

# College of Social Justice and Human Service

## 2014-2015 Catalog

### Graduate Programs

The College of Social Justice and Human Service offers flexible programs leading to a range of master's, educational specialist, and doctoral degrees in both academic and professional fields. The College of Social Justice and Human Service collaborates with other colleges in the university to offer specialized degrees. All students are encouraged to discuss academic programs with graduate faculty in their respective departments.

#### Admission to Graduate Programs

Program specific requirements are described under the individual graduate programs. General graduate program admission requirements are described in a prior section of the College of Graduate Studies. Admission to graduate study in the College of Social Justice and Human Service is open to graduates of accredited colleges and universities who meet the minimum admission requirements of the College of Graduate Studies as well as any additional, specific admission requirements of the college, department, and/or program.

Previously admitted students wishing to transfer to a different program within the College of Social Justice and Human Service must apply for admission to the new program. Admission to one program does not guarantee admission to another program.

#### Administration of Programs

All graduate programs in the College of Social Justice and Human Service are administered jointly by the college and the College of Graduate Studies of The University of Toledo. Students should visit the program website and/or contact specific programs for further information on admission requirements or programs. The associate dean for graduate affairs coordinates graduate policies within the college.

#### Advising

Students are assigned a faculty member for the purpose of advising and developing a plan of study. It is the student's responsibility to meet all requirements for the degree as specified by the graduate program, the department, the College of Graduate Studies, and The University of Toledo. Students are strongly encouraged to complete the plan of study and other required forms, in consultation with their advisors, during the first semester of matriculation.

### GRADUATE DEGREES in the COLLEGE OF SOCIAL JUSTICE AND HUMAN SERVICE

A list of degree programs offered in the College of Social Justice and Human Service is below. To the right of each degree is the department that offers that degree program. Program descriptions are provided in the information under each department.

#### Master's Degree Programs

##### **Master of Arts in Counselor Education**

Clinical mental health counseling  
School counseling

##### **Master of Arts in Criminal Justice**

also offered: joint MA in Criminal Justice/Juris Doctor

##### **Master of Arts in School Psychology**

##### **Master of Education**

Higher education

##### **Master of Social Work**

#### Education Specialist Degree Programs

##### **Education Specialist in School Psychology**

#### Doctoral Degree Programs

##### **Doctor of Philosophy in Counselor Education**

##### **Doctor of Philosophy in Higher Education**

#### Department

School Psychology, Higher Education and Counselor Education

Criminal Justice, Social Work and Legal Specialties

School Psychology, Higher Education and Counselor Education

School Psychology, Higher Education and Counselor Education

Criminal Justice, Social Work and Legal Specialties

School Psychology, Higher Education and Counselor Education

School Psychology, Higher Education and Counselor Education

School Psychology, Higher Education and Counselor Education

## Graduate Certificates

Child advocacy  
 Elder law certificate  
 Juvenile justice  
 Patient advocacy certificate  
 Diversity certificate

Criminal Justice, Social Work and Legal Specialties  
 Criminal Justice, Social Work and Legal Specialties  
 Criminal Justice, Social Work and Legal Specialties  
 Criminal Justice, Social Work and Legal Specialties  
 School Psychology, Higher Education and  
 Counselor Education

## Department of CRIMINAL JUSTICE, SOCIAL WORK AND LEGAL SPECIALTIES

*Shanhe Jiang, chair*

The department of criminal justice, social work and legal specialties offers individual master's degrees in each of the programs. A certificate in juvenile justice is available in association with the master's degree in criminal justice. The certificates in child advocacy, elder law, and patient advocacy are available as part of a degree or as a separate certificate.

### Criminal Justice Program

The department of criminal justice, social work and legal specialties offers a graduate program leading to a master of arts in criminal justice as well as an optional certificate in juvenile justice. In addition, the department of criminal justice, social work and legal specialties with the College of Law offers a joint degree program leading to the Master of Arts in criminal justice and the juris doctor.

### Master of Arts in Criminal Justice

The Master of Arts in criminal justice is designed to provide students with a broad understanding of the criminal justice system, social control and the nature of crime, in addition to developing and improving skills necessary to critically assess criminal justice problems and develop meaningful responses to these problems. The program also provides students with the skills to conduct applied research and evaluation, as well as the ability to understand empirical scholarly publications. The program prepares students for leadership roles in the field of criminal justice and the pursuit of criminal justice doctoral studies. The program allows a person to be either a full-time or part-time student. The program is available as a blend of land-based and online courses. **A full-time student can complete the program in one year. A student can also complete the program entirely online in two years.**

### Admission

In addition to the College of Graduate Studies and College of Social Justice and Human Service requirements, evaluation of applicants for the criminal justice graduate program is based on the following criteria:

- application
- three letters of recommendation
- personal statement
- official transcripts
- GPA of 3.0 or above on a 4 point scale is preferred; GPA of at least 2.7 -2.9 on a 4 point scale will be considered on a case-by-case basis
- Applicants with less than 2.70 must take the Graduate Record Exam (GRE)

Meeting the minimum admission requirements does not guarantee entrance into the program. Admission is competitive and is dependent on the availability of space within the program. Under special circumstances, the graduate admissions committee may choose to admit a promising applicant as a provisional student in the program.

