graduated from the program (face to face). 100% of students passed their clinical coursework. Within three months of graduating, 95% of the graduates were employed in professional settings, such as Vocational Rehabilitation, community-based service programs for persons with disabilities, counseling agencies serving persons with disabilities, and post-secondary settings.



- Seventy-five percent of students in the 2017-2019 cohort are from underrepresented groups, including people with disabilities. The division has a RSA training grants that generate a total of \$200,000 each year, of which about \$150,000 is for student support in the form of fee remissions.



HOW TO APPLY TO RMHC GRADUATE PROGRAM

STEP ONE: Submit the following items to the Graduate Studies Office: Applications are accepted on a rolling basis. Once accepted for graduate studies at WOU, the RMHC Program Admissions Committee will review the RMHC application packet (described in step two) after it is due on Feb 1st

- WOU application for graduate admission
- A non-refundable processing fee of \$60.00 (fee waived for veterans)
- One official transcript from each post-secondary institution attended.

NOTE: To be official, the transcript must be in its original sealed envelope from the issuing school or institution. All documents submitted to the University become property of Western Oregon University and cannot be returned, copied, or released (An official WOU transcript is not required for former students with an established file).

Send graduate application materials to:

Graduate Studies Office
Administration Building RM. 109
Western Oregon University
345 N Monmouth Avenue
Monmouth, OR 97361

STEP TWO: Return the following items as a complete packet to the address below:

- RMHC graduate program application form
- Writing Sample (double-spaced, minimum of 1 page, no more than 2 pages)
- Conditions for Admission and Retention Statement (original signature of applicant required)
- Remediation Procedures & Student Code of Conduct (original signature of applicant required)
- One unofficial transcript from each post-secondary institution attended
- Three letters of recommendation and enclosed forms with original signatures in a signed & sealed envelope. The letters can be sent by the person directly to Kathy Heide at heidek@wou.edu.
- Sign the Model Release form (for pictures/videos during online and face to face)

Send program application materials to:

Kathy Heide
Deaf Studies and Professional Studies
Western Oregon University
345 N Monmouth Avenue
Monmouth, OR 97361

Applicants are responsible for submitting both complete packets. The admissions process will be delayed if you submit incomplete packets, or fail to submit both packets.



Model Release

I hereby release all rights in perpetuity to the recording, transmission, and use of my voice, image, or likeness to Western Oregon University, its agents, and assigns. I represent that I am 18 years of age and have the right to consent to this agreement. If I am under the age of 18 years, my parent or guardian has consented to the conditions stated in this release and his/her signature confirms that consent. I hereby agree to release Western Oregon University, its agents and assigns from any and all liability and from any and all personal property rights which I might have in relation to Western Oregon University, its agents or assigns for the use of my voice, image and likeness.

WOU Representative

Model Signature/Date

Date

Model (Print Name)

Guardian Signature

Guardian (Print Name)

Street or P.O. Box Address

City

ST

Zip Code

Date of Birth (if under 18)

Office of Public Relations

345 N. Monmouth Ave • Monmouth, Oregon 97361 • 503-838-8208 • Fax: 503-838-8164 •
www.wou.edu



**APPLICATION FOR ADMISSION
MASTER OF SCIENCE
REHABILITATION AND MENTAL HEALTH COUNSELING PROGRAM**

NAME _____

PHONE (H) _____ W) _____

VIDEO PHONE _____

PERMANENT ADDRESS _____

_____ city _____ state _____ zip _____

MAILING ADDRESS _____

_____ city _____ state _____ zip _____

E-Mail _____

EMERGENCY CONTACT: (Name & Relation) _____

MAILING ADDRESS _____

_____ city _____ state _____ zip _____

PHONE NUMBER _____

TRACK OPTION:	General (RC)	[]
	Deafness (RCD)	[]
	Mental Health Counseling (MH)	[]
	I am a State or Federal Employee	[]
	I am a Veteran	[]

I INTEND TO BEGIN MY STUDIES: Summer term (RCD), 20 _____
Fall term (RC & MH), 20 _____

EDUCATION

UNDERGRADUATE DEGREE:

From _____ Date _____

(circle) B.S. B.A. Other _____

Major _____ Minor _____

GRADUATE COURSEWORK (if any): From _____



Classes Completed _____ Date(s) _____
_____ Date(s) _____

GRADUATE DEGREE:

From _____ Date _____

Major _____ Minor _____

Work Experience: Please list your last three employers, most recent first. In addition, please attach a copy of your current resume.

