



Dear Counselor Education Applicant,

Thank you for your interest in the **Master of Science in Counselor Education, School Counseling program** at Florida International University. Counselors have significant impact on individuals from diverse backgrounds in a variety of settings. Our profession also offers excellent opportunities for professional and personal growth. Our nationally accredited counselor education program trains counselors to meet the challenges involved in working in a multicultural urban environment.

This packet contains information about program admissions, curriculum, and other degree requirements. Please read the information carefully. To apply into the program, visit the FIU website at [www.fiu.edu](http://www.fiu.edu) and click on Admissions and then click on Graduate Admissions. Admissions applications are completed online. If you need information about graduate studies, you can also contact the Graduate School at 305-348-7442.

Please submit all application materials to the Office of Graduate Admissions, P.O. Box 659004, Miami, FL 33265-9004 or via email to [gradadm@fiu.edu](mailto:gradadm@fiu.edu). Admissions files are reviewed by the Counselor Education Admissions Committee. If an applicant meets minimum admissions requirements, he/she will be invited to interview with the Counselor Education faculty. A final admissions decision will be recommended to the Graduate School following the admissions interview. For information regarding the status of your admissions file, please contact the School of Education's Office of Graduate Studies at 305-348-2723. If you need further information about the program, please contact Dr. Logan, Track Coordinator, School Counseling, at 305-348-2097 (email, [slogan@fiu.edu](mailto:slogan@fiu.edu)). Visit the Counselor Education website at [http://education.fiu.edu/academic\\_programs.html](http://education.fiu.edu/academic_programs.html).

I look forward to meeting you and speaking with you personally.

Sincerely,

*Sandra M. Logan*

Sandra Logan, Ph.D.  
Clinical Assistant Professor, School Counseling

College of Education  
ZEB 244B  
Modesto A. Maidique Campus, Miami, Florida 33199  
(305) 348-2097 – TDD via FRS (800) 955-8771 – FAX (305) 348-1515  
[education.fiu.edu](http://education.fiu.edu) – <http://www.fiu.edu>  
Equal Opportunity/Equal Access Employer and Institution

FLORIDA INTERNATIONAL UNIVERSITY  
MASTER OF SCIENCE IN COUNSELOR EDUCATION  
SCHOOL COUNSELING PROGRAM

The Master of Science in Counselor Education, School Counseling Program, consists of 58 graduate credit hours. The curriculum was designed to meet content area requirements specified by the State of Florida, Department of Education (DOE) Bureau of Certification, the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), and the American Counseling Association (ACA). The program is approved by the State of Florida Department of Education and the Florida Board of Regents and accredited by the National Council for the Accreditation of Teacher Education (NCATE) and CACREP.

The counselor education program is organized according to four educational components:

(A) Professional Studies (courses covering content in the social, historical, philosophical foundations of education, educational psychology, and educational research design and application); (B) Counseling Core (counseling theories and skills, group processes, measurement and appraisal in counseling, educational/vocational counseling, cross-cultural counseling); (C) Specialization (family, school consultation, principles, organization and administration of school guidance, crisis counseling and interventions, counseling children and adolescents including special needs and exceptional children, school law and counseling ethics); and (D) Clinical (practicum and internship field experiences).

The prospective student should be advised that a substantial amount of time is spent in field work to meet practicum and internship requirements. The practicum requirement is the equivalent of one work day per week spent in a field placement during one academic semester. The internship is the equivalent of a full-time work (five days per week) experience for the period of one academic semester. The student should plan for this field work to be during the day, rather than during evening hours, as the field experiences must be completed in an elementary, middle school or secondary school setting.

All students entering the School Counseling major who do not hold a valid Florida teacher certificate must enroll for courses in general professional education as required by the Florida State Department of Education in order to meet state certification requirements in Florida. Students who plan on working in a state other than Florida are advised to check the certification requirements of the particular state. Certification is an individual, personal responsibility.

Students are also responsible for meeting academic program requirements and deadlines and are therefore advised to meet with their faculty advisor on a regular basis. The program curricula and requirements are subject to change at any time.

## PROCEDURES FOR GRADUATE ADMISSIONS IN SCHOOL COUNSELING

Applying to a graduate program in our department is a two part process. An applicant for a graduate degree must file an application on line with the Office of Graduate Admissions, Modesto Maidique, SASC 126, Miami, Florida 33199, and their number is (305) 348-7442. You will find the application on line at [www.fiu.edu](http://www.fiu.edu) under graduate admissions application. The applicant must submit all academic transcripts and pay the appropriate fees.

Applying to the Counselor Education Program: School Counseling Major is a three-part process.