### Program of Study

The Master of Arts in criminal justice requires a minimum of 30 semester hours including core and elective course work. Students should meet with the director of the graduate program in criminal justice to develop a plan of study which must be submitted by the end of the first semester or 12 credits hours. Any electives taken outside of criminal justice must be preapproved by the director of the graduate program in criminal justice. A student may complete a thesis or must pass a comprehensive exam to earn the degree. Within the first semester of graduate study, a student may elect to complete a thesis in lieu of 3 credit hours of elective course work.

#### Program of study for the Master of Arts in criminal justice

|        | Fall Semester   | Spring Semester  | Summer Semester  |
|--------|---|--|--|
| Year I | CRIM 6590 Administration of Criminal Justice 3<br>CRIM5200 Data Analysis 3<br>CRIM6400 Research Methods 3<br>CRIM Elective in CRIM 3<br><b>Total 12 hours</b> | CRIM6000 Adv. Criminal Justice Theories 3<br>*Elective in CRIM 3<br>*Elective in CRIM 3<br>Elective 3<br><br><b>Total 12 hours</b> | *Elective in CRIM 3<br>*Elective 3<br><br><b>Total 6 hours</b> |

\*Note: A maximum of 18 hours of elective work must be done in graduate level courses. A maximum of 6 hours may be done in graduate level course work outside of CJ with pre-approval of the CJ graduate advisor.

## **Joint M.A. in Criminal Justice/Juris Doctor**

This program is administered jointly by the College of Law and the criminal justice program. The program is designed for students who wish to have theoretical and practical knowledge in the law and in the field of criminal justice.

### **Admissions**

- First be accepted by the University of Toledo College of Law
- Successfully complete of the first year of law school
- Be a student in good standing at the University of Toledo College of Law
- Complete an application for the master of arts in criminal justice

### **Program of Study**

To complete the master of arts in criminal justice, the student must meet the degree requirements. Students in the joint program may substitute a law school course in criminal procedures for the course CRIM 6420. Additionally, 6 to 9 hours of law courses may be applied as electives in the master of arts in criminal justice, subject to the approval of the CJ graduate advisor.

To qualify for the juris doctor degree, a student must comply with all the academic and non-academic rules of the College of Law. Under the joint program, up to 12 semester hours taken for the master of arts in criminal justice may be applied toward the completion of credit hours for juris doctor degree. The student must earn a grade of B or better in those courses to be credited toward the juris doctor.

## **Social Work Program**

The department of criminal justice, social work and legal specialties offers the professional master of social work degree (MSW). The graduate program in social work is fully accredited by the Council on Social Work Education (CSWE).

### **Master of Social Work**

The master of social work program has a strong emphasis on social and economic justice. As such, the degree has an advanced generalist concentration, preparing students to create change at all system levels, from individuals to communities. Students may select a specialization in either mental health or in child and family practice.

A 33 hour advanced standing program exists for students who meet specific criteria including a baccalaureate social work degree from an undergraduate social work program accredited by the Counsel of Social Work Education (CSWE). Students with undergraduate degrees in disciplines other than social work may apply to our 60 hour "foundation" program.

### **Admission**

In addition to the admission criteria established by the College of Graduate Studies at The University of Toledo, the applicant to the MSW program must submit

- three letters of recommendation from both employers and prior faculty members (use forms on MSW website)
- a personal statement that speaks to her/his commitment to social and economic justice as well as the applicant's professional goals

Additional requirements for admission to the advanced standing program include:

- a baccalaureate degree in social work from a CSWE-accredited social work program
- minimum undergraduate GPA of 3.0 over the last 60 hours of graded course work and a minimum GPA of 3.3 in social work courses

The personal statement and references from both employers and prior faculty members will be evaluated for a "fit" with the social work profession and our program's focus on social and economic justice. Applicants must convey their valuing of and adherence to the values and ethics of the profession. Applicants with no evidence of the above will not be admitted to the program.

The Council on Social Work Education does not permit programs to provide course credit for work experience. It is our hope that the student body of our program will include a mixture of students who have experience as well as those without extensive professional experience. We encourage diversity among the students accepted to the program. This includes diversity of gender, age, race/ethnicity, sexual orientation, ability and experience in the profession, etc. Prospective applicants are urged to review information on the program website.

### **Program of Study**

The complete foundation MSW Program requires 60 semester hours for graduation, which is consistent with MSW programs across the country. Foundation (5000 level) course work is offered in the first year of the program and advanced (6000 level) course work in the second year.

Students in the foundation 60 hour program must enroll in a total of 16 credit hours of field education to obtain the required 900 hours required by CSWE. Six (6) of these hours are taken during the foundation year and ten (10) during the advanced year. While every effort is made to accommodate students with full-time jobs, applicants to the program must be aware that field placements primarily take place during

business hours and on week days. We are unable to guarantee a night or weekend field placement.

Students who are awarded admission with advanced standing must complete 33 credit hours to obtain the MSW degree. The advanced standing program focuses on advanced generalist and specialty courses and field placements. Only courses at the 6000 level are required for the advanced standing program.

