

COPPIN STATE COLLEGE



REHABILITATION COUNSELING PROGRAM STUDENT HANDBOOK

Available in Alternative Formats

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Department of Applied Psychology and Rehabilitation Counseling

MASTER'S DEGREE IN REHABILITATION COUNSELING

Coppin State College Accreditation

- Coppin State College (CSS) is accredited by the Middle States Association of colleges and Schools.
- The Teacher Education undergraduate and graduate programs are accredited by the National Council for the Accreditation of Teacher Education and the Maryland State Department of Education.
- The Nursing Program is approved by the Maryland Board of Nursing and accredited by the National League for Nursing and the American Association of Colleges of Nursing.
- The Social Work Program is accredited by the National Council on Social Work Education.
- The Rehabilitation Counselor Education Program is accredited by the Council on Rehabilitation Education.

Mission Statements

Coppin State College Mission

To provide high quality undergraduate and graduate education in the arts and sciences and in professional and pre-professional areas including teacher education, human services, and nursing. Within the University System of Maryland, Coppin State College has the unique mission of focusing on the problems, needs, and aspirations of people of Baltimore's central city and its immediate metropolitan areas.

As a part of that community, the College faces and addresses many challenges. In order to meet these challenges, Coppin State College will continue to develop as a model comprehensive, urban, liberal arts college offering innovative, career-oriented instructional programs designed to serve the needs of the central city, the metropolitan area, the State, and the nation. The College has won national recognition for its pioneering work in urban education.

In fulfillment on its mission, Coppin State College emphasizes academic instruction as its primary purpose but also encourages research and public service endeavors that are in

keeping with its mission and resources.

Rehabilitation Counseling Graduate Program Mission

To provide high quality graduate education in rehabilitation counseling leading to a Master's Degree, which prepares graduate students to be qualified rehabilitation counselors. To provide students with sufficient quality academic and internships, practicum, and experiential opportunities to ensure the provision of high quality professional vocational and other rehabilitation services to individuals with disabilities and individuals with most significant disabilities.

Rehabilitation Services Undergraduate Program Mission

To provide high quality undergraduate education in rehabilitation services leading to a Bachelor's Degree in rehabilitation. To provide students with sufficient quality academic and experiential opportunities to enable the provision of entry level rehabilitation services to individuals with disabilities.

Program Objectives

Rehabilitation Counseling Graduate Program Goals/Objectives

- Training specialized professional personnel in vocational rehabilitation who are able to provide high quality vocational rehabilitation counseling and independent living services to individuals with disabilities, especially individuals with significant disabilities;
- Developing rehabilitation counselors who are trained to address the multidimensional needs of clients from diverse cultural backgrounds;
- Meeting personnel needs for vocational rehabilitation personnel in the State-Federal Program, community rehabilitation programs, and other rehabilitation agencies and organizations;
- Providing opportunities for national certification, state licensure, and for rehabilitation and human services personnel to upgrade skills;
- Meeting professional academic training needs of individuals under the Comprehensive System of Personnel Development according to the Rehabilitation Act of 1973, as Amended, and;
- Preparing vocational rehabilitation counselors to work in varied rehabilitation settings.

Rehabilitation Services Undergraduate Program Goals/Objectives

- Training professional personnel in rehabilitation services, who are able to provide high quality entry level vocational rehabilitation and independent living services to individuals with disabilities, especially individuals with significant disabilities;
- Developing rehabilitation personnel who are trained to address the multidimensional needs of clients from diverse cultural backgrounds;
- Meeting personnel needs for rehabilitation personnel in the State-Federal Program, community rehabilitation programs, and other rehabilitation agencies and organizations, and;
- Preparing vocational rehabilitation personnel to work in varied rehabilitation settings.

Program Academic Requirements - Graduate Program

Admission Requirements

1. Apply to the Graduate Program through Office of Admissions, Coppin State College, 2500 West North Avenue, Baltimore, Maryland 21216-3698.
2. Submit a completed application, official transcript from undergraduate degree granting institution, and all other post-baccalaureate institutions attended.
3. Submit three current letters of reference from current employer, instructors, or other persons who can attest to their character, integrity, and academic potential.
4. Provide results of a recent Graduate Record Examination (GRE) or PRAXIS.
5. Submit all materials by August 15 for the fall semester, and December 15 for the spring semester.
6. Contact and meet with designated Rehabilitation Counseling Program Faculty upon acceptance into the Graduate Program.

Notes: Minimum standard for admission to the Division of Graduate Studies is a grade point average (GPA) of 3.0 on a 4.0 scale in a program of study resulting in the award of a baccalaureate degree from a regionally accredited college or university or an equivalent degree from a comparable foreign institution. The last 60 credit hours are used to determine the GPA.

