



**Certificate Program in
College and University
Counseling**

Guidebook

Revised 8/20/18

Certificate Program in College and University Counseling

Program Objectives:

The *Certificate Program in College and University Counseling (CCUC)* is designed to provide specialized training and supervision for clinical mental health counseling students and graduates who are interested in gaining further knowledge and skills working with the college population from a holistic perspective that includes an understanding of the college environment, roles and responsibilities attached to working at a college or university counseling center, student development theory and models, and specialized student affairs areas. The Certificate Program is not intended to provide all the training necessary to function as an independent professional, but rather to supplement a degree in clinical mental health counseling as a specialized area of study.

Admissions Criteria:

To apply for enrollment in the *Certificate Program in College and University Counseling*, a student must:

- 1) **Read this Guidebook in its entirety**
- 2) **Submit the *Application for the Certificate Program College and University Counseling* (refer to application at the end of this Guidebook).**
- 3) **Be accepted into a CCUC approved college or university counseling setting for Practicum and Internship**

Students are officially accepted into the Certificate Program once they turn in a signed Practicum and Internship Placement agreement. Only currently enrolled students or graduates of the Rollins College Mental Health Counseling program are eligible to apply for admission to the Certificate Program. Students who are graduates of CACREP-accredited clinical mental health counseling programs may enroll in courses or internships according to the procedures established by the department and will be considered on a space available basis. Currently enrolled students must meet with the Holt Student Services advisor for Graduate Counseling to adjust their program of study to account for the addition of coursework.

The Certificate in College and University Counseling will be awarded upon completion of all Certificate requirements and completion of the Master's degree in clinical mental health counseling. For students already holding a Master's degree in mental health counseling, the Certificate will be awarded at the end of the semester in which the Certificate requirements are satisfied.

For further information concerning the Certificate Program, please contact:

Dr. Derrick A. Paladino, CCUC Coordinator

dpaladino@rollins.edu

407-646-1567

Rollins College, 1000 Holt Avenue –2726, Winter Park, FL 32789

Curriculum

The *Certificate Program in College and University Counseling* requires students to complete 25 semester hours of credit. These include 6 credit hours in College and University core courses, 9 credit hours of MAC core courses (MCC) in areas connected to working with the college population, and 10 credit hours of practicum and internship at a CCUC approved college or university counseling setting.

The curriculum includes the following courses:

College and University Core Courses

CPY 662 College Counseling and Outreach – 3 Credits

Overview of the foundations of college counseling, provisions of developmentally appropriate services (e.g., counseling, crisis services, outreach, and coordination of campus services), and the diverse post-secondary contemporary college student.

- Offered the Spring Semester in the second year for full-time students
- Offered the Spring Semester in the third year for part-time students

CPY 664 Student Development Theory – 2 Credits

An overview of historical, philosophical, and theoretical foundations of student development in a multicultural society. Students will engage in a theory-to-practice 75-hour field experience in one area of student development/student affairs.

- Offered the Summer Semester preceding Practicum and Internship I OR the Fall Semester during Practicum and Internship I

CPY 674 Practicum in Student Development – 1 Credit

- These 75 hours will be incorporated into PSY 680 Practicum and Internship I in a Clinical Mental Health Setting by way of indirect hours.
- Offered the Fall Semester of Practicum and Internship I
- Paperwork and site agreement forms are located at the end of this handbook

Graduate Studies in Counseling Core Courses

CPY 535, CPY 601, and CPY 603

Students are required to complete the following core courses as they are pertinent to the area of college counseling.

CPY 535 Career and Lifestyle Development – 3 Credits

This course is designed to facilitate student development of knowledge, skills and competencies to engage in counseling clients with career issues; to utilize occupational/career resources including technology-based resources and assessments; to examine theories of career development and decision-making; to develop the ability to evaluate and implement appropriate assessments; to collaborate with clients in identifying personal and career goals; and to organize and implement program planning and techniques and do so in a diversity of work settings. The interrelationship of work, family, relationships, geographic location, leisure, cultural diversity, gender roles, economic trends, oppression, diverse life roles, and other sociopolitical factors are explored in relation to career and lifestyle issues in comprehending the career narrative of clients. Lab fee will be assessed.