**Example program of study for the foundation master of social work program**

|               | <b>Fall Semester</b>   | <b>Spring Semester</b>   |
|---------------|--|--|
| <b>Year 1</b> | SOCW 5110 Social Work Practice I 3<br>SOCW 5210 Micro Perspectives of HBSE 3<br>SOCW 5330 Policy Issues & Analysis in SW 3<br>SOCW 5010 SW Research Methods & Analysis 3<br>SOCW 5900 Found Field Exp & Integrative Sem I 3<br><b>Total 15 hours</b> | SOCW 5120 Social Work Practice II 3<br>SOCW 5130 Social Work Practice III 3<br>SOCW 5220 Macro SW Perspectives HBSE 3<br>SOCW 6140 Advanced SW Assessment 3<br>SOCW 5910 Found Field Exp & Integrative Sem II 3<br><b>Total 15 hours</b>                   |
| <b>Year 2</b> | SOCW 6110 Advanced Generalist Practice I 3<br>Research Elective* 3<br>Field of Practice – Practice** 3<br>Social Work Journal Review Seminar I 1<br>SOCW 6900 Adv Field Exp & Integrative Seminar I 5<br><b>Total 15 hours</b>                       | SOCW 6120 Advanced Generalist Practice II 3<br>SOCW 6130 Advanced Generalist Practice III 3<br>Field of Practice – Policy*** 3<br>Social Work Journal Review Seminar II 1<br>SOCW 6910 Advanced Field Exp & Integrative Sem. II 5<br><b>Total 15 hours</b> |

- \* Students may choose between Research Methods for Micro Social Work Practice and Research Methods for Macro Social Work Practice.
- \*\* Students may choose between Social Work Practice in Mental Health, and Child and Family Social Work Practice.
- \*\*\* Students may choose between Social Work Policy Issues in Mental Health, and Social Work Policy Issues In Child and Family Practice.

**Program of study for the advanced standing master of social work program**

| <b>Summer Year 1</b>                    | <b>Fall Year 1</b>   | <b>Spring Year 1</b>   |
|---|--|--|
| SOCW 6140 Adv. Social Work Assessment 3 | Research Elective* 3<br>SOCW 6110 Advanced Generalist Practice I 3<br>Field of Practice – Practice** 3<br>Journal Review Seminar I 1<br>SOCW 6900 Adv Field Exp & Integrative Seminar I 5<br><b>Total 15 hours</b> | SOCW 6120 Advanced Generalist Practice II 3<br>SOCW 6130 Advanced Generalist Practice III 3<br>Field of Practice – Policy*** 3<br>Journal Review Seminar II 1<br>SOCW 6910 Adv Field Exp & Integrative Sem II 5<br><b>Total 15 hours</b> |

- \* Students may choose between Research Methods for Micro Social Work Practice and Research Methods for Macro Social Work Practice.
- \*\* Students may choose between Social Work Practice in Mental Health, and Child and Family Social Work Practice.
- \*\*\* Students may choose between Social Work Policy Issues in Mental Health, and Social Work Policy Issues: Child and Family.

Students may matriculate through the MSW program at either a full time pace (depicted above) or a part time pace, as they desire.

**Graduate Certificates**

The juvenile justice certificate must be included as part of a master's degree in criminal justice. The child advocacy certificate, elder law certificate, and patient advocacy certificate are offered on-line as stand-alone certificates that are available to persons holding bachelor degrees. The coursework from certificates may be used as part of a degree program but a separate application for each certificate must be made.

**Child Advocacy Certificate**

An on-line interdisciplinary certificate is offered to individuals with bachelor degrees who are interested in advocating for children and preventing child abuse. The certificate requires a 12 credit hour sequence of four courses from criminal justice, social work, and counselor education. Effective fall of 2015 this certificate will not be available through the College of Social Justice and Human Service.

**Admission**

- Must have an earned bachelor's degree from an accredited institution of higher learning with an undergraduate grade point average of 3.0 or higher for regular admission to the certificate program
- Apply for admission to the certificate program
- One letter of recommendation from an employer or faculty member
- A statement of purpose



## Program of Study

The child advocacy courses may be used within a degree program or may be used as a separate child advocacy certificate.

|      |      |  |
|------|------|--|
| SOCW | 6700 | Perspectives in Child Maltreatment and Advocacy      |
| CRIM | 6710 | Professional and System Responses for Child Advocacy |
| COUN | 6720 | Advocacy for the Survivor of Child Neglect and Abuse |
| CRIM | 6730 | Guided Study in Child Advocacy                       |

## Elder Law Certificate

The elder law certificate is an online graduate certificate consisting of 15 credit hours. The program is designed to enhance the professional credentials of individuals working with an elderly population. Students are admitted for the summer semester and must complete an on-line application. For regular admission to the certificate, a minimum of 3.0 undergraduate grade point average (GPA) is required as well as one letter of recommendation.

The program of study consists of courses offered in summer and fall semesters.

|      |      |  |
|------|------|--|
| LGL  | 6100 | Legal Issues for the Elderly                   |
| LGL  | 6200 | Elder Health Law and Ethical Issues            |
| LGL  | 6980 | Guided Study in Elder Law Topics               |
| GERO | 5400 | Health and Aging                               |
| GERO | 5410 | Issues in Contemporary Gerontological Practice |

## Juvenile Justice Certificate

An optional certificate program in juvenile justice is offered as part of the master of arts in criminal justice degree program. This certificate is designed to provide a student with a more in-depth study of juvenile justice issues. The certificate requires the successful completion of the requirements for the Master of Arts in criminal justice degree and a minimum of 12 credit hours in juvenile justice courses which may be counted as criminal justice electives or general electives.

