



TEXAS A&M UNIVERSITY
CORPUS CHRISTI

Doctoral Program Student Handbook

Ph.D. in Counselor Education

Department of Counseling & Educational Psychology

Texas A & M University – Corpus Christi
6300 Ocean Drive
Corpus Christi, Texas 78412
Office (361) 825 – 3393
(361) 825 – 2307

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MISSION STATEMENT

The Department of Counseling and Educational Psychology at Texas A&M University-Corpus Christi, devoted to excellence in instruction, research, and service, prepares counselors and counselor educators representing varied backgrounds and experiences, to serve the educational and mental health needs in the global community. Graduates establish a counselor identity, adhere to the highest ethical standards, and serve as advocates for diverse populations. Graduates are expected to demonstrate a knowledge base of counseling and the clinical and teaching skills considered necessary to be an effective counselor or counselor educator in a variety of settings. The Department of Counseling and Educational Psychology prepares counselor educators, university professors, at the doctoral level.

DOCTORAL PROGRAM OBJECTIVES

Overall Objectives

- All doctoral students will develop a professional identity in counseling and counselor education which will include a broad, in-depth knowledge and experience base preparing them for leadership positions in counselor education and the profession of counseling.
- Students will demonstrate an in-depth knowledge base, beyond that required for entering the counseling profession, particularly related to counselor education pedagogy, advocacy, and diversity.
- Students will demonstrate professional skills by completing an extensive internship experiences directly related to their individual professional goals.
- Students will demonstrate research skills beyond that considered necessary for intelligent critique of counseling-related research to a level which results in the generation of a research agenda significant to the counseling profession.
- Students will compare and contrast theories, interventions, and programs in terms of goals, roles, and techniques for change, with an emphasis placed on efficacy and integration of approaches.

Specific Objectives

- To prepare students to develop and teach graduate level courses in counselor education.
- To prepare students as supervisors of counselors in training through coursework, practicum, and internship experiences.
- To prepare students with the ability to evaluate counselor education programs through the use of accreditation standards (CACREP).
- To prepare students with the knowledge of professional issues and trends in counseling, and counselor education.
- To prepare students with the knowledge (of) issues related to diversity, culture, and multiculturalism.
- To prepare students with the knowledge of ethical issues, practices, and codes of ethics in counseling.
- To prepare students with the knowledge of research needs and current research findings and issues in counseling.
- To prepare students with the knowledge of research paradigms and approaches used in conducting research.
- To prepare students with the skills to conduct research, both quantitative and qualitative.

- To prepare students with the ability to deliver professional/scholarly presentations and the ability to write for publication.
- To prepare students with the knowledge of and involvement in professional organizations and the professionalization of counseling.

ADMISSIONS

UNIVERSITY-LEVEL REQUIREMENTS

Applicants interested in the Ph.D. in Counselor Education should follow the **ADMISSIONS TO DOCTORAL DEGREE PROGRAMS** section of the current graduate catalog regarding initial application procedures. Check the doctoral web page to download applications.

http://cnep.tamucc.edu/doctoral_admission.html

DEPARTMENTAL DOCTORAL ADMISSIONS REVIEW COMMITTEE

Applications of students who have met the requirements of The Graduate School as outlined in the graduate catalog are sent directly or forwarded to the Counseling Department, where the Department Chair forwards materials to the Departmental Doctoral Admissions Review Committee.

Admissions Review Committee

The Departmental Doctoral Admissions Review Committee, appointed by the doctoral program coordinator and the department chair, is composed of four departmental faculty members.

Evaluation of Applicants

The applications will be reviewed on the basis of graduate GPA, GRE (V+Q), recommendations, professional work experience, interviews, compatibility of applicant's and departmental goals, and writing samples. The applicant must hold a master's degree, with a match between the student's master's-level courses and the requirements for completion of an entry-level CACREP program.

Recommendation

A department-approved standardized form is used by the committee to review entrance criteria. The applicant's folder is circulated to members of the committee, and each independently evaluates all written material. The committee recommends interviews for the top rated candidates. Standardized evaluation guidelines are used to assess candidates' verbal and written skills.

Admission Decision

The committee's recommendation must be approved by the Department Chair and the Dean of Research and Graduate Studies. If these approvals are given, the Department Chair makes a recommendation regarding admission status and a letter is sent to the applicant. If admitted, a Texas A&M University—Corpus Christi acceptance commitment is sent.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. For more information, please contact Disability Services.

<http://disabilityservices.tamucc.edu/>

CHECKLIST AND RECOMMENDED SCHEDULE

The following time frame is presented as a helpful guide. It is the student's responsibility to know and follow university policy regarding the completion of doctoral studies.

CHECK WHEN COMPLETED:

- _____ **MEET WITH AN ADVISOR/FACULTY MEMBER OR DOCTORAL PROGRAM COORDINATOR**
As soon as possible after admission and attend department and graduate school orientations

- _____ **REVIEW THE STUDENT RETENTION POLICY & PROCEDURES**
As soon as possible after admission review the program policy and procedures information in the doctoral student handbook located on the webpage and in the Department of Counseling & Educational Psychology.

- _____ **FILE DEGREE PLAN**
Degree plans are filed in the first semester and are updated through graduation. Prior to graduation the degree plan is also filed and reviewed by the Graduate School.

- _____ **DECLARE RESIDENCY**
At some time after admission to the program and prior to admission to candidacy, declare residency. All students complete their residency in year one and two of the doctoral program.

- _____ **MEET WITH DOCTORAL PROGRAM COORDINATOR**
During the first semester all students complete the Professional Issues and Ethics course taught by the Doctoral Program Coordinator at which time they are advised about the program.