Prerequisites: CPY 525, CPY 530, or permission.

- Offered Summer Semester (2nd summer for full-time students and 3rd summer for part-time students)

CPY 601 Human Sexuality: Therapy, Counseling Theory and Techniques – 3 Credits

A lifespan developmental approach is applied to the study of human sexuality. Medical and psycho-social aspects of sexual function are addressed. Course topics include physical, psychological, and social development; gender, sex-role orientation and preference; sex therapy theories and techniques; current sexual life-styles; sexual dysfunction; relationship issues; AIDS and other sexually transmitted diseases; sexual deviance, rape, and incest; and family dysfunction.

Prerequisite: CPY 530 or permission.

- Offered Spring Semester (2nd spring for full-time students and 3rd spring for part-time students)

CPY 603 Addictive Disorders – 3 Credits

This course includes research and theories of substance use and abuse as well as principles and practices for the assessment, diagnosis, and treatment of substance abuse and addiction. The diversity of addictions is studied including dual diagnoses and interrelationship of addictive modalities. Students will develop specific strategies for working with addictive clients, knowledge about referral resources, and promotion of responsible behavior.

- Offered Summer Semester (1st summer for full-time students and 2nd summer for part-time students)

Practicum and Internship Courses

Must occur at a CCUC approved college or university counseling setting

PSY 680 Internship I in a Clinical Mental Health Setting – 3 Credits

Course objectives are to help students develop effective individual and group counseling skills. Students are expected to demonstrate an effective counseling style based upon personal strengths, sound professional principles, and a personally defined philosophy and system of counseling. This course involves on-site experience, individual supervision by faculty, and weekly seminars. Lab fee will be assessed.

Prerequisite: Completion of all coursework except CPY 664 Student Development Theory and Field Experience which may be taken concurrently with PSY 680.

- Offered Fall Semester of the last year in the program

PSY 690 Internship I in a Clinical Mental Health Setting – 2 credits

Course objectives are to help students develop effective individual and group counseling skills. Students are expected to demonstrate an effective counseling style based upon personal strengths, sound professional principles, and a personally defined philosophy and system of counseling. This course involves on-site experience, individual supervision by faculty, and weekly seminars. Lab fee will be assessed.

Prerequisite: Completion of all coursework except CPY 664 Student Development Theory and Field Experience which may be taken concurrently with PSY 690.

- Offered Fall Semester of the last year in the program

PSY 695 Internship II in a Clinical Mental Health Setting – 5 Credits

This course provides students the opportunity to perform under supervision a variety of activities regularly employed professional staff perform in a clinical mental health setting. Internships extend from fall through spring terms and accrue the remaining 1,000 hours of required clinical experience beyond the practicum experience. Participation in on-campus group supervision and seminars and individual supervision by faculty and site are required. Students must apply and be approved to enter this portion of the degree program.

Prerequisite: Completion of all coursework.

- Offered Spring Semester of the last year of the program

Recommended Pre-Practicum Placement sites:

PSY 660: Pre-Practicum in Mental Health Counseling – 1 Credit

It is strongly suggested that this is completed at a College or University clinical setting

This pre-practicum course introduces graduate counseling students to clinical mental health delivery systems, professional counseling roles, and practice settings through service learning in community mental health agencies. Students are expected to participate in 100 hours of field work experience during their first year in the program as partial fulfillment of the pre-degree experience requirements for Florida licensure. Students enroll in this course in the spring term of their first year. The course is graded as credit/no-credit.

- Site Examples for PSY 660: Any college or university clinical setting

PSY 661: Pre-Practicum in Social Justice and Advocacy – 1 Credit

It is strongly suggested that this is completed at a College or University social justice and advocacy setting

This pre-practicum course introduces graduate counseling students to professional social justice and advocacy roles through service learning in community organizations and agencies. Students are expected to participate in 100 hours of social justice fieldwork experience during their second year in the program as partial fulfillment of the pre-degree experience requirements for Florida licensure. Students enroll in this course in the spring term prior to the semester of enrollment in PSY 680: Practicum and Internship I in a Clinical Mental Health Setting. The course is graded as credit/no-credit.