### Admission

- Must be admitted to the master of arts in criminal justice degree program
- Meet with the director of the graduate program in criminal justice
- Apply for admission to the certificate program

### Program of Study

The juvenile justice certificate is only available as part of a master's degree program in criminal justice. Upon completion of the certificate requirements and the requirements for the Master of Arts in criminal justice, the certificate will be awarded.

### Juvenile Justice Certificate (12 hours)

|      |      |  |
|------|------|--|
| CRIM | 6310 | Juvenile Justice in the Metropolitan Community |
|------|------|--|

Select 9 credit hours from the below list:

|      |      |   |
|------|------|---|
| CRIM | 5370 | Disproportionate Confinement of Minority Youth  |
| CRIM | 5400 | Criminal Justice Field Studies (Must be a placement in the community with an agency/program that deals with juvenile delinquents, troubled youths, or youths at risk) |
| CRIM | 6940 | Criminal Justice Internship (Must be a placement in the community with an agency/program that deals with juvenile delinquents, troubled youths, or youths at risk)    |
| CRIM | 6980 | Special Topics in Criminal Justice (Must be approved by the graduate coordinator and be a course which focuses on an aspect of the juvenile justice system.)          |
| CRIM | 6990 | Independent Study in Criminal Justice (Must be on an area dealing with juvenile delinquents, troubled youths, or youths at risk)                                      |

## Patient Advocacy Certificate

The 12-semester credit graduate certificate program in patient advocacy is offered online and is designed to enhance the professional credentials of those working with patients in today's health care environment. The four-course sequence provides knowledge about contemporary legal and health care issues in the field of patient advocacy and is offered online in a program that can be completed in two semesters. Students are admitted for the fall semester and must complete an on-line application. For regular admission to the certificate program, a minimum 3.0 undergraduate grade point average (GPA) is required, as well as one letter of recommendation, a statement of purpose, and a resume. Effective fall of 2015 this certificate will not be available through the College of Social Justice and Human Service.

The program of study consists of four courses offered in fall and spring semesters.

|     |      |                                    |
|-----|------|------------------------------------|
| LGL | 6300 | Introduction to Patient Advocacy   |
| LGL | 6400 | Health Issues and Patient Advocacy |
| LGL | 6500 | Legal Issues in Patient Advocacy   |

## SCHOOL PSYCHOLOGY, HIGHER EDUCATION, AND COUNSELOR EDUCATION

*John Laux, chair*

The department offers a master's degree and education specialist degree in school psychology, master's degrees in higher education and in counselor education with concentrations in school counseling and clinical mental health counseling, and doctorates in higher education and in counselor education. The department offers a graduate certificate in diversity. The department also participates in an interdisciplinary online certificate in child advocacy that is described in the department of criminal justice, social work and legal specialties.

### School Psychology

The graduate program in school psychology meets the educational requirements for licensure in Ohio and many other states. The program is approved by the National Association of School Psychologists and accredited by the Council for the Accreditation of Educator Preparation. Both the master of arts and the education specialist degree requirements must be completed by the student to be licensed as a school psychologist in Ohio and to be a nationally certified school psychologist.

The program is designed for three years of full-time study.

### Admission

**Application deadlines for the school psychology program are December 15, February 15, and May 15.**

To apply to the program, applicants must meet the minimum academic prerequisite and submit the following materials:

- Minimum academic prerequisite: Undergraduate GPA of 2.7 (for admission to the College of Graduate Studies) and for the school psychology program, a preferred undergraduate GPA of 3.0
- GRE scores (taken within the last five years)
- College of Graduate Studies application for the master's degree in school psychology
- Three letters of recommendation, at least one of which must address the applicant's academic potential (i.e. from a university faculty member)
- Statement of purpose, between two to three pages, that details the reasons the applicant would like to pursue a career in school psychology and includes personal experiences. The statement of purpose should be typed and submitted to the College of Graduate Studies as a separate word document.
- Official undergraduate transcripts (and graduate transcripts, if applicable)
- Professional résumé

To be consistent with national training standards and to ensure sufficient faculty members to advise and mentor students, a limited number of applicants will be admitted into the program each year. As a result, admission is competitive. Applicants are required to interview with an admissions committee. Prior to participating in the campus interview, applicants must interview a school psychologist. The list of questions to ask during the school psychologist interview as well as other information about the program can be found on the program website. For more information or to ask questions, contact Wendy Cochrane, Program Director, [wendy.cochrane@utoledo.edu](mailto:wendy.cochrane@utoledo.edu) 419-530-2013 or Sue Martin, Department Secretary, [smartin@utnet.utoledo.edu](mailto:smartin@utnet.utoledo.edu), 419-530-2718.

### Program of Study

The complete program includes approximately 79 credits, a two-semester pre-practica experience during the first year, a two-semester practica experience during the second year, and a 9-month, full-time internship (minimum of 1200 clock hours) in a school setting completed during the third year. Students earn a master of arts (M.A.) after completing a minimum of 32 hours of coursework and 100 pre-practica experience hours. The education specialist (Ed.S.) degree is earned after completion of the remaining coursework, practica experience and internship.