- _____ **MEET RESEARCH TOOLS REQUIREMENTS**
Students enroll in research coursework every semester. Most of the research tools are completed before taking the comprehensive examination.

- _____ **SELECT A DOCTORAL DISSERTATION CHAIR AND COMMITTEE**
Students begin the process of selecting a dissertation chair during the fall semester of year two in their program. It is at this time that students are completing the research seminar course that helps them select a topic of study.

- _____ **REGISTER FOR COMPREHENSIVE EXAMINATION**
The Doctoral Comprehensive Examination occurs after research tools and a majority of course work is completed. Students complete the doctoral comprehensive examination at least 8 months before a degree can be conferred.

- _____ **COMPLETE THE COMPREHENSIVE EXAMINATION**
Pass the written comprehensive examination.

- _____ **DEVELOP THE DISSERTATION PROPOSAL**
Research topics are explored and developed in the research seminar course. Once a topic is selected, the student investigates faculty that have expertise in the topic area and who is available and willing to chair the dissertation. (faculty chair a maximum of 5 dissertations at any one time, and are typically on no more that 5 additional dissertation committees). Once a chair is selected he/she meets with the student to select appropriate committee members.

____ CLEAR PROPOSED STUDY WITH UNIVERSITY HUMAN SUBJECTS
COMMITTEE, INSTITUTIONAL REVIEW BOARD

All research involving human subjects needs approval by the IRB. Application to the Institutional Review Board Committee should be approved prior to one's dissertation proposal.

____ SCHEDULE PROPOSAL DEFENSE WITH THE DEPARTMENT AND GRADUATE
OFFICE

Obtain the approval of the dissertation chair, committee, doctoral program coordinator, and department chair prior to setting up your dissertation proposal date. All parties should have a copy of the dissertation proposal two weeks prior to the defense date. Clear the date with the graduate office and complete all required paperwork.

____ PRESENT THE DISSERTATION PROPOSAL

Present and defend the dissertation proposal during the scheduled meeting. A Graduate School Representative is appointed by the graduate office to attend

____ REPORT OUTCOME OF PROPOSAL DEFENSE

Immediately after proposal defense, present outcome of the proposal defense to the Graduate School.

____ COMPLETE THE DISSERTATION AND ENROLL IN DISSERTATION

While working on the dissertation students are required to enroll in the 3 hour dissertation course. A minimum of 9 hours of dissertation is required.

____ DISTRIBUTE COPY OF FINAL DISSERTATION TO COMMITTEE

Present a final copy of your dissertation to all members of your doctoral advisory committee, the doctoral program coordinator, and department chair at least 2 weeks prior to your dissertation defense date.

____ SCHEDULE DISSERTATION DEFENSE AND FINAL EXAMINATION

Secure the *Schedule for the Presentation of the Final Examination/Dissertation Defense* form from the Department, or Graduate School, and return the completed form to the Department, and Graduate School. Meet with your chair committee members and graduate school representative to clear the date and obtain feedback on the readiness of the dissertation defense.

____ DEFEND THE DISSERTATION

Defend the dissertation at the scheduled defense session. At the end of the defense, obtain signatures of the doctoral advisory committee members, doctoral program coordinator and the chair of the Department of Counseling and Educational Psychology. Be prepared to make changes to the dissertation after your defense. Turn in all paperwork to the graduate office.

____ FILE FOR GRADUATION

File for graduation in the Registrar's Office by deadline listed in the Graduate Catalog for that semester. Check with the department for specifics.

____ ATTEND HOODING AND COMMENCEMENT EXERCISES

Your dissertation chair and a member of your dissertation committee will hood you and the dissertation chair and the Dean of the College will hood you at the commencement/graduation exercise.