Graduate programs may admit students who have less than a 3.0 GPA under a Conditional Admission status as determined by the graduate program director.

Decisions are made by the Graduate Admissions Committee which is composed of the Dean and Associate Dean of the Graduate Division in cooperation with Chairpersons of the academic departments.

Areas of Specialization

Other than a Master's of Education degree in Rehabilitation Counseling, students may choose to specialize in one of three areas: (a) Alcoholism Counseling and Addiction Services; (b) Human Resources Management; (c) Rehabilitation Research Training. Additional coursework is required and this varies according to the area of specialization as indicated in the following descriptions.

A. Alcoholism Counseling and Addiction Services

The Alcoholism and Addiction Services specialty area is designed to prepare rehabilitation counselors to work with persons having alcohol and drug related problems. In addition to taking the required courses for the general master's degree in Rehabilitation Counseling, students must take six (18 graduate credits) additional courses.

B. Human Resources Management

The Human Resources Management specialty area is intended to prepare rehabilitation counselors who will qualify for administrative positions in human services agencies. A total of 67 graduate credit hours (which is the equivalent of 18 additional credit hours in the specialty area) is required.

C. Rehabilitation Research Training

The Rehabilitation Research Training specialty area is proposed to introduce students to research and the applications of statistics and methodology. Emphasis is placed on the collection, analysis and interpretation of data for purposes of program evaluation and other research activities. In addition to satisfying the general requirements of the master's of rehabilitation counseling program, students must take six additional courses (18 additional graduate credits).

Note: Specific course requirements for all three specialty areas are delineated in the Coppin State College Catalog.

Residency Requirements

- Degree seeking students must complete a minimum of 21 credit hours on the Coppin

State College Campus.

- Degree seeking students must complete the degree program within seven years from the date of first enrollment with degree status, unless a waiver is provided.
- Regular full-time students must complete a minimum of nine credit hours per semester or 15 credit hours over four summer sessions.
- No student can complete the degree program in less than one year of full-time study.

Regulations for Graduate Program

Information on the following topics may be obtained from the College Graduate Catalog: Grading system, academic standards, cumulative average computation, incomplete grades, Dean's List, auditing, course repetition, attendance, plagiarism.

Conditions

Active degree status is for a period of two years without readmission. If an admitted graduate degree student fails to enroll in a course after a period of two years, the student must reapply for admission as a degree seeking student. Students are not permitted to apply for a degree, graduate, advance to candidacy, or take the comprehensive examination during any semester in which they are not officially enrolled. Students who have completed all coursework may register for *Education 602* - Seminar in Graduate Studies (1 credit) while completing the degree requirements.

Course Requirements

A minimum of 49 credit hours of graduate work (typically 2 1/2 academic years) is required to obtain the Master's of Education in Rehabilitation Counseling Degree. Requirements include course work in three areas of study: Academic studies, clinical work (100 hours), and internship experiences (600 hours).

Students may select one of two research options. Research Option I requires passing a comprehensive examination and the completion of a research paper. The Comprehensive Examination is divided into three sections: Foundation, Core, and Area. Research Option II requires two additional course (Thesis I, Thesis II) and the completion of a thesis. Specific courses are listed in the Coppin State College Graduate Catalog.

Students are responsible for following the prerequisites indicated in the Graduate Catalog. However, general prerequisites for all graduate students include *Education 581* (Statistics in Behavioral and Social Sciences or its equivalent) and *Education 582* (Research in the Social and Behavioral Sciences). *Education 581* is a prerequisite to *Education 582*, and *Education 582* is a prerequisite to *Rehabilitation 509*.

Writing Standards

Generally, college-wide writing standards published in the Writing Standards Document will apply. Copies are available in the bookstore for a nominal charge. Graduate students in rehabilitation counseling are required to follow guidelines in the Publication Manual of the American Psychological Association (APA). Students are required to do original work and plagiarism will not be tolerated.

Independent Study

Independent study may be taken at any time with the permission of the Faculty Advisor, Chairperson, and Faculty member who is to supervise the study. Detailed procedures are included in the Coppin State College Catalog.

Declaration of Major

Students must declare Rehabilitation Counseling as their major prior to being accepted into the graduate rehabilitation counseling program.

Advancement to Candidacy

After earning 12 graduate credits and before earning 21 graduate credits (as no more than 21 credits earned before acceptance to candidacy will apply toward the degree - unless special permission is granted by the Department Chairperson and Dean of Graduate Studies), students will apply for Admission to Candidacy. Advancement to candidacy is accomplished by completing the required form, and program Plan of Study with the Faculty Advisor. Applications packets are then forwarded by the Department Chairperson to the Dean of the Graduate Division, and the Graduate Council for approval.