### Program Sequence for School Psychology

|           | Fall Semester  | Spring Semester                                   | Summer Semester                              |
|-----------|--|---|--|
| Year<br>I | HSHS 6000 Statistics and Research for HSHS Professions 3 | SPSY 5060 Prepractica in School Psychology 2      | SPSY5310 Psychoed Assessment & Interven II 4 |
|           | SPSY 5060 Prepractica in School Psychology 2             | SPSY5300 Psychoed Assessment & Intervention I 4   | SPSY7180 Consultation II: School & Home 3    |
|           | SPSY5030 Role and Function of School Psych 3             | SPSY6260 Developmental Child Psychopathology or 3 |  |
|           | EDP5330 Behavior Management 3                            | EDP 5210 Child Development                        |  |
|           | SPSY5040 Legal and Ethical Issues in School Psych 4      | SPSY5170 Consultation I 3                         |  |
|           |  | <b>Total 12 hours</b>                             |  |
|           | <b>Total 15 hours</b>                                    |   | <b>Total 7 hours</b>                         |

|           |   |   |   |
|-----------|---|---|---|
| Year<br>2 | SPSY7320 Psychoed Assessment & Intervention III 4 | EDP5210 Child Development or SPSY 7260 Dev. Child Psychopathology 3 | SPSY7190 Consultation III: School & Community 4 |
|           | COUN 5/7140 Counseling Theories & Techniques 4    | COUN5/7160 Cultural Diversity 3                                     |   |
|           | SPSY7330 Practica in School Psychology 4          | SPSY7330 Practica in School Psychology 4                            |   |
|           |   | EDP7320 Instructional Psychology or EDP 7110 Basic Ed Psychology 3  |   |
|           | <b>Total 12 hours</b>                             | <b>Total 13 hours</b>   | <b>Total 4 hours</b>                            |
| Year<br>3 | SPSY7940 Internship in School Psychology 6        | SPSY7940 Internship in School Psychology 6                          | SPSY7940 Internship in School Psychology 4      |

## Higher Education Program

### Master of Education in Higher Education

The master's program in higher education consists of two tracts. Students normally enroll in the 36-credit master's program that includes coursework and a practicum experience in the higher education setting. For persons currently employed in higher education, a 33-hour track in a cohort format leads to the master's degree.

#### Master of Education in Higher Education 36 hours (cohort degree 33 hours)

##### Required Courses

|          |                                      |   |
|----------|--------------------------------------|---|
| HED 6910 | Introduction to Interpretive Inquiry | 3 |
| HED 6510 | American College Student             | 3 |
| HED 6640 | Governance and Administration        | 3 |

|          |                                    |   |
|----------|------------------------------------|---|
| HED 6770 | Evaluation and Outcomes Assessment | 3 |
| HED 6120 | International Education            | 3 |

|                          |                                 |   |
|--------------------------|---------------------------------|---|
| HED 6540                 | Advising Diverse Students       | 3 |
| TSOC course or HED 6010  | History of Higher Education     | 3 |
| EDP course or HED 6530   | Theories of Student Development | 3 |
| RESM course or HSHS 6000 | Stat & Res/H&H Prof.            | 3 |

##### Electives (choose 1)

|          |  |   |
|----------|--|---|
| HED 6730 | Legal Aspects of Higher Education      | 3 |
| HED 6520 | Organ. & Management of Student Affairs | 3 |

##### Electives (choose 1)

|          |                                     |   |
|----------|-------------------------------------|---|
| HED 6850 | Critical Issues In Higher Education | 3 |
| HED 6410 | College and University Curriculum   | 3 |
| HED 6700 | Finance of Higher Education         | 3 |

##### Capstone (choose 1)

|          |                           |   |
|----------|---------------------------|---|
| HED 6980 | Master's Capstone Seminar | 3 |
| HED 6960 | Master's Thesis           | 3 |
| HED 6920 | Master's Project          | 3 |

##### Practicum (not required for 33-credit cohort degree)

|          |                    |   |
|----------|--------------------|---|
| HED 6940 | Master's Practicum | 3 |
|----------|--------------------|---|

Also available: HED 6950 Master's Internship in Higher Education

## Doctoral Degree Program

### Admission to Doctoral Program in Higher Education

- Currently employed at a college or university.
- A completed College of Graduate Studies admissions form.
- A baccalaureate degree granted by an accredited institution, with a minimum GPA of 2.7 preferred.
- A master's degree granted by an accredited institution, with a minimum GPA of 3.25.
- Official transcripts from all previous higher education institutions attended.
- A letter indicating the applicant's commitment to pursuing a career in the field of higher education, and a description of the applicant's potential research topic for dissertation study.

- A 1,000-word essay that discusses the most critical issue facing higher education today, the reasons for choosing this issue, and the implications of the issue for the future of higher education.
- Two letters of reference, including at least one from a faculty member who can speak to the ability of the applicant to conduct research and to write at the graduate level.
- A current resume or curriculum vitae.

### Requirements for Doctoral Program

A minimum of 61 hours beyond the master's degree is required.