1. You must file an application with the **Office of Admissions, MMC, SASC 126, Miami, Florida 33199.** To contact the Office of Admissions Office call **(305) 348-7442.**
2. The following documents must also be submitted to the **Office of Graduate Admissions, P.O. Box 659004 Miami, FL 33265-9004:**
  - Academic transcripts (with an **upper division GPA of 3.2 or above**)
  - Three letters of recommendation, at least one from an academic source and one from work or volunteer experiences. A reference may use the form provided in the application or supply a typed letter on professional letterhead discussing the applicant's ability to succeed in graduate school and their chosen profession.
  - An autobiographical sketch including a record of work or volunteer experiences
  - A resume (curriculum vitae)
3. Personal Interview with the Admissions Committee. After applications are completed by admissions deadlines, applications will be reviewed by the Counselor Education Admissions Committee and applicants will be contacted for interviews.

## PROCEDURES FOR EVALUATION AND SELECTION OF APPLICANTS

All stated admissions requirements are to be considered minimums. A student who meets these minimum requirements is not automatically assured admissions. Program admissions requirements are subject to change; therefore it is the responsibility of the

student to assure that he/she has met the requirements. To ensure a Fall semester admissions, students are advised to submit their applications by March 1 and for Spring admissions, by September 1. Admissions decisions are made once the applicant's file is complete and on a rolling basis.

When an application to the University Office of Admissions is complete, the applicant's folder is forwarded to the Department. The Counselor Education Admissions Committee will not respond to applications unless the file includes: graduate school application, all transcripts, a resume, an autobiographical sketch, and three letters of recommendations. Applicants should contact the Department at 305-348-3418 to determine the status of their application. Often times, for example, students may assume that all their letters of recommendation have arrived when this is not the case. It is the obligation of the applicant to check to see that all materials are available for review. Upon receipt of all of the applicant's materials, the Department office will schedule an interview with the Counselor Education Admissions Committee.

**STUDENTS SHOULD ALLOW 6-8 WEEKS FOR APPLICATIONS TO BE PROCESSED BY THE OFFICE OF ADMISSIONS AND FORWARDED TO THE DEPARTMENT.**

On the basis of the Admissions committee members' evaluation, recommendations for acceptance or rejection are made and forwarded to the Department Chairperson.

The Department Chairperson's recommendations for acceptance or denial are forwarded to the University Office of Graduate Admissions.

Applicants are officially notified, in writing, by the office of Graduate Admissions regarding their admissions status. In the case of rejection of an applicant, the department provides a written statement to the Office of Graduate Admissions giving the reason for rejection.

### EVALUATION CRITERIA

Candidates are judged on the basis of multiple criteria. These include:

1. Grade point average. A minimum of 3.2 or higher for the 60 credits of upper division, undergraduate work is a minimum requirement.
2. Quality of written recommendations. The committee has not prepared explicit criteria for evaluating written references. However, a recommendation would be considered marginal if the candidate were recommended with reservations. A recommendation would be considered inappropriate if it spoke of personal characteristics unrelated to the area in which the student is applying. A recommendation would be considered poor if a negative recommendation came

from a faculty member who had knowledge of the candidates work or ability as a potential graduate student. A reference may use the form provided or supply a typed letter discussing the applicant's ability to succeed in graduate school and their chosen profession.

4. Evidence of related educational background and experiences.
5. Evidence of applicants' clarity in presenting their ideas and thoughts in the autobiographical sketch.
6. Willingness to commit oneself to the time (including time for field experiences) necessary for training.
7. Evidence of professionalism and maturity.
8. Recent resume or curriculum vitae.
9. The quality of the personal interview and the applicant's clarity on articulating their professional goals and work experience.

Please specify in your written documents that you are applying to the Master of Science in Counselor Education, School Counseling Program, College of Education.

#### Special Student Status

Students who have not been officially admitted into the program may enroll for a maximum of 12 credits as a "Special Student." However, upon admissions into the program, students should meet with their advisor and must file an "Inclusion/Exclusion Form" with the Registrar's Office in order for these credits to be counted toward the degree requirements.

#### Students with Disabilities

Students with disabilities who will need auxiliary aids or services to fully participate in the educational program should register with the Office of Disability Services prior to the beginning of the first term for which assistance is requested. Students shall be requested to provide current, appropriate documentation of their impairment or disability. Upon appropriate certification, the Office of Disability Services will provide the required services.

#### Academic Advisement

Students should meet regularly with their Advisor to plan their academic coursework.

#### Graduation Requirements

Students must have a grade point average of 3.0 or higher, must obtain a grade of "B" or higher in the Practicum and Internship, and show proof of passing the Florida Teacher Competency Exam, the General Knowledge Exam, and Subject Area Exam in Guidance

and Counseling. Students may have no more than 2 grades below a C in any program courses.