Clinical Experience and Internships

As a requirement for program completion, students are required to complete 100 hours of clinical experience in the form of a practicum (*Rehabilitation 538*) which is one credit hour. Additionally, 600 hours of internships are expected. The six hundred hours are identified as Internship I, (*Rehabilitation 526*), Internship II (*Rehabilitation 527*), and Internship III (*Rehabilitation 528*). Each of the internship courses is three graduate hours.

Comprehensive Examination

Application for Examination

Applications for the Comprehensive Examination may be obtained from the Graduate Office, Department of Applied Psychology and Rehabilitation Counseling Office, the Dr. Leroy Fitzgerald Rehabilitation Counseling Laboratory, or Rehabilitation Counseling faculty.

Examination Preparation

Students are expected to have completed (or be currently completing coursework) all of the required coursework prior to applying for the comprehensive examination. The Rehabilitation Program faculty offers comprehensive review sessions during the fall and spring and summer semesters to interested students. Students are encouraged to organize student study groups to prepare for the examination. Students eligible to sit for the CRC may (with faculty approval) take the CRC in lieu of the Comprehensive.

Examination Dates

The Comprehensive Examination is offered three times a year, once in the fall semester, once in the spring semester, and once in the summer semester. The test dates are posted throughout the Grace Jacobs Building, in the Dean's office, in the Department of Applied Psychology and Rehabilitation Counseling, and are usually held in the months of November, March, and July.

Institutional Review Board (IRB)

All research conducted at Coppin State College, or by Coppin State students must be approved by the Institutional Review Board. The IRB meets regularly and dates for submission for students expecting to graduate are posted. Specific information and application forms are available on the CSC website using the K drive. Additionally faculty advisors and research faculty advise students on the procedures, and assist with preparation for Board submissions. Faculty are considered the principal investigators.

Program Academic Requirements - Undergraduate Program

Refer to Coppin State College Student Handbook.

Student Advisement and Program Meetings

Student Advisement

Student advisement provides the opportunity for the student to sit down with their faculty advisor face to face. Advisement is recommended at a minimum of once during the fall semester and once during the spring semester and suggested twice per semester. It is the student's responsibility to schedule times with their assigned faculty advisor. The student is required to meet with the advisor prior to registration to plan course schedule, and to also complete a program plan.

A student who has officially declared a major and who has been accepted into a major program is assigned an individual advisor. In the Rehabilitation Counseling Program, the advisor is a faculty member, who works with no more than 20 students.

Advisement generally includes: Assistance in program planning; assistance with meeting policies and requirements in a timely fashion; deciding on a research topic; monitoring progress toward degree completion. Students are required to regularly check bulletin boards and announcements posted outside the offices of rehabilitation faculty for special announcement and special events.

Program Meetings

The Rehabilitation Faculty conducts program meetings designed for all rehabilitation students to come together. The purpose of the biannual meetings is to provide uniform program information, solicit program feedback from students, share pertinent college information, offer advisement, discuss professional issues, and provide networking opportunities. State, regional, national leaders, and experts are periodically present and address the students.

Student Organizations

Chi Sigma Iota International Honor Society (CSI)

Coppin State College has a student chapter of the Chi Sigma Iota International Honor Society. Rehabilitation graduate counseling students with a 3.5 GPA or higher are eligible to apply. The purpose is to recognize outstanding scholars in the counseling profession and to provide a mechanism and forum for scholarly exchanges of information. Applications are available in the Department of Applied Psychology and Rehabilitation Counseling office, from the CSI faculty advisor, or from rehabilitation counseling faculty. In addition to meeting requirements, there is a student fee for admission. Induction ceremonies are held annually in the spring. Other special activities are a part of the activities of the society which are consistent with international operational guidelines.

National Rehabilitation Association

Coppin State College has a student chapter of the National Rehabilitation Association. All rehabilitation students in good standing are eligible to apply. Various student activities are sponsored by the chapter consistent with national guidelines. The purpose is to promote rehabilitation as a profession. Students participate in Maryland Rehabilitation Association conferences and sponsor various rehabilitation activities.

Student Rights and Responsibilities

Equal Opportunity

Coppin State College is in compliance with federal and state regulations regarding non discrimination on the bases of race, color, national origin, religion, sex, marital status, political affiliation, veteran status, disability or other prohibited reason. For further information contact Coppin state Office of Human Resources (410.951.3666).

Grievance Procedures

Graduate students and faculty may appeal to the Graduate Council, through the Graduate Dean, to address any possible grievance within the Graduate Division . The steps for the Appeal procedure are delineated in the Coppin State College Graduate Catalog.

Student Resources, Support Services, and Accommodations

Undergraduate Program Academic Advisement