- Site Examples for PSY 661: Rollins College Lucy Cross Center, Office of Multicultural Affairs, Office of Disability Services, and the Rollins College Center for Leadership and Community Engagement

Important Notes:

- The available internships sites in the Central Florida area that provide the opportunity to fulfill the field experience requirements for a “college and university setting” are limited and may hinder completion of the Certificate Program. If you are interested in an internship that fulfills the requirements, please let the Faculty Placement Coordinator know as soon after the clinical placement meeting as possible.

Procedural Guidelines

Certificate Program in College and University Counseling Graduate Studies in Counseling Program

Procedures for Faculty, Staff, and Students:

Step 1:	<p>The Certificate Guidebook is included on the flash drive given to all entering students. A copy may also be located on the counseling program website. Interested students contact CCUC Certificate Coordinator, Dr. Derrick Paladino, with questions about the program.</p> <p>Students may decide to enroll in the program at anytime, but this usually occurs during the spring semester the student is taking CPY 601 and has secured a college or university counseling center site.</p>
Step 2:	<p>After <u>READING</u> this Guidebook, student completes the <i>Application for CERTIFICATE PROGRAM IN COLLEGE AND UNIVERSITY COUNSLEING</i> (see Guidebook) and schedules a meeting with their Holt Academic Advisor.</p>
Step 3:	<p>Student meets with the Holt Academic Advisor to revise her/his Program of Study to reflect a plan to take all required courses for the Certificate Program (<i>CPY 662, CPY 664, CPY 535, CPY 601, CPY 603, PSY 680, PSY 690, and PSY 695</i>).</p>
Step 4:	<p>The Holt Academic Advisor sends a copy of the revised Program of Study and Application to the Certificate Coordinator for review and approval.</p>
Step 5:	<p>Student maintains the <i>Program Requirements Checklist</i> (see next page) and completes the form as requirements are completed.</p>
Step 6:	<p>At the time of practicum-internship placement orientation (during the Spring semester prior to starting practicum) the student notifies the Faculty Placement Coordinator that she/he is enrolled in the <i>Certificate Program in College and University Counseling</i>. Student consults with placement coordinator to identify internship sites that will fulfill Certificate requirements.</p>
Step 7:	<p>After placement is confirmed at a CCUC approved college or university counseling setting, student will immediately contact and set up a meeting with the CCUC coordinator to discuss Student Affairs sites for CPY 664.</p>
Step 8:	<p>While enrolled in CPY 664 students will record all hours as indirect hours in their internship time-2-track program. Students should make a separate site in the T2T program in order to print out a summary of completed hours at the end of the course. This summary sheet should be signed and dated by the site supervisor.</p>
Step 9:	<p>At the conclusion of internship, when all Certificate Program Requirements are completed and the necessary signatures are obtained, the student gives the completed <i>Program Requirement Checklist</i> form to the Certificate Coordinator as verification of program completion. This should be done no later than the last day of the last class required for the Certificate (typically Internship).</p>
Step 10:	<p>A <i>Certificate in College and University Counseling</i> is awarded to student and a statement of completion is placed on transcript.</p>

Requirement Checklist: Keep for Portfolio
Certificate Program in College and University Counseling

Student Name: _____

Program Requirement	Date Completed
_____ Meet with Holt Academic Advisor to sign Application for Certificate Program and to revise Program of Study. Send documentation of change in program of study to the Department Chair and Certificate Coordinator.	_____
_____ CPY 603 Addictive Disorders	_____
_____ CPY 601 Human Sexuality: Therapy, Counseling Theory and Techniques	_____
_____ CPY 535 Career and Lifestyle Development	_____
_____ CPY 662 College Counseling and Outreach	_____
_____ CPY 664 Student Development Theory	_____
_____ CPY 674 Practicum in Student Development Site: _____ Hours: _____	_____
_____ PSY 680, 690, and PSY 695 Internship in a CCUC approved college or university counseling setting. Site: _____ Direct Hours: _____ Indirect Hours (minus CPY 664): _____	_____
_____ Recommended: PSY 660 at a College/University Clinical Site Site: _____ Hours: _____	_____
_____ Recommended: PSY 661 at a College/University Social Justice & Advocacy Site Site: _____ Hours _____	_____
_____ Placement Agreement	_____
_____ Final Time2Track printout of hours	_____
_____ Evaluation of student by site	_____
_____ Evaluation of site by student	_____