### Financial Aid

A limited number of scholarships and graduate assistantships are available in the Department and in other divisions in the School of Education and the university. Anyone interested in financial aid or in being considered for graduate assistantship should submit an application to the Financial Aid Office and contact the Office of Graduate Studies and Research in the College of Education.

## SCHOOL COUNSELING TRACK CURRICULUM

Degree Hours: 57

All students admitted to the program beginning Fall 2001 will follow the course of study outlined below.

### Professional Studies (9 credits)

EDF 6211	Psychological Foundations of Education	3
EDF 5481	Foundation of Education Research	3
EDP 6277	Human Development: Across the Lifespan	3

### Counseling Core: (21 credits)

MHS 5400	Counseling Skills and Techniques	3
MHS 6802	Personality Theories	3
MHS 6700	Ethical, Legal, and Professional Issues in Counseling	3
MHS 6200	Measurement and Appraisal in Counseling	3
MHS 6428	Cross Cultural Counseling	3
MHS 5350	Educational/Vocational Counseling	3
MHS 6511	Group Counseling	3

### Counseling Specialization: (15 credits)

SDS 6700	Organization and Administration of School Counseling	3
SDS 6411	Counseling Children and Adolescents	3
SDS 5460	Crisis Counseling and Interventions	3
SPS 6199	Family, School Collaboration and Consultation	3
SDS 5420	Counseling Students with Exceptionalities	3

### Professional Clinical Experiences (12 credits)

SDS 6800	Advanced Practice in Counseling and Consultation (3 credit practicum)	3
SDS 6820	Supervised Field Experience in Counselor Education (9 credit internship)	9

### Co-requisites

Students who do not hold a Florida Teacher's Certificate (or that have not taken these courses as an undergraduate student) must complete an additional 15 credits of professional education courses covering social, historical, and philosophical foundations, classroom management, general methods of teaching, TESOL, and reading. These courses must be completed prior to the awarding of the school counseling degree.

Courses that satisfy these requirements include:

Social, Philosophical, & Historical Foundations:  
EDF 6608

Classroom Management (choose one):  
EEX 5255, ESE 5608

General Methods of Teaching (choose one):  
EDG 5414, EDA 6061, EDE 6205, or EDG 6250

TESOL:  
TSL 5361C - TESOL for Secondary Teachers

Reading (choose one):  
RED 5339 Subject Related Reading  
RED 6336 Reading in the Content Area

### Field Experience

The prospective student should be advised that a substantial amount of time is spent in fieldwork to meet practicum and internship requirements. The practicum (SDS 6800) requirement is the equivalent of one work day per week spent in a field placement during one academic semester (for a total of 150 hours). The internship (SDS 6820) is the equivalent of a full-time work (five days per week) experience for the period of one academic semester (for a total of 600 hours). The student should plan for this fieldwork to be during the day, rather than during evening hours, as the field experiences must be completed in an elementary, middle school or secondary school setting.

### Field Experience Application Deadlines

Students are advised that the deadlines for filing an application for a School Counseling field experience (SDS 6800 and SDS 6820) are January 15 for a Fall semester placement and May 15 for a Spring semester placement. Applications are available in the Office of Clinical Experiences. Students must have completed the majority of their coursework (to include the following courses) prior to enrolling in SDS 6800--the practicum that precedes the internship: MHS 5400, MHS 6700, MHS 6802, MHS 6428, MHS 5350, MHS 6511; SDS 6700, SDS 6411, and SDS 5460. Students must have completed all course work prior to enrolling in SDS 6820-- the internship. All students must have the approval of their advisor to enroll in the field experiences.

Students should enroll in SDS 6800 prior to SDS 6820 and are encouraged to complete their field experiences at two different schools and at different levels (e.g. practicum at the elementary level and internship at the secondary level) during a two-semester period. Students are not sent out on field experiences during the summer semesters.







FLORIDA INTERNATIONAL UNIVERSITY  
DEPARTMENT OF LEADERSHIP & PROFESSIONAL STUDIES  
RECOMMENDATION FORM

CONFIDENTIAL

\_\_\_\_\_ has applied for graduate study in \_\_\_\_\_.  
\_\_\_\_\_. Please help us gather information which will aid in the  
evaluation of this candidate. To gain the information for making a decision advantageous  
to all, we ask you to respond to the following:

1. Briefly evaluate this candidate's ability to interact with others (peers, fellow  
workers, and children). Please speak to specific strengths and weaknesses.

---

---

---

2. Please evaluate the candidate's ability to integrate and use new  
information academically, socially and professionally.

---

---

---

3. Please list the candidate's three strongest assets as you see them.

---

---

---

4. Please list three areas in which the applicant needs further development.

---

---

---

5. Do you think the candidate's grades are a reliable index of his/her ability? Yes \_\_\_\_\_  
No \_\_\_\_\_. If your answer is no, please provide a brief explanation.