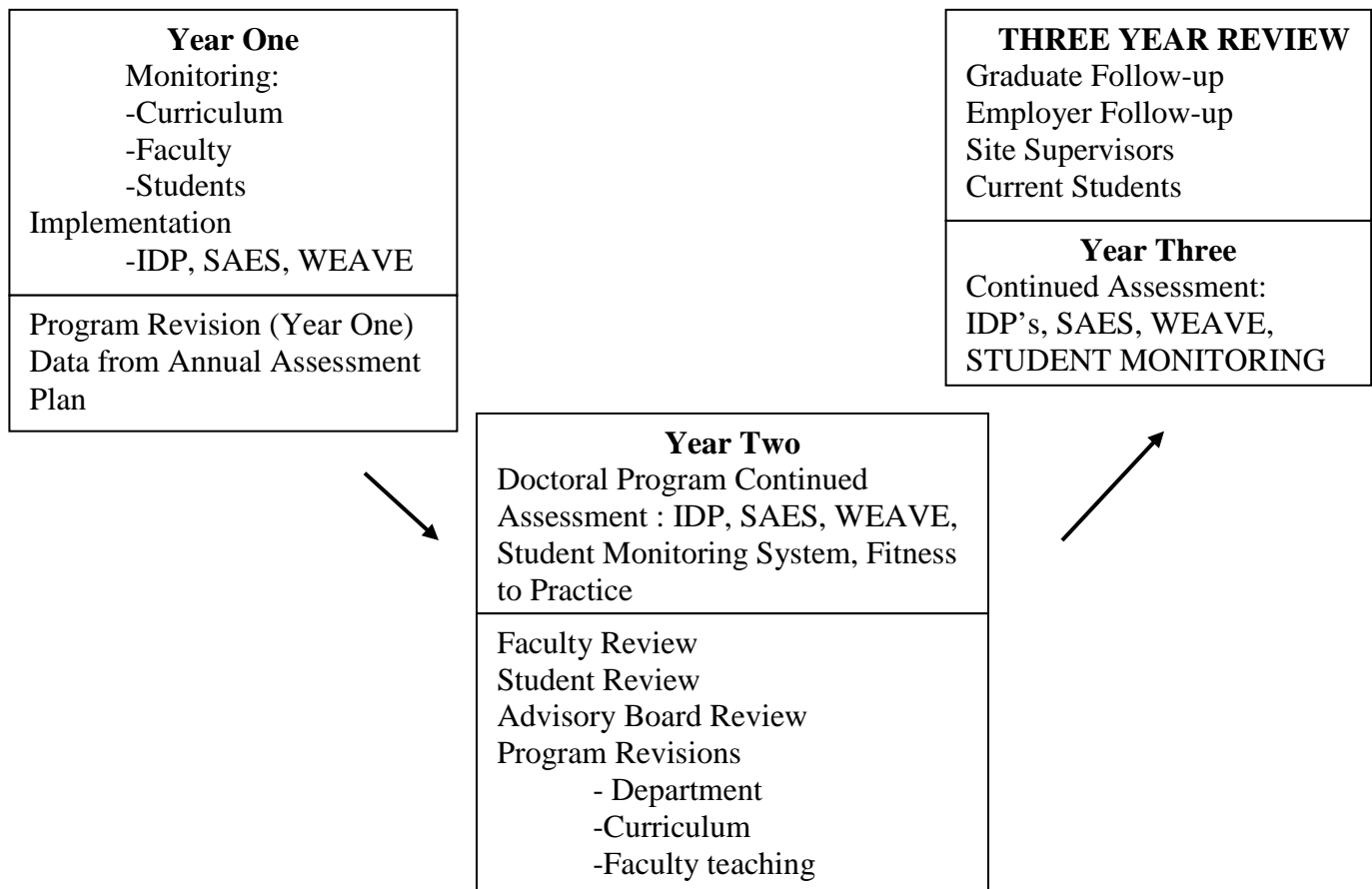
ASSESSMENT OF THE DOCTORAN PROGRAM

The Doctoral Program, including students and faculty, are systematically reviewed as a part of the Department's Comprehensive Assessment Plan. Students are introduced to an Individual Development Plan, (IDP) during their first semester. The Plan is developed and monitored throughout the time that students' are enrolled in the doctoral program. Infused within the plan are student learning outcomes and specific activities that represent progress in meeting the SLO's. All students are monitored each year through the use of the Student Assessment and Evaluation Survey (SAES). A self-assessment process of meeting SLO's is a significant part of this evaluation component. Faculty, students, site supervisors, and employers regularly assess the curriculum and levels of student performance. The student monitoring system and fitness to practice program, (SMS/FTP) addresses both academic and personal factors. Evaluations of courses and instructors are collected each semester and are reviewed by the department chair and individual faculty. Program objectives and the ability to meet specific targets are monitored through the university assessment process called WEAVE. Faculty productivity and program needs are also assessed through WEAVE. Graduates of the program participate in periodic program evaluations by completing and returning program evaluation forms mailed from the department. This assessment takes place every three years with recent graduates providing feedback, along with that of their employer/supervisors.

Assessment findings are tabulated, analyzed, and summarized. Findings are reviewed by departmental faculty. These findings produce changes in the curriculum, mission, objectives, student learning outcomes, methods of measurement, and the overall direction of the doctoral program. Results of the Comprehensive Assessment Plan are available on request in the departmental office, and the departmental webpage.

The strategic cycling provides a circular feedback system allowing for regular revision and evaluation of the doctoral program.

The Strategic Cycling System



ADVISEMENT, DEGREE PLANNING, AND COURSE SCHEDULE.

Upon admission to the doctoral program, within the students first semester, the student meets with the Doctoral Program Coordinator for an orientation and initial advisement. The orientation takes place in the classroom with the full cohort.

Program information

The initial advisor provides general information regarding the department and the doctoral program. Course advisement is irrelevant as students participate as a cohort taking classes together as prescribed by the program.

Tentative degree plan preparation

The student is provided with a tentative degree plan which is the same for each student. Faculty regularly discusses career goals with students.

Chair of the student's doctoral committee

The Chair of the student's doctoral committee is selected by the student once a dissertation topic is decided upon. The chair is chosen based upon: expertise of the specific topic, availability, and ability to work with the student.

DEGREE PLANS

(DEGREE PLAN AVAILABLE AT THE CONCLUSION OF THE HANDBOOK)

GENERAL GUIDELINES

Entry-level standards

All doctoral degree plans include the course-work equivalent of a CACREP-accredited entry-level (master's degree) program.

Time limitation for degree

All degree requirements beyond the master's must be completed within seven calendar years from the date of admission to the doctoral program. Dated coursework may have to be repeated by the student.

Transfer credit

No course with a grade of "C" or below will transfer to the student's degree plan. Dated coursework will not transfer.

RESEARCH TOOLS

Completion schedule

The student must demonstrate proficiency in the use of research tools prior to taking the doctoral final defense (either by completing the course or by passing a proficiency examination). (15 hours of research coursework).

Course requirements

The courses meeting department requirements are:

Category	Course and Title
I. Research Methodology	CNEP 6360 Introduction to Research Design and Statistics
II. Quantitative Analysis	CNEP 6370 Advanced Quantitative Analysis
III. Qualitative Analysis	CNEP 6384 Qualitative Research Design and Analysis
IV. Advanced Statistics	CNEP 6372 Application of Advanced Statistics and Evaluation Methodology
V. Research Development	CNEP 6397 Research Seminar

(in addition the student is required to bring in a 5000 level research course and will complete a minimum of 9 semester hours of dissertation)

DOCTORAL DEGREE PLAN CONTENT

Below are the guidelines when completing a doctoral degree plan. In order to assure that all requirements are met, the courses from these guidelines are transferred to an official degree plan form.