<u>Dates (from/to)</u>	<u>Employer</u>	<u>Title of Position</u>	<u>City/State</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List specific experiences you have had with vocational rehabilitation and/or persons who are Deaf or who have disabilities:

How did you hear about our program?

☐ Campus career fairs

☐ Conferences

☐ Listserv _____

Which one

☐ Current undergraduate program

☐ Personal contacts

☐ Other _____

Signature

Date



SELF-RECOMMENDATION WRITING SAMPLE

(ATTACH THIS FORM TO YOUR WRITING SAMPLE)

NAME:

Your ability to express ideas in an appropriate manner is an important factor in successful graduate study. This sample will be used to assess your writing skills. Therefore, please take care in preparing your response. **Writing samples must be typed, double-spaced, and a minimum of 1 page but not more than 2 pages in length.**

Prepare a candid letter of self-recommendation to the Rehabilitation and Mental Health Counseling Program. Describe personal qualities and professionally related experiences you have had which you believe make graduate study in counseling appropriate for you. What are your highest hopes and greatest concerns about yourself as a student and as a rehabilitation counselor? Tell us about your career plans. Write the letter in your own form and style.



RECOMMENDATION FORM

List names and addresses of three people who will be completing the attached recommendation forms

NOTE: At least two must be **professional references**, i.e., rehabilitation counseling, disability related, academic (human services related), or other human services. RCD (Deaf) applicants must include at least one letter of recommendation from a professional who is familiar with Deaf culture. Please check box if permission is granted to contact person.

1.Name_____Telephone_____

Address_____

Email_____

☐ Permission granted to contact person

2.Name_____Telephone_____

Address_____

Email_____

☐ Permission granted to contact person

3.Name_____Telephone_____

Address_____

Email_____

☐ Permission granted to contact person



RECOMMENDATION FORM

APPLICANT: Please fill in the personal information below with your name and address.

Name _____

Telephone _____

Address _____

_____ city _____ state _____ zip

EVALUATOR:

The above named applicant is applying for admission to master's degree in the Rehabilitation and Mental Health Counseling program and has given your name as a reference. We request that you include the form below and your agency's letterhead in your recommendation letter. Please indicate N/A (not applicable) if you are not able to rate a specific quality. Your appraisal of the applicant's personal qualities and professional promise is used for making decisions on admission and may be used for planning a program of study. Therefore, careful and candid discrimination between strong and limited characteristics is more helpful than routine praise. Thank you for your help.

INSTRUCTIONS: Please rate the applicant on the qualities listed below by placing a check mark to the right of those you feel qualified to evaluate. Use other graduate students or professionals in this field as your standard of comparison. Indicate N/A for any area in which you have insufficient knowledge to evaluate.

Please attach your agency's letterhead in your recommendation letter.



Above Average

Average

Below Average

Academic Potential

Breadth of General Knowledge

Understanding of Human Behavior

Communication Skills

Oral Expression of Ideas

Ability to Work with Others

Dependability

Maturity and Judgment

Self-motivation

Emotional Stability

Self-awareness

Time Management and Organization

Professional Success Thus Far

Experience w/Understanding Clients Who Are
Deaf or Have a Disability

REFERENCE NAME _____

PRESENT POSITION _____

ADDRESS _____

RELATION TO APPLICANT _____

HOW WELL AND FOR HOW LONG HAVE YOU KNOWN THE CANDIDATE? _____

Signature

Date

PLEASE PLACE THIS COMPLETED FORM IN AN ENVELOPE, SEAL IT, SIGN THE ENVELOPE ACROSS THE SEAL AND **RETURN IT TO THE APPLICANT.**



CONDITIONS FOR ADMISSION AND RETENTION (Sign, Date & Return with Application to the RMHC Program)

Conducting Private Practice While Enrolled in the Master's Degree Program

The program faculty subscribes to the ethical standards of the Commission on Rehabilitation Counselor (CRC). In an effort to encourage professionalism among its students, the faculty requires its students to adhere to these same standards while they are engaged in providing counseling services to clients. The CRC standards read, in part:

- Rehabilitation counselors practice only within the boundaries of their competence, based on their education, training, supervised experience, professional credentials, and appropriate professional experience. Rehabilitation counselors demonstrate beliefs, attitudes, knowledge, and skills pertinent to working with diverse client populations. Rehabilitation counselors do not misrepresent their role or competence to clients. (CRC Ethical Std. D.1.a).
- Rehabilitation counselors accept employment for positions for which they are qualified by education, training, supervised experience, professional credentials, and appropriate professional experience. Rehabilitation counselors hire individuals for rehabilitation counseling positions who are qualified and competent for those positions. (CRC Ethical Std. D.1.c).