---

---

---

6. Scholastic Evaluation: In comparison with others students in the same field with the same amount of experience and training, how would you rate this candidate?

_____	Outstanding	(Upper 5%)
_____	Very Good	(Next 10%)
_____	Good	(Upper 25%)
_____	Average	(Upper 50%)
_____	Below Average	
_____	Unable to Rate	

7. Please supply any additional information you believe would be helpful in making an admissions decision.

---

---

---

8. \_\_\_\_\_ I strongly recommend this candidate for graduate studies.  
\_\_\_\_\_ I recommend this candidate for graduate studies.  
\_\_\_\_\_ I recommend this candidate for graduate studies with reservations.  
\_\_\_\_\_ I cannot recommend this candidate for graduate studies. (If this statement is checked, please explain why).

-----

Type or Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Please Return Form To:  
FIU Graduate Admissions  
P.O. Box 659004  
Miami, FL 33265-9004

FLORIDA INTERNATIONAL UNIVERSITY  
DEPARTMENT OF LEADERSHIP & PROFESSIONAL STUDIES  
RECOMMENDATION FORM

CONFIDENTIAL

\_\_\_\_\_ has applied for graduate study in \_\_\_\_\_.  
\_\_\_\_\_. Please help us gather information which will aid in the  
evaluation of this candidate. To gain the information for making a decision advantageous  
to all, we ask you to respond to the following:

1. Briefly evaluate this candidate's ability to interact with others (peers, fellow  
workers, and children). Please speak to specific strengths and weaknesses.

---

---

---

2. Please evaluate the candidate's ability to integrate and use new  
information academically, socially and professionally.

---

---

---

3. Please list the candidate's three strongest assets as you see them.

---

---

---

4. Please list three areas in which the applicant needs further development.

---

---

---

5. Do you think the candidate's grades are a reliable index of his/her ability? Yes\_\_\_\_  
No\_\_\_\_. If your answer is no, please provide a brief explanation.

---

---

---

6. Scholastic Evaluation: In comparison with others students in the same field with the same amount of experience and training, how would you rate this candidate?

_____	Outstanding	(Upper 5%)
_____	Very Good	(Next 10%)
_____	Good	(Upper 25%)
_____	Average	(Upper 50%)
_____	Below Average	
_____	Unable to Rate	

7. Please supply any additional information you believe would be helpful in making an admissions decision.

---

---

---

8. \_\_\_\_ I strongly recommend this candidate for graduate studies.  
\_\_\_\_ I recommend this candidate for graduate studies.  
\_\_\_\_ I recommend this candidate for graduate studies with reservations.  
\_\_\_\_ I cannot recommend this candidate for graduate studies. (If this statement is checked, please explain why).

-----

Type or Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Please Return Form To:  
FIU Graduate Admissions  
P.O. Box 659004  
Miami, FL 33265-9004

FLORIDA INTERNATIONAL UNIVERSITY  
DEPARTMENT OF LEADERSHIP & PROFESSIONAL STUDIES  
RECOMMENDATION FORM

CONFIDENTIAL

\_\_\_\_\_ has applied for graduate study in \_\_\_\_\_.  
\_\_\_\_\_. Please help us gather information which will aid in the  
evaluation of this candidate. To gain the information for making a decision advantageous  
to all, we ask you to respond to the following:

1. Briefly evaluate this candidate's ability to interact with others (peers, fellow  
workers, and children). Please speak to specific strengths and weaknesses.

---

---

---

2. Please evaluate the candidate's ability to integrate and use new  
information academically, socially and professionally.

---

---

---

3. Please list the candidate's three strongest assets as you see them.

---

---

---

4. Please list three areas in which the applicant needs further development.

---

---

---

5. Do you think the candidate's grades are a reliable index of his/her ability? Yes\_\_\_\_  
No\_\_\_\_. If your answer is no, please provide a brief explanation.

---

---

---

6. Scholastic Evaluation: In comparison with others students in the same field with the same amount of experience and training, how would you rate this candidate?

_____	Outstanding	(Upper 5%)
_____	Very Good	(Next 10%)
_____	Good	(Upper 25%)
_____	Average	(Upper 50%)
_____	Below Average	
_____	Unable to Rate	

7. Please supply any additional information you believe would be helpful in making an admissions decision.

---

---

---

8. \_\_\_\_\_ I strongly recommend this candidate for graduate studies.  
\_\_\_\_\_ I recommend this candidate for graduate studies.  
\_\_\_\_\_ I recommend this candidate for graduate studies with reservations.  
\_\_\_\_\_ I cannot recommend this candidate for graduate studies. (If this statement is checked, please explain why).

-----

Type or Print Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Please Return Form To:  
FIU Graduate Admissions  
P.O. Box 659004  
Miami, FL 33265-9004