- Required HED Courses - 30 hours
  - HED 8030 Federal & State Policy Analysis
  - HED 8530 Student Development Theory
  - HED 8570 Research in Higher Education
  - HED 8640 Governance & Administration OR HED 8650 Community College Leadership
  - HED 8700 Finance of Higher Education
  - HED 8770 Evaluation & Outcomes Assessment in Higher Education
  - HED 8850 Critical Issues in Higher Education
  - HED 8790 Managing College & University Personnel
  - HED 8730 Legal Aspects of Higher Education
  - HED 8120 International Higher Education
- Elective HED Courses - 6 hours
- TSOC Requirement - 3 credit hours or HED 8010 History of Higher Education
- Research Methods Requirement- 12 hours
  - RESM 8120 Quantitative II
  - RESM 7330 Qualitative Research I or HED 8910 Introduction to Interpretive Inquiry
  - HED 8920 Adv. Seminar: Quantitative Design
  - HED 8920 Advanced Seminar in Qualitative Research
- Dissertation- 10 hours
  - HED 8930 Doctoral Research Seminar - Concept Paper (3)
  - HED 8930 Doctoral Research Seminar- Literature Review (3)
  - HED 8960 Dissertation (4)

In addition, each doctoral student is expected to:

- Concentrate in the area of specialization (i.e. a major) and pass a written examination (major examination) in the major area of concentration;
- Demonstrate proficiency in tools of research;
- Pass the written major examination and pass an oral examination that covers the relevant coursework;
- Orally present and defend a dissertation proposal in a public forum;
- Orally present and defend a completed dissertation in a public forum.

### Academic Advising Committee

The student is assigned a temporary advisor upon admission to a program. This advisor guides the student in forming a doctoral program committee.

The doctoral program committee shall be formed before the student completes 18 hours of credit. The doctoral program committee has a minimum of three members who are selected from the membership of the graduate faculty of the University. The doctoral program committee is responsible for assisting the student in the development of a plan of study and assuring competence by overseeing the doctoral major exam, and the doctoral program oral.

The plan of study must be approved by the doctoral program committee, the department chairperson, and the associate dean of the college. The plan of study must be filed before 18 semester hours of the doctoral program are completed. After completion of the academic requirements, the student must form a dissertation committee to guide the development of the dissertation.



## Dissertation

The dissertation committee must include a minimum of four graduate faculty members, including one who is not in the discipline major. Members of the dissertation committee may also be members of the doctoral program committee. The student must work closely with the committee to develop a research proposal for the dissertation. Once the committee approves the research design, the student must obtain Institutional Research Board approval before beginning the research study. A public, oral defense of the dissertation proposal and the completed dissertation is required.

## Counselor Education Program

The counselor education program offers a master of arts in counselor education with specializations in school counseling or clinical mental health counseling, and a doctoral degree in counselor education. All counselor education programs are nationally accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

The clinical mental health counseling program prepares graduates for licensure in Ohio as professional counselors or professional clinical counselors and is approved by the Ohio Counselor, Social Worker, and Marriage & Family Therapist Board. Graduates work as counselors in community mental health agencies, hospitals, college counseling centers, or in private practice. School counselors work in K-12 schools. The doctor of philosophy in counselor education prepares graduates as counselor educators in colleges and universities, and as counselors, supervisors or directors in agencies, or as private practitioners. Counselor education programs meet educational requirements for licensure or certification in Ohio, Michigan and most other states.

### Master of Arts in Counselor Education: School Counseling Program

The school counseling specialization prepares graduates to work in K-12 schools. It is accredited by the Council for Accreditation of Counseling and Related Educational Programs and is approved by the Ohio Department of Education. The master's degree in school counseling meets the academic requirements for K-12 school counselor licensure in Ohio and other states. Neither Ohio nor Michigan requires applicants to have teacher certification to be licensed as a school counselor. Applicants expecting to practice outside of Ohio or Michigan should consult that state's department of education to determine current certification or licensure requirements.

## Admission

**The application deadlines are September 15, January 15, or May 15.** To apply to the program, applicants must meet all requirements of the College of Graduate Studies and submit the following materials to the College of Graduate Studies:

- College of Graduate Studies application for the master's degree in school counseling
- Transcripts of an undergraduate degree with a 3.0 or equivalent cumulative grade point average on a 4-point scale for all undergraduate study at all institutions attended.
- An official Graduate Record Examination (GRE) score taken within the last five years is required for persons whose undergraduate GPA is below 2.7. .
  - Applicants holding a doctoral degree from an accredited college or university are automatically excluded from the requirement to submit an official Graduate Record Examination score.
  - Applicants holding a master's degree from an accredited college or university and whose cumulative graduate course work meets or exceeds 3.5 on a 4.0 scale are automatically excluded from the requirement to submit an official Graduate Record Examination score.
- A typed, written personal statement (suggested length 2-3 pages) detailing significant personal and professional experiences that relate to the applicant's decision to pursue a career in counseling (e.g., rationale for seeking degree, commitment to counseling as a profession). The personal statement should also address such topics as the applicant's skills or knowledge, preparation through education and/or experience, strengths and weaknesses, rationale for academic deficiencies, etc.
- A professional résumé
- Three letters of recommendation, at least one of which must address the applicant's academic potential (i.e. from a university faculty member)

To be consistent with national training standards and to ensure sufficient faculty members to advise and mentor students, a limited number of applicants will be admitted into the program each year. As a result, admission is competitive. Applicants who pass the initial screening are required to interview with an admissions committee. For more information or to ask questions, contact Sue Martin, Department Secretary, smartin@utnet.utoledo.edu 419-530-2718.

## Program of Study

The master's degree consists of a minimum of 48 semester hours of study, including a 600 clock hour internship in a school setting. The degree is available for full-time or part-time students.