Entry-Level Courses

Equivalent master's level CACREP coursework in counseling including: Counseling Theory and the Helping Relationship, Group Counseling, Psychometrics, Research, Multicultural Counseling, Ethics and Professional Development, Human Growth and Development, Career Development, Practicum, and Internship.

Doctoral CNEP Courses

30 semester hours of core counselor education courses are required. Courses with CNEP prefix must be taken.

Research Tools Courses

18 semester hours of research tools are required.

Dissertation

9 semester hours of dissertation are required.

Directed Doctoral Elective(s)

15 semester hours.

COURSE SCHEDULE: DOCTORAL PROGRAM IN COUNSELOR EDUCATION
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

Fall First Year

- CNEP 6305 Advanced Theories in Individual & Group Counseling
- CNEP 6315 Professional, Legal, and Ethical Issues
- CNEP 6320 Advanced Appraisal Techniques and Psychometrics
- CNEP 6360 Introduction to Research Design and Statistics

Spring First Year

- CNEP 6316 Research, Writing, & Publishing in a Multicultural Society
- CNEP 6350 Advanced Clinical Supervision
- CNEP 6370 Advanced Quantitative Analysis
- CNEP 6395 Doctoral Practicum

Summer First Year

- CNEP 6310 Advanced Counseling Strategies
- CNEP 6319 Application of Family Counseling
- CNEP 6325 Advanced Seminar in Career and Life Planning

Fall Second Year

- CNEP 6384 Qualitative Research Design and Analysis
- CNEP 6396 Doctoral Internship
- CNEP 6397 Research Seminar
- CNEP 6365 Advanced Research & Design in Wellness & Stress Management Practices

Spring Second Year

- CNEP 6335 Consultation Theory and Professional Advocacy
- CNEP 6355 Leadership, Pedagogy & Diversity in Counselor Education
- CNEP 6396 Doctoral Internship

Summer Second Year

- CNEP 6398 Dissertation Hours
- CNEP 6390 Knowledge-Base Seminar
- Doctoral Comprehensive Examination

Fall Third Year

- CNEP 6372 Applications of Advanced Statistical Techniques and Evaluation Methodology
- CNEP 6398 Dissertation Hours

Spring Third Year

- CNEP 6398 Dissertation Hours

Summer Third Year

- CNEP 6398 Dissertation Hours

DISPOSITION OF THE COMPLETED DEGREE PLAN

Filing the degree plan

Once all courses in the doctoral degree plan are completed and the appropriate signatures have been obtained, the student files the plan with the Department, and the Graduate School. (This usually occurs once the full committee is approved.)

Copies of the degree plan

The final plan submitted to the Graduate School is typed and copies distributed to the student and the department. The degree plan serves as an agreement between the university and the student, and changes must follow approved policy.

FINANCIAL AID

GRADUATE ASSISTANTSHIPS (TEACHING AND NON-TEACHING)

The department has several graduate assistantships (teaching and non-teaching) available. The doctoral student may secure an appropriate application form from the departmental Administrative Assistant (or from the Graduate School) and file it with the department. The Doctoral Coordinator and faculty select the graduate assistants. Graduate assistants assist in the teaching of masters level courses under the supervision of faculty, supervise master's-level practica and internship students, conduct research, and are assigned other responsibilities. Twenty hours of work per week is the maximum amount of time for a teaching assistant. Contact the Department Chair for current salary figures.

Additional Graduate assistantships may be available in other departments and through faculty grants.

ADDITIONAL FINANCIAL AID AND SCHOLARSHIPS

Graduate students may be eligible for several forms of financial aid including graduate study institutional scholarships, the Texas Public Education Grant, College Work-Study, on-campus employment, on-campus housing scholarships, and several loan programs. For information and application forms, contact the Texas A&M University–Corpus Christi Office of Financial Aid. <http://osfa.tamucc.edu/>

PERSONAL COUNSELING AND STUDENT SUPPORT

Referral sources for individual counseling and student support on campus include:

The University Counseling Center
 The University Career Counseling Center
 (students have free use of these services)

Additional counseling services are available off campus, usually on a fee basis

RESIDENCY

DEPARTMENTAL INTERPRETATION OF RESIDENCY

The Counseling Department interprets residency as a time when the doctoral student is spending the major portion of his/her time, Monday through Friday, on the Texas A&M University-Corpus Christi campus. During this time the student is required to be enrolled full time, to be involved in research and scholarly activities under faculty direction, and to be involved in departmental activities. Since the doctoral program is a cohort model, all students meet residency requirements in their first two years of study by taking 12 credit hours each semester.

DEPARTMENTAL RESIDENCY REQUIREMENTS

The Counseling Department requires students to meet the criteria for residency through: a) full time enrollment, b) research and scholarly activities, c) supervision, and d) departmental activities. Listed below are suggested activities to satisfy each of these three areas. In addition to being enrolled full-time, a student must include activities approved by Doctoral Faculty under each of the areas of "research and scholarly activities" and "departmental activities."

Full-time Enrollment

Students must be enrolled in at least 12 semester hours during each fall semester, spring semester, and full summer residency.

Research/Scholarly Activities/Supervision

During residency, students typically complete research projects, assist in teaching, and provide supervision to master's level students. These may include, but are not limited to, activities such as:

- assisting faculty with individual research projects
- developing one's own area of research under faculty advisement
- authoring or co-authoring publications with faculty
- presenting or co-presenting at conferences
- assisting faculty with development of classes (special topics, guest lecturer, etc.)
- coordinating forums for doctoral students to discuss issues such as dissertation process, research topics, professional identity, departmental concerns
- Supervision (under supervision) of masters' practicum and internship students.