Consistent with these standards, students may not independently offer counselor or consultation services, either gratis or for remuneration.

If it should come to the attention of the faculty that a student is offering such services an investigation of the student's activities will be conducted by a program committee appointed for this purpose. The committee will present its findings and recommendations to the staff for final decision on retention.

Background Information

The profession of counseling involves close working relationships between practitioners and their clients. Fundamental to these relationships are the moral integrity and psychological well-being of the counselors.

Because of the deep level of trust placed in counselors by their clients, it is essential that counselors be absolutely honest and trustworthy in their professional conduct and in other aspects of their lives.

The mental health and emotional stability of counselors are as important as their moral character to successfully engage in professional activities. Counselors with diagnosed psychological disorders of their own who have not received treatment to develop coping skills can significantly compromise the effectiveness of counseling and can even be injurious to their clients.

Prior to placement in any field experience, i.e., practicum or internship, the program has the right to routinely conduct a criminal background check.

To help us determine your appropriateness for the counselor program, please answer the questions on the next page. You *must* answer either "yes" or "no" to each of the questions; any other response will result in your application being considered incomplete. All "yes" answers must be *fully* explained in writing on a separate piece of paper and the explanations must be signed and dated by you. Answering "yes" does not disqualify you from the program.

REHABILITATION AND MENTAL HEALTH COUNSELING

BACKGROUND INFORMATION

	Yes/No
1. Have you ever left any school or work related setting, voluntarily or involuntarily, while the subject of an inquiry, review or investigation of alleged misconduct? Have you ever left a school or work related setting when you had reason to believe an investigation for misconduct was underway or imminent? If yes, give date(s) and explanation as an attachment.	
2. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct by either an employer or a licensure agency? If yes, give date(s) and explanation as an attachment.	
3. Have you ever been placed on leave by your employer for any inappropriate behavior? If yes, give date(s) and an explanation as an attachment.	
4. Have you ever been declared legally incompetent for reasons of emotional instability? If yes, give date(s) and explanation as an attachment.	
5. Have you been under mental health treatment for an emotional disorder? If yes, give date(s) and explanation as an attachment. The RMHC program understands a person who has had counseling, may be a better counselor.	
6. Have you undergone treatment for alcohol and/or drug addiction? If yes, give date(s) and explanation as an attachment.	
7. Have you ever been convicted or been granted a diversion, or conditional discharge by a court for a felony; misdemeanor; major traffic violation, including but not limited to: 1) driving under the influence of intoxicants or drugs; 2) reckless driving; 3) fleeing from or attempting to elude a police officer; 4) driving while your license was suspended, revoked or used in violation of any license restriction; or 5) failure to perform the duties of a driver or witness at an accident? If yes, give date(s) and explanation as an attachment.	
8. Have you ever been arrested or cited for any offense listed above (question 7) which is still pending in the courts? This includes any diversion, conditional discharge or postponed adjudication that has not been dismissed by the courts at the time this application is signed. If yes, give date(s) and explanation as an attachment.	
9. Have you ever had any civil judgment or other court order, including but not limited to a restraining order, entered against you resulting from allegations of abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons? If yes, give date(s) and explanation as an attachment.	

I hereby certify that the information on or relating to this form is true and correct and grant the Rehabilitation and Mental Health Counseling program to check civil and criminal records to verify any statement made on this report. I understand that the Rehabilitation and Mental Health Counseling program may deny admission to the program upon evidence that I knowingly made false statements on this form. Any change in the information indicated above must be reported and will be subject to review.

Signature

Date

INTERVENTION PROCEDURES & STUDENT CODE OF CONDUCT **(Sign, Date, and Return with application to the RMHC Program)**

Students who are identified as having deficiencies in one or more of the three areas evaluated are provided the following assistance in order to improve their performance:

1. Problem Identification Meeting

The advisor meets with the student and gives specific examples of the difficulties which have been identified by the staff. The student and the advisor then discuss minimal change expectations and intervention procedures and **may jointly develop a plan for success**. A decision is made at this time as to the seriousness of the problem, and if it is reoccurring. Steps for resolution are recommended, and a time frame for remediation is agreed upon by both parties. A written contract is designed at this time and is signed by the student and the advisor, with the understanding that the student's progress will be reviewed by the staff at their next meeting.

2. Recurring or Critical Problems

If the situation is a continuing one, or is critical, a team of staff members may be appointed to meet with the student. The concerns are delineated in writing and given to the student prior to this meeting. During this meeting, the student is given specific information about the particular problem, the steps needed for resolution, and the time frame allowed prior to determining if further action must be considered. A written contract clearly stating the areas which need to be improved, and the methods and time frame needed for improvement, is designed and signed by the student and the involved staff members. A copy of this agreement is given to the student and the original is placed in the student's central file.