### Program of study for the Master of Arts in counselor education: school counseling

|                   | Fall Semester                               | Spring Semester                                  |
|-------------------|---|--|
| <b>Year<br/>1</b> | COUN 5110 Career Counseling & Development 3 | COUN5010 Prof Orientation to School Counseling 4 |
|                   | COUN 5120 Individual & Group Assessment 3   | COUN5130 Group Counseling 4                      |
|                   | COUN5140 Counseling Theories & Techniques 4 | COUN5160 Cultural Diversity for Counselors 3     |
|                   | COUN5150 Counseling Across the Lifespan 3   | SPSY5170 Consultation I 3                        |
|                   | <b>Total 13 hours</b>                       | <b>Total 14 hours</b>                            |

|                       |   |   |                                |     |
|-----------------------|---|---|--------------------------------|-----|
| <b>Year<br/>2</b>     | COUN5190 Counseling Practicum           | 4 | COUN6940 Counseling Internship | 8   |
|                       | SPSY5040 Legal & Ethical Issues         | 3 | Elective                       | 3-4 |
|                       | OR                                      |   |                                |     |
|                       | SPED 5000 Issues in Special Education   | 3 |                                |     |
|                       | HSHS6000 Statistics & Research for HSHS | 3 | <b>Total 11-12 hours</b>       |     |
|                       | OR                                      |   |                                |     |
|                       | RESM5310 Educational Research           | 3 |                                |     |
| <b>Total 10 hours</b> |   |   |                                |     |

Note: Many of these classes are also offered in the summer and some are offered through Distance Learning.

### School Counseling Licensure Endorsement Program

Any licensed or license-eligible professional counselor or professional clinical counselor or any student in the clinical mental health counseling program who wants school counselor licensure, but is not seeking admission to the master's degree in school counseling, must apply for admission to the school counseling licensure endorsement program. The application consists of an application form, official transcripts of graduate work in counseling, three letters of recommendation, and a personal statement clarifying the reasons the applicant wishes to become a licensed school counselor. The applicant may be required to appear for an interview. Students must be admitted to the endorsement program before they will be permitted to enroll in the required 600 clock-hour internship.

### Master of Arts in Counselor Education: Clinical Mental Health Counseling

The master's degree in the area of clinical mental health counseling is a prerequisite for licensure as a professional counselor or professional clinical counselor in Ohio and other states. It is accredited by the Council for Accreditation of Counseling and Related Educational Programs and is approved by the Ohio Counselor, Social Worker, Marriage and Family Therapist Board. This degree prepares students to work in mental health agencies, substance abuse agencies, private practice, and a wide variety of settings including hospitals, colleges, and the criminal justice system. Applicants expecting to practice outside Ohio or Michigan should consult that state's counseling board to determine current certification or licensure requirements.

#### Admission

The application deadlines are **September 15, January 15, or May 15**. To apply to the program, applicants must meet all requirements of the College of Graduate Studies and submit the following materials to the College of Graduate Studies:

- College of Graduate Studies application for the master's degree in clinical mental health counseling
- Transcripts of an undergraduate degree with a 3.0 or equivalent cumulative grade point average on a 4-point scale for all undergraduate study at all institutions attended.
- An official Graduate Record Examination (GRE) score taken within the last five years is required for persons whose undergraduate GPA is below 2.7..
  - Applicants holding a doctoral degree from an accredited college or university are automatically excluded from the requirement to submit an official Graduate Record Examination score.
  - Applicants holding a master's degree from an accredited college or university and whose cumulative graduate course work meets or exceeds 3.5 on a 4.0 scale are automatically excluded from the requirement to submit an official Graduate Record Examination score.
- A typed, written personal statement (suggested length 2-3 pages) detailing significant personal and professional experiences that relate to the applicant's decision to pursue a career in counseling (e.g., rationale for seeking degree, commitment to counseling as a profession). The personal statement should also address such topics as the applicant's skills or knowledge, preparation through education and/or experience, strengths and weaknesses, rationale for academic deficiencies, etc.
- A professional résumé.
- Three letters of recommendation, at least one of which must address the applicant's academic potential (i.e. from a university faculty member).

To be consistent with national training standards and to ensure sufficient faculty members to advise and mentor students, a limited number of applicants will be admitted into the program each year. As a result, admission is competitive. Applicants who pass the initial screening are required to interview with an admissions committee. For more information or to ask questions, contact Sue Martin, Department Secretary, at smartin@utnet.utoledo.edu or 419-530-2718.

#### Program of Study

The curriculum leading to the master of arts degree in counselor education with a specialization in clinical mental health counseling consists of a minimum of 60 semester hours. Applicants seeking licensure as professional counselors or professional clinical counselors in Ohio need to insure that at least 20 of their 60 semester hours of study meet the five areas of clinical practice required by the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board.

#### Program of study for the Master of Arts degree in counselor education: clinical mental health counseling

The curriculum leading to the master's degree in counselor education: clinical mental health counseling consists of the following:

#### Program Sequence for Master of Arts in Counselor Education: Clinical Mental Health Counseling

|        | Fall Semester   | Spring Semester  |
|--------|---|--|
| Year 1 | COUN5020 Pro Orient Clinical Mental Health Couns 4<br>COUN5110 Career Counseling & Development 3<br>COUN5120 Individual & Group Assessment 3<br>COUN6240 Diagnosis & Mental Health 4<br><br><b>Total 14 hours</b>   | COUN5130 Group Counseling 4<br>COUN5140 Counseling Theories & Techniques 4<br>COUN5150 Counseling Across the Lifespan 3<br>COUN5160 Cultural Diversity for Counselors 3<br><br><b>Total 14 hours</b> |
| Year 2 | COUN5190 Counseling Practicum 4<br>COUN7540 Advanced Personality Assessment 4<br>HSHS6000 Statistics & Research for HSHS 3<br>OR<br>RESM5310 Educational Research 3<br>Elective 3-4<br><br><b>Total 14-15 hours</b> | COUN6940 Counseling Internship 8<br>COUN6210 Psychopathology 4<br>Elective 3-4<br>Elective 3-4<br><br><b>Total 18-20 hours</b>   |

Note: Many of these classes are also offered in the summer and some are offered through Distance Learning.