Signatures on this form verify that the requirements for the *Certificate Program in Counseling and University Counseling* have been completed and Certificate may be awarded.

Student Signature

Date

Certificate Coordinator Signature

Date

Upon completion of all requirements as documented on this form, the student applicant will present the signed form to the Certificate Coordinator for confirmation that all requirements have been met.

Application procedures for the Rollins College *Certificate Program in College and University Counseling*

PROGRAM OBJECTIVES

The *Certificate Program in College and University Counseling* is designed to provide specialized training and supervision for clinical mental health counseling students and graduates who are interested in gaining further knowledge and skills working with the college population from a holistic perspective which includes an understanding of the college environment, roles and responsibilities attached to working at a college or university counseling center, student development theory and models, and specialized student affairs areas. The Certificate Program is not intended to provide all the training necessary to function as an independent professional, but rather to supplement a degree in clinical mental health counseling as a specialized area of study.

ADMISSIONS CRITERIA

To apply for enrollment in the *Certificate Program in College and University Counseling*, a student must sign and submit this application indicating intent to complete the Certificate Program. The student must then meet with the Holt Academic Advisor for Graduate Counseling to revise her or his program of study to incorporate the additional courses.

CURRICULUM

The *Certificate Program in College and University Counseling* requires students to complete 25 semester hours of credit. These include 6 credit hours in College and University course electives, 9 credit hours of MAC core courses (MCC), and 10 credit hours of practicum and internship at a CCUC approved college or university counseling setting.

I request enrollment in the Certificate Program in College and University Counseling.

Student Signature

Date

I have meet with the student named above and we revised his/her program of study to incorporate the requirements of the College and University Counseling Certificate.

Holt Academic Advisor for Graduate Studies in Counseling

Date

**Please deliver this completed form and a copy of your revised Program of Study to:
Dr. Derrick Paladino, Certificate Coordinator.**



Rollins College • Graduate Studies in Counseling
1000 Holt Avenue – 2726
Winter Park, FL 32789
T. 407.646.1567 F. 407.646.1546

A message to our Community Colleagues:

Thank you for your willingness to serve as a site coordinator offering a student affairs field experience to our students for the course CPY 674 Practicum in Student Development. Students enrolling in this field experience are gaining hours to complete a ***Certificate Program in College and University Counseling***. The purpose of the field experience component is to introduce graduate counseling students to functional areas in Student Affairs to better understand that specific site and the working of the greater campus environment. Seventy-five hours must be completed to fulfill this experience in the fall semester.

As the field experience coordinator, you have a key role in overseeing the activities of our student volunteer. This includes setting up the amount of time they will be at your site each week and/or negotiating additional time at the site if needed. We would appreciate you providing the student with an orientation to your site and ongoing consultation and support/supervision in engaging in experiences that will allow him or her to meet the field experience requirements as outlined in this handbook.

Once you have extended the invitation to the student to complete his or her field experience at your campus site, please read thoroughly and complete the Graduate Student Placement Agreement form (located in this handbook) with the counseling student. This agreement clearly articulates the expectations and responsibilities of the field site coordinator, the Rollins College Certificate Coordinator, as well as the student intern. The Rollins graduate counseling student will return the completed, and signed agreement to the Rollins Certificate Coordinator, who will review and sign. Students are expected to keep a log of their weekly activities throughout their service at your site. At the conclusion of the experience, we ask that you sign a Verification of Field Experience form confirming the student's record of activities and complete a brief evaluation the student's performance.