Departmental activities

Students are expected to involve themselves with departmental activities. These may include, but are not limited to, activities such as:

- serving as mentor to incoming doctoral students
- assist in coordination of departmental events
- assist in orientation for new students
- involvement in newsletters and journals in the department
- representative on University Committees
- help organize conventions or other professional development events
- take a leadership role in Chi Sigma Iota
- assist with departmental master's examinations

DOCTORAL INTERNSHIP

Doctoral Internship (CNEP 6396) usually begins after the student has completed the appropriate course work relevant to his/her intended professional specialty within counseling.

Application

Students consult with the internship coordinator the semester prior to CNEP 6396 enrollment.

Semester Hours

All doctoral students are required to complete 6 semester hours of Doctoral Internship. These may be completed in two semesters.

Clock Hours

The internship experience must include 600 clock hours. Each three-semester hour credit should include approximately 300 clock hours preparing students according to their career objectives.

PROFESSIONAL ASSOCIATIONS AND CONFERENCES

Doctoral students are expected to be involved with professional counseling associations. This involvement will help students in their professional identity as counselors and future Counselor Educators. Professional associations recommended include:

American Counseling Association
 Association of Counselor Educators and Supervisors
 Texas Counseling Association
 Texas Association of Counselor Educators and Supervisors
 Chi Sigma Iota

Additional professional associations are recommended as the American School Counselors Association and the International Association of Marriage and Family Counseling based upon the students interests and future career goals.

Doctoral students are encouraged and often supported to attend and present at professional conferences including:

American Counseling Association Annual Conference
 Association of Counselor Educators and Supervisors Conference
 Texas Counselors Association Conference
 Texas Association of Counselor Educators and Supervisors Conference
 The Gulf Coast Counselors Association Conference
 Chi Sigma Iota meetings and workshops

NOTE: Involvement in the above activities is designated on the student's Individual Development Plan, (IDP) under the categories of Professional Development and Counselor Identity. The IDPs are monitored by departmental faculty throughout one's program.

RESEARCH EXPECTATIONS, TEACHING/TEACHING EVALUATIONS, SUPERVISION, LEADERSHIP AND ADVOCACY, COUNSELING SKILL DEVELOPMENT

RESEARCH EXPECTATIONS

All doctoral students are expected to develop a research agenda. The pursuit of research topics begins during the students' first semester, involving a comprehensive review of the literature in counseling and counselor preparation. Scholarly articles are critiqued and potential research areas of investigation are presented and discussed. The writing of scholarly products is emphasized during the students second semester. Emphasis is placed on writing for publication. At the beginning and throughout the doctoral program students are expected to present their research and scholarship at professional conferences: local state, and national. Faculty closely mentor students and often present together as well as producing joint publications. The doctoral dissertation is expected to be original research that contributes to the counseling profession and is to be published in professional journals. At the conclusion of the doctoral program it is expected that all students will have a clear research agenda and will have produced several scholarly publications upon graduation.

TEACHING AND TEACHING EVALUATIONS

The doctoral program emphasizes preparing students as Counselor Educators seeking faculty positions in universities across the U.S. and abroad. Doctoral students are mentored by faculty in teaching masters level courses. This occurs often while the student is serving as a teaching assistant in the Department of Counseling and Educational Psychology. Teaching Assistants are monitored and evaluated using the following rating scale. It is expected that graduates of the program will have a clearly defined style of teaching, be familiar with teaching pedagogy, and experience teaching most of the core courses in counseling, preparing them to immediately step into the role of a Counselor Educator.

**Teaching Assistant Course Evaluation
Counseling and Educational Psychology Department
TAMUCC**

Name: _____ Semester: _____
Course Taught: _____ Faculty: _____

Please indicate TA’s skill/performance levels in the following areas by circling the appropriate rating:

(1) unsatisfactory (2) adequate (3) good (4) very good (5) outstanding (N/A) not applicable/not observed

Teaching Assistant:

_____ 1. Identified pertinent material to cover in lesson	1	2	3	4	5	N/A
_____ 2. Sought input from faculty mentor	1	2	3	4	5	N/A
_____ 3. Prepared a lesson plan (Aligned with syllabus)	1	2	3	4	5	N/A
_____ 4. Was punctual to class	1	2	3	4	5	N/A
_____ 5. Was well organized (Handouts, assignments,...)	1	2	3	4	5	N/A
_____ 6. Demonstrated enthusiasm for the subject matter	1	2	3	4	5	N/A
_____ 7. Presented material clearly	1	2	3	4	5	N/A
_____ 8. Engaged students effectively	1	2	3	4	5	N/A
_____ 9. Addressed students’ questions	1	2	3	4	5	N/A
_____ 10. Covered the material within the designated class time	1	2	3	4	5	N/A
_____ 11. Assigned homework with faculty input	1	2	3	4	5	N/A
_____ 12. _____	1	2	3	4	5	N/A
_____ 13. _____	1	2	3	4	5	N/A
_____ 14. _____	1	2	3	4	5	N/A

Comments: _____

Faculty Signature/Date

Teaching Assistant Signature/Date

SUPERVISION

All doctoral students will complete advanced training in clinical supervision. Students are expected to be able to clearly define their supervision style and their approach to supervision. All doctoral students will supervise masters level students enrolled in the practicum in counseling. The supervision provided by doctoral students is supervised by skilled and experienced faculty.

