



Western Oregon
UNIVERSITY

REHABILITATION AND MENTAL HEALTH COUNSELING PROGRAM

Masters of Science in
Rehabilitation Counseling

Supplemental Documents for Application Upload



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 (PrintName)

Street or P.O. BoxAddress

Zip Code

City

ST

Date of Birth (if under 18)

Office of Public Relations

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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.