If you have any questions, please contact Dr. Derrick Paladino, *Certificate Program in College and University Counseling* coordinator. Thank you again for your support of Rollins College Graduate Studies in Counseling and the training of our students. We hope the experience will be mutually rewarding.

Derrick A. Paladino, Ph.D., LMHC, NCC
Department of Graduate Studies in Counseling
Rollins College
1000 Holt Ave - 2726, Winter Park, FL 32789-4499
Phone: 407.646.1567
Fax: 407.646.1546
dpaladino@rollins.edu



CPY 674: Practicum in Student Development

Graduate Student Placement Agreement

This agreement is to be completed by the Rollins College Graduate Counseling Student, the Site Volunteer Coordinator on behalf of the Agency Site, and the student's Professor on behalf of Rollins College Graduate Studies in Counseling. Please complete every part of this agreement, providing complete telephone numbers with area code and extension. Addresses should include city and zip code. Please sign this agreement. Thank you.

Dates of placement:	Beginning Date:	Approximate Concluding Date:
Total hours anticipated:		Number of hours scheduled per week at site:
Graduate Counseling Student:		
Address:		
City, State, Zip code:		
Phone(s):		
E-mail:		
Student Affairs Site Name:		
Site Address:		
City, State, Zip code:		
Site Contact/Coordinator:		
Phone(s):		
E-mail:		
Certificate Coordinator: Derrick A. Paladino, PhD, LMHC, NCC		
Phone(s): 407-646-1567		
E-mail: dpaladino@rollins.edu		

The purpose of this agreement is to provide a graduate student in mental health counseling with field experience in a student affairs functional area setting. This is not a clinical placement and students are not permitted to conduct mental health counseling during this experience.

Definitions for Field Experience in Student Affairs

Student Affairs Settings: *Student Affairs settings are defined as functional areas on campus that provide services to students and the greater college or university community*

Student Functions and Roles in the Student Affairs Field Experience:

- Interact with students and staff in non-direct counseling roles (e.g., can participate in activities such as outreach and campus community education projects, attend campus and site meetings, participate in the daily activities and other professional functions associated with the functional site and in conjunction with staff).
- Become familiar with the student affairs site, delivery system, procedures, and clientele.
- Interact with staff (attend staff meetings; interview staff members).
- Gain knowledge and awareness of the current issues, concerns, and trends of the student population and area with whom you are working.

The Rollins College Certificate Coordinator, the Field Experience Site Coordinator, and the Graduate Counseling Student mutually agree that:

1. Graduate counseling students are considered to be learners who are fulfilling specific requirements for field experiences as part of a course requirement. Students are not to be considered employees and are working as volunteers in the field experience settings.
2. All ethics, principles and standard procedures of the student affairs professions will be observed
3. No party shall discriminate or be discriminated against on the basis of race, color, disability, nationality, ethnicity, age, sex, religion, ancestry, or any other basis prohibited by law.

The Rollins College Graduate Counseling Certificate Coordinator agrees to:

1. Facilitate communication between the Graduate Studies in Counseling Program and the Student Affairs Site about the graduate counseling student progress.
2. Be available for consultation with both the Field Experience Site Coordinator and counseling student as needed.

The Pre-Practicum Site Coordinator agrees to:

1. Provide opportunities for the graduate counseling student to participate in experiential activities appropriate to the definitions listed above.
2. Regard the graduate counseling student as a professional-in-training and afford her or him the generally expected professional courtesies.
3. Verify the graduate counseling student's volunteer activities in documentation provided by the student.
4. Complete the final Verification of Hours form and brief evaluation of the graduate counseling student contribution to the pre-practicum site.
5. Notify the Rollins College Professor or Certificate Coordinator of any concerns about the graduate counseling student performance.

The Graduate Counseling Student agrees to:

1. Behave in a professional and ethical manner at all times in accordance with all ethics, principles and standard procedures associated with Student Affairs and site.
2. Abide by the administrative policies, standards, regulations, schedules, and practices of the Field Experience Site.
3. Identify himself or herself to the public as a "Graduate Counseling Student."
4. Attend all scheduled activities, consistently and punctually, as agreed upon with the Field Experience Site Coordinator.
5. Notify the Field Experience Site Coordinator and the Certificate Coordinator in writing of any decisions to discontinue work at the Field Experience site.