LEADERSHIP AND ADVOCACY

All doctoral students complete advanced coursework emphasizing leadership and advocacy. Doctoral students are encouraged to seek leadership positions in professional organizations and community projects that involve activities that advocate for individuals, organizations, and projects assisting others in areas of health, equity, and wellness. Several course projects emphasize advocacy activities.

COUNSELING

All doctoral students completing the Ph.D. in Counselor Education are expected to have the knowledge-base of counseling theory, research in counseling efficacy, techniques, and multicultural counseling competencies. All doctoral students should be able to successfully apply multiple counseling theories across diverse populations and settings including crises and trauma-causing events.

THE DOCTORAL COMMITTEE

SELECTION OF DOCTORAL COMMITTEE MEMBERS

Doctoral committee members should be selected no later than the semester of written comprehensives. The committee is composed of four or five faculty members, one of whom is asked to serve as Chair. The Chair and two others will be from the Department of Counseling and Educational Psychology. The remaining member(s) will be members and associate members of the Graduate Faculty outside of the Counseling Department. Members of the Graduate Faculty are eligible to serve as Chair. Those who do not have this status may serve as committee chair with the recommendation of the Department Chair and approval of the Dean of Research and Graduate Studies.

Once all faculty members have agreed to serve, the student completes the Committee form and returns the form with signatures to the departmental office and the Dean of Research and Graduate Studies.

Membership changes

The committee may be changed upon approval of the Department Chair, written notification by the Chair to the Dean of Research and Graduate Studies, and subsequent approval of this change by the graduate dean.

FUNCTION OF DOCTORAL COMMITTEE

Dissertation Proposal

The committee works closely with the student in preparation of the proposal for dissertation. At this stage of the student's program, it is important that the Chair of the doctoral committee be appropriately matched to the student's research area.

Dissertation

The committee monitors the student's progress in writing the dissertation, advises accordingly, and conducts the oral defense of the dissertation and final examination.

DOCTORAL COMPREHENSIVE EXAMINATION

PREREQUISITES

Research tools

The student meets the proficiency standards for research tools.

Courses

The student has completed all research tool requirements and a substantial portion of the courses in the major area.

REGISTRATION FOR THE DOCTORAL COMPREHENSIVE EXAMINATION

Specific dates for the doctoral comprehensive examination are set by the department. The student registers in the department office to take the exam and space is reserved. The registration includes a copy of the degree plan and the names of all doctoral committee members.

USE OF COMPUTERS DURING DOCTORAL COMPREHENSIVE EXAMINATION

Students use computers for the doctoral comprehensive examination located in the Education Computer Lab.

WRITTEN COMPREHENSIVE EXAMINATION FORMAT

A handout titled “Doctoral Comprehensive Exams” is available to the students. This provides information regarding the exam’s structure.

General Format & Scheduling

1. The examination consists of a written section.
2. The written section is all essay.
3. Students are tested over eight doctoral counseling core areas during a two day period.

Comprehensive Examination Areas:

Area 1: Advanced Individual, Group, Systems Counseling Theory & Efficacy of Theory

Area 2: Research Paradigms and Assessment Procedures

Area 3: Ethics, Legal and Professional Issues

Area 4: Multicultural/Diversity and Advocacy

Area 5: Professional Identity and Counseling Trends/Issues

Area 6: Advanced Clinical Supervision: Theory, practice, roles & functions

Area 7: Consultation Theory and Application

Area 8: Leadership and Counselor Education Pedagogy

Doctoral Comprehensive Examinations are graded anonymously by faculty.

Students receive notification of the results of the written comprehensive examination from the Doctoral Coordinator and Department Chair.

DISSERTATION PROPOSAL AND DISSERTATION**PREPARATION OF THE PROPOSAL**Step 1: CNEP 6397

Enroll in CNEP 6397 Research Seminar. An initial proposal for dissertation will be developed in this course. It benefits the student if this initial effort is closely related to the proposal which will later be presented to the student's doctoral committee.

Step 2: Select topic

Select and work closely with one's chair and other committee members in deciding on a topic or area for research that is closely related to the counseling and counselor education.

Step 3: Human Subjects Protection forms

If the intended research involves human subjects, the student must submit an Application to the Institutional Review Board for a recommendation at that level.

Step 4: Schedule proposal meeting

The student should reserve a time for the proposal with the department secretary (in consultation with all committee members).

Step 5: File with Graduate School

Once approval to present the written proposal has been received from all members of the student's doctoral committee, permission is obtained from the Graduate School.

Step 6: Distribute copies of proposal

At least two weeks prior to the dissertation proposal meeting date, the student distributes copies of the proposal to all committee members and the Graduate School for distribution to its representative. Questions or concerns from faculty will be relayed to the Major Professor and the student prior to the scheduled proposal meeting.

PRESENTATION OF PROPOSAL

All committee members and the Graduate Faculty representative are required to be present. The proposal presentation usually lasts approximately 1½ hours. The procedure may vary, but a standard format includes introductions, introductory remarks by the student regarding his/her interest area, and an explanation of the proposed study by the student. During the session, any faculty member present may ask for clarifications and/or offer suggestions regarding the proposed study. Near the end of the proposal meeting, the student leaves the room and the committee chair allows faculty members a time for additional comments. The student returns to the session, at which time the student is informed of the doctoral committee's recommendation(s) regarding to the proposed study.

Outcome

The student's doctoral committee has final recommending authority, subject to review by the Dean of Research and Graduate Studies. The outcome may be to (a) accept the proposal, or (b) reject the proposal.

DISSERTATION**TIME LIMIT**

All degree requirements beyond the master's degree, including the dissertation, must be completed within seven calendar years from the date of admission to the doctoral program.

SPECIAL ASSISTANCE

The student is encouraged to work with an editor in the preparation of the dissertation. The editor should be familiar with the dissertation guide being used by the student.

ENROLLMENT IN CNEP 6398

Continuous enrollment

When the student's proposal is accepted, the student must continuously enroll in CNEP 6398 until the dissertation is complete. University policy states that the student must be enrolled in CNEP 6398 while receiving advice or assistance from a member of the faculty or while utilizing university facilities.

Minimum and maximum CNEP 6398 credit

Regardless of the number of semester hours of CNEP 6398 in which a student enrolls, no fewer than 9 hours will be counted for credit.

Grade in CNEP 6398

A grade of "I" is recorded each semester until the dissertation is successfully complete, at which time a letter grade will be recorded by the doctoral committee chair.

DISSERTATION DEFENSE AND FINAL EXAMINATION

Forms

A Schedule for the Final Examination and Dissertation Defense is scheduled with the Graduate School and committee. This session takes place several weeks prior to graduation.

Conduct of the defense and Final Exam

A graduate school representative will be present at the dissertation defense, as well as all members of the student's doctoral committee. The defense of the dissertation and final exam is conducted by the committee. Any questions about the design of the research, the methods of conducting research, the reporting of data, the conclusions and implications, recommendations, etc. may be asked. The dissertation defense is open to all graduate faculty members. Questions beyond the defense of the dissertation are appropriate at this time.

After the defense

If the dissertation defense is successful, the doctoral committee chair completes the Final Examination/Dissertation Defense Report, which is signed by committee members. The student then obtains signatures from the Department Chair. Signature sheets, the signed Graduate School approval form, an abstract of the dissertation, and the list of suggested changes or modifications from the defense are kept in the department office and graduate college. Candidates should be prepared to discuss the dissertation and the implications of the study for practice and/or its contributions to the knowledge base of the discipline.

UNIVERSITY GUIDELINES

It is the student's responsibility to carefully follow the policy stated in the Graduate Catalog regarding the final dissertation, number of copies, deadlines, etc.

GRADUATION

FILING FOR GRADUATION

As specified in the Graduate Catalog, the student must file for graduation in the Registrar's Office by the deadline indicated in the schedule of classes or the Graduate Catalog for that particular semester. A

student is entitled to graduate under the degree provisions of the catalog in effect at the time of admission into the doctoral program or subsequent years.

COMMENCEMENT

The degree is conferred at the commencement following the fulfillment of all requirements. The candidate is expected to be present at the ceremony, and permission from the Dean of Research and Graduate Studies must be obtained if circumstances prevent a candidate from attending the commencement.

ENDORSEMENT POLICY

Students seeking recommendations for credentialing, licensure, and employment need to contact those faculty members from who they are seeking endorsement. Department faculty recommend only those individuals that meet all of the standards required for the certification, licensure, or the position for which the individual is applying. Individuals providing endorsement should be knowledgeable about the persons knowledge, skill level, and ethical behavior. If students do not meet the professional or ethical standards of the department or counseling profession there will be no endorsement.

For students applying for school endorsement or certification, national counselor certification, professional counselor licensure, or marriage and family therapy licensure, apart from a degree program, the following criteria apply:

- Students who have already completed a master's degree are not required to take the MAT or GRE.
- All students must complete the application materials.
- All students complete the full CNEP master's requirements.
- Endorsement is approved by the College of Education Dean's office and checked by department faculty. This includes graduation checks.

ALL REGULAR ADMISSION DEADLINE DATES APPLY.

RETENTION PROCEDURES: ACADEMIC AND NONACADEMIC MONITORING

*Department of Counseling, Texas A&M University-Corpus Christi
Master's and Doctoral Programs*

RATIONALE:

The 1995 Code of Ethics and Standards of Practice of the American Counseling Association states that [faculty members] *...assist students and supervisees in securing remedial assistance when needed, and dismiss from the training program supervisees who are unable to provide competent service due to academic or personal limitations* (Section F.3.a.).

RETENTION/DISMISSAL RELATED TO ACADEMIC PERFORMANCE:

Doctoral students academic performance is reviewed by faculty each semester. If grades of C or lower are obtained a faculty member will meet with the student. A remediation plan is developed to help the student progress through the program. If continued grades of C or lower are obtained the student faces academic dismissal. Academic dismissal will result from failure to maintain the university's required

grade-point average. The student should consult the appropriate university catalog regarding academic probation and suspension from degree programs.

Any student who wishes to contest a final grade shall follow the provisions outlined in Texas A&M University-Corpus Christi Procedures Policy.

RETENTION/REMEDIAION/DISMISSAL RELATED TO NON-ACADEMIC LIMITATIONS:

A student who fails to demonstrate appropriate communication, interpersonal, or professional skills as identified and reviewed by faculty may be required by the department to seek remediation including, but not limited to, repeating practicum and/or receiving counseling. In accordance with Texas A&M University-Corpus Christi Policy, a student may be suspended or expelled for academic dishonesty, including, but not limited to, cheating, falsifying assignments, and plagiarism. In addition, a student who demonstrates personal limitations that impede professional performance, who is harmful to clients, or who violates ethical standards, may be asked to leave the program.

If a faculty member has concerns regarding non-academic limitations of a student:

1. The faculty member will confer with the student of concern, clarifying that the student's continuation in the program could come under review according to the department's *Retention Procedure*. The faculty member will document the meeting in a letter, one copy of which will be given to the student and another copy placed in the student's file.
2. If an agreement is not reached with the student, if the student fails to progress satisfactorily after the conference, or if the situation is of a nature that suggests departmental action might be necessary, the faculty member will bring the matter to the Department Chair and may consult with the Department Chair regarding options. If resolution is not reached at this point, the Department Chair will refer the matter to the Departmental Faculty. The faculty member will provide the Departmental Committee with a written summary of the situation and his/her recommendation. The Departmental Faculty may consult with other professionals as appropriate.
3. The Department Chair will notify the student in writing that the Departmental Committee will review the matter and that the student may (a) prepare a written statement for the committee's consideration and (b) has the option to appear before the committee in person. If the student wishes to present a written statement to the committee, this is due within 14 days of the date of the notification letter from the department chair. If the student wishes to appear before the Departmental Committee in person, the student must notify the committee chair in writing within 14 days of the date of the notification letter from the Department Chair. The Departmental Committee chair will establish the date, time, and location of the meeting and inform the student in writing. (Chair selected by faculty)
4. The Departmental Committee will make its decision regarding the case and inform the Department Chair in writing. The Department Chair will in turn notify the student of the decision in writing. The committee's decision is the final decision in the department.

ACADEMIC APPEAL POLICY

The steps for the grade appeals process are as follows:

- Presentation of grievance to instructor. (This step must be taken within 14 calendar days after the beginning of the next semester.)
- Appeal to the department chair if the case is not resolved.

- If the student is not satisfied by the ruling of the department chair and faculty member the student may then appeal to the University Academic Standards Grievance Committee. Procedures may be found in the Graduate Catalog and in the Student Handbook, which is located at <http://www.tamucc.edu/~students>. In addition, complete details regarding the appeal process may be found in University Rule 13.02.99.C2 and University Procedure 13.02.99.C2.01. These documents may be found at http://222.tamucc.edu/provost/university_rules/index.htm. Assistance and guidance in the process may be obtained through the Office of Student Affairs.

THE DEGREE PLAN:

Ph.D. in Counselor Education (96 hours minimum)

College of Education

Name: _____ Banner ID: _____
 Street address: _____ Date: _____
 City: _____ Phone: _____
 State: _____ E-mail: _____
 Zip: _____

Previous Degree (s) 1. _____ Discipline: _____
 Institution: _____ Year: _____
 Previous Degree (s) 2. _____ Discipline: _____
 Institution: _____ Year: _____

DISSERTATION Semester Hours (Minimum of 9)

Date of admission to program: _____

Expected Graduation Date: _____

**REQUIRED ENTRY LEVEL COURSES Semester Hours (48 hours minimum)
 (Including Research Foundations) from CACREP or equivalent program**

Entry level courses – Equal/equivalent to a master’s degree accredited by the Council for Accreditation of Counseling and Related Educational Programs

Name of University	Credit Hours	CACREP	Year of Degree
	48+		

REQUIRED CORE COURSES Semester Hours (30)

Department. & Course Number	Course Title	Credit Hours	Final Grade	Semester Taken	Transfer Institution
CNEP 6305	Advanced Theories in Individual and Group Counseling	3			
CNEP 6310	Advanced Counseling Strategies	3			
CNEP 6315	Professional, Legal, and Ethical Issues	3			
CNEP 6320	Advanced Appraisal Techniques & Psychometrics	3			
CNEP 6335	Consultation Theory and Professional Advocacy	3			
CNEP 6350	Advanced Clinical Supervision	3			
CNEP 6355	Leadership, Pedagogy, and Diversity in Counselor Education	3			
CNEP 6395	Doctoral Practicum	3			
CNEP 6396	Doctoral Internship	3			
CNEP 6396	Doctoral Internship	3			
Total		30			

REQUIRED RESEARCH COURSES Semester Hours (18)

Department. & Course Number	Course Title	Credit Hours	Final Grade	Semester Taken	Transfer Institution
EDFN 5301	Introduction to Research	3			

CNEP	6360	Intro to Research Design and Statistics	3			
CNEP	6370	Advanced Quantitative Analysis	3			
CNEP	6372	Applications of Advanced Statistical Techniques and Evaluation Methodology	3			
CNEP	6384	Qualitative Research Design and Analysis	3			
CNEP	6397	Research Seminar	3			
Total			18			

ADDITIONAL REQUIRED COURSES Semester Hours (15)						
Department. & Course Number		Course Title	Credit Hours	Final Grade	Semester Taken	Transfer Institution
CNEP	6319	Application of Family Counseling	3			
CNEP	6325	Adv. Seminar in Career/Life Planning	3			
CNEP	6316	Research, Writing, and Publishing in a Multicultural Society	3			
CNEP	6365	Advanced Research and Design in Wellness and Stress Management Practices	3			
CNEP	6390	Knowledge-Based Seminar in CE	3			
Total			15			
Dissertation Area or Title:						
CNEP	6398	Ph.D Dissertation	3			
CNEP	6398	Ph.D Dissertation	3			
CNEP	6398	Ph.D Dissertation	3			
Total						

 Student Signature

Date

 Faculty Advisor

Date

 Doctoral Dissertation Committee Chair (if identified)

Date

 Department Chair

Date

College of Education Dean

Date

Dean of Graduate Studies &
Associate Vice President for Research & Scholarly Activity

Date

Requirement Summary:

____ Transfer hours (12max under required TAMUCC courses) _____ GPA (min 3.0)

____ Non-Degree to Degree hours (9max under required TAMUCC courses) _____ GPA (min 3.0)

5000 and 6000 level hours only (may take 1/3 at 5000 level under required TAMUCC courses)

Submit the degree plan with the approval signatures, **DURING THE FIRST SEMESTER** of coursework to the office of Graduate Studies – FC 178.