## Doctor of Philosophy in Counselor Education

The doctor of philosophy degree (Ph.D.) in counselor education prepares students for careers in community agencies, schools, colleges, universities, and private practice. Opportunities exist within this program to create areas of specialization that are relevant to the academic, professional, or research interests of the student. The program objectives and curricular experiences of the doctoral program reflect an extension of those offered in the master's programs.

### Admission

Persons applying for admission to doctoral study must meet the admission requirements of the College of Graduate Studies, the College of Social Justice and Human Service, and the counselor education program. These requirements include an application for graduate admission, one set of official transcripts from each institution attended showing any and all undergraduate/graduate credits and degrees attained, three letters of recommendation, and a non-refundable application fee that must be submitted to the College of Graduate Studies to begin the admission process.

In addition, counselor education program requirements for admission to the doctoral program are:

- A minimum GPA of 3.5 on a 4.0-point scale for all graduate-level academic work
- A master's degree in counseling from a program that is approved by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). Applicants with degrees from non-accredited programs must demonstrate their equivalency to approved programs or make up any deficiencies that may be present in their training.
- GRE scores (taken within the last five years).
- A résumé and autobiographical statement of three-to-five pages in length
- One writing sample. The writing sample consists of responses to questions about your academic and professional background and goals. The writing sample is designed to determine your writing ability and your suitability to the profession and to the doctoral program. The list of questions as well as other information about the program can be found on the program website.
- A personal interview with program faculty to determine the personal and professional suitability and leadership potential of the applicant. Applicants will be notified if they are selected for an interview.
- Three letters of recommendation, at least one of which must address the applicant's academic potential (i.e. from a university faculty member).

Applicants are interviewed and admitted to doctoral study during the fall, spring, or summer semesters of each academic year.

For more information or to ask questions, contact Christopher Roseman, Doctoral Program Coordinator at 419-530-4064 or email christopher.roseman@utoledo.edu or contact Sue Martin, Department Secretary, at 419-530-2718 or smartin@utnet.utoledo.edu

### Program of Study

The curriculum leading to the doctor of philosophy degree in counselor education consists of a minimum of 60 semester hours. While the degree allows the student to focus on areas of interest, scholarly preparation resulting in a culminating research dissertation is required.

### Program Sequence for Ph.D. in Counselor Education (60 Semester hours beyond Master's in Counseling)

|        | Fall Semester  | Spring Semester  |
|--------|--|--|
| Year 1 | COUN7510 Supervision in Counseling & Sch Psy 4<br>COUN7530 Adv Theories Counseling Interventions 4<br>RESM8120 Quantitative Research II 3<br><br><b>Total 11 hours</b> | COUN7520 Education & Leadership in MH Prof 4<br>COUN8410 Adv Practicum in Counseling Interventions 4<br>RESM7330 Qualitative Research I 3<br>Elective 3<br><br><b>Total 14 hours</b> |

|           |   |  |
|-----------|---|--|
| Year<br>2 | COUN8940 Counseling Internship 4          | COUN8940 Counseling Internship 4             |
|           | RESM Elective 3                           | COUN7930 Doctoral Research Seminar 3         |
|           | Elective 3                                | COUN8480 Adv Training Prof, Legal, Ethical 4 |
|           | <b>Total 11 hours</b>                     | RESM Elective 3                              |
|           |   | <b>Total 14 hours</b>                        |
| Year<br>3 | COUN8960 Doctoral Research Dissertation 5 | COUN8960 Doctoral Research Dissertation 5    |
|           | <b>Total 5 hours</b>                      | <b>Total 5 hours</b>                         |

### Graduate Certificate in Diversity

This certificate consists of 12 hours of coursework. The required courses are as follows:

**HED 5910-909 Diversity Beginnings (4 credit hours):** This course will review and apply diversity-related theory, social and psychological understanding, and interpersonal communication to diversity experiences. The course is designed to cultivate an awareness of diversity through communication in education, work, and social settings. This class is held in the second 8 weeks of Fall Term.

**HED 5960-909 Diversity in Practice (4 Credit Hours):** The course is designed to explore dimensions of diversity in different settings like that in health care. Dimensions of diversity will include global citizenship, socioeconomic diversity, religious diversity, gender and gender identity, LGBTQ, ADA laws, race and ethnicity, successful aging, and harassment and bullying. Through assigned online readings, exercises, discussions, and small group activities you will gain an understanding of specific dimensions of diversity and be able to assess and improve your competency when interacting with others that are different from yourself. This class is held in the last 8 weeks of Spring Term.

**HED 5970-921 Diversity Advancement (4 Credit Hours):** This course is designed for review and application of diversity work as it relates to measurement and diversity analysis. Topic categories include but are not limited to measuring diversity, creating climate surveys, developing diversity plans, and understanding the components of being an effective Chief Diversity Officer (CDO). This class is held in the second 6 weeks of Summer Term.