6. Maintain weekly logs, initialed by the Field Experience Site Coordinator, and submit final documentation to the Certificate Coordinator.
7. Ensure a valuable learning experience by communicating with the Certificate Coordinator and/or Field Experience Site Coordinator as needed or if there are difficulties.

Please describe the activities in which the student will engage during this field experience.

I have read and agree to abide by the expectations listed above in the ***Rollins College Mental Health Counseling Field Experience in Student Affairs Placement Agreement.***

Student Affairs Site Coordinator Printed Name	Signature	Date

Counseling Student Printed Name	Signature	Date

Certificate Coordinator Printed Name	Signature	Date

Student, please deliver the completed original contract to the Certificate Coordinator for approval signature before beginning site activities. A copy of the finalized agreement will be sent to all signees.



Advisor's Initials:	
Date	

CPY 674: Practicum in Student Development
Field Experience Site Coordinator's Final Evaluation
of Graduate Counseling Student's Activities

Field Experience Site Coordinator:
Graduate Counseling Student:
Site:
Dates of Activities: From 00/00/00 to 00/00/00
Total Hours Completed:
Rollins Certificate Coordinator:

Please check the column that best represents the activities and/or performance of this student.

Graduate Student Performance	Exceeds Expectations	Meets Expectations	Below Expectations
1. Respected time commitments and was dependable.			
2. Maintained a professional attitude.			
3. Observed site policies and procedures.			
4. Integrated effectively into the mission or the organization.			
5. Contributed meaningfully as a volunteer.			
6. Displayed effective interpersonal skills with staff, peers, and colleagues.			
7. Developed effective working alliance with clientele or population.			
8. Exhibited initiative and resourcefulness.			
9. Exhibited ethical decision making and behavior.			
10. Participated in staff meetings, treatment teams, discussion groups, planning sessions, and other collaborative efforts.			

CONTINUED ON NEXT PAGE

Field Experience Site Coordinator: We invite you to add narrative comments below or to communicate additional information directly to the Certificate Coordinator via email or telephone. Thank you for your feedback.

I confirm that this graduate student's activities at the pre-practicum site and the hours reported are accurately reported. I have reviewed this evaluation with the student and provided feedback before submitting

Field Experience Site Coordinator's Signature _____ Date _____

Please send the completed evaluation form to:
Dr. Derrick Paladino, Graduate Studies in Counseling
1000 Holt Avenue-2726, Winter Park, FL 32789
or fax to 407-646-1546.

Thank you.



Certificate Coordinator's Initials:	
Date:	

CPY 674: Practicum in Student Development

Student Evaluation of Off-Campus Field Experience Site

This evaluation is for internal use only as information for Rollins faculty and students.

Total Hours at Site:	
Site:	
Site Address:	
Site Contact Phone Number:	
Field Experience Coordinator's Name:	
Primary Population Served at this Site:	
Student Counselor's Name:	
Semester/Year of Placement:	
Certificate Coordinator:	

Please rate the following experiences for your off-campus pre-practicum site using the following rating scale:

A= Very Satisfactory **B=** Moderately Satisfactory **C=** Moderately Unsatisfactory **D=** Very Unsatisfactory

Student Affairs Field Experiences Available at this Site:

	1. Interact with college students in student affairs site roles
	2. Familiarity with the site, delivery system, procedures, & clientele
	3. Interact with staff (attend staff meetings; interview staff)
	4. Observe programming, outreach, trainings and other professional functions and roles in action.
	5. Availability and quality of supervision/consultation with other professionals at site.
	6. Exposure to site goals, professional roles and functions.
	7. Gain knowledge and awareness of the current issues, concerns, and trends of the group served by the site.
	8. Availability and quality of consultation with other professionals at site.
Overall Evaluation of this Student Affairs Practicum Site	

Comments: Please type any additional comments you would like to share with future students, and any suggestions for improvements in the experiences you have assigned a low rating.