3. Insufficient Progress, Withdrawal, Counseling

If the student does not make expeditious progress toward resolution of the identified problem(s), and if the staff agrees that the student will not be able to successfully achieve the academic, counseling skills, or intra - and interpersonal effectiveness objectives of the program, then recommendation for withdrawal of the student from the program is considered. If this decision is made by closed faculty vote according to bylaws, it is then passed to the next administrative channel. Academic, vocational, and personal counseling will be offered to the student and will include the transfer of earned credits to a new program if one is selected.

4. Code of Student Responsibility

The Code of Student Responsibility specifies the rights and responsibilities of students as members of the campus community. Each student is responsible for his or her own conduct. The university community expects each student to abide by all local, state, and federal laws, as well as university regulations. Copies of the Code are available in the Office of the Vice President for Students Affairs, Office of University Residences, ASWOU, and the Library. The Code is also available online at <http://www.wou.edu/student>. Students are expected to read and become familiar with the Code.



5. Due Process Procedures

Unless the problem involves a major disciplinary action, all of the preceding steps are handled within the graduate program. The university, and the Division of Special Education assure each student that their rights are respected and that due process is followed. If a student wishes to challenge a decision of the program regarding retention in the program, the student has the right to an appeal process, as detailed in the WOU Student Handbook. Also, please see "Student Grievance Procedure" on the WOU web-site: www.wou.edu/student/procedure.html.

The Program believes that the stated procedures are in accord with accepted educational practices and the following guidelines of the American Association for Counseling and Development:

"Members, through continual student evaluation and appraisal, must be aware of the personal limitations of the learner that might impede future performance. The instructor must not only assist the learner in securing remedial assistance but also screen from the program those individuals who are unable to provide competent services."

I have read the Intervention Procedures outlined above and I have reviewed the Student Code of Conduct (available on-line, www.wou.edu/student/procedure.html, or a copy can be requested for your review).

Signature: _____

Address: _____

Date: _____

PRINCIPLES OF ADMISSIONS POLICY AND PROCEDURE

- A. Applicants are sought from the variety of subgroups and subcultures within our society: *Admissions policies and procedures are designed with the intent of fostering the identification and selection of all prospective students who possess the potential for master's level work in rehabilitation and mental health counseling—to the extent of looking beyond the more traditional criteria when advisable and possible.*
- B. Applicants are sought who have demonstrated a commitment to the professions of rehabilitation and mental health counseling through interest, preparation, and experience with persons with disabilities.
- C. The staff of cooperating professional agencies, and appropriate professional credentialing bodies are consulted relative to admission policies and procedures.
- D. The faculty reserves the sole responsibility for the selection of master's candidates and has established admission criteria consistent with and in excess of, those of the Western Oregon University graduate office.

The State System of Higher Education has adopted the following statement:

Academic performance is not the sole criterion for admission to and continuation in certain courses and programs at the University, such as practicum courses and internships. The University may find it necessary to evaluate a person's background to determine his or her likelihood of maintaining standards of professional conduct that are necessary in the discipline. An evaluation may take into consideration current performance as well as past experiences and actions that could affect a student's ability to perform in the particular course or program.

EVALUATION AND RETENTION OF STUDENTS

In agreement with the Ethical Guidelines of the American Association of Counseling and Development (AACD), the WOU Rehabilitation and Mental Health Counseling Program has developed the following student evaluation and retention procedures. Respecting these guidelines, the program considers not only the academic abilities and skill performance when making retention decisions about students, but also such aspects as whether the student has appropriate levels of maturity, judgment, emotional stability, sensitivity to others, and self-awareness.

Evaluation Procedures

During each quarter, at mid-term and before the end of the term, students are given evaluation of their skills progress by their practicum supervisor and/or advisor. This document is placed in the students' central and practicum file.

At mid-term and prior to the end of each term, faculty members and practicum supervisors meet in order to evaluate student progress in academic work, counseling skills, and intrapersonal and interpersonal effectiveness. After this meeting, all students receive written and oral feedback concerning their progress from their advisor. All written feedback is placed in the student's central file, including student responses to feedback received.

STUDENTS NEEDING ACCOMMODATIONS

If you have a disability that may require some accommodation in order to participate in a Western Oregon University activity, please notify the Office of Disability Services at 503-838-8250 or ods@wou.edu at least 72 hours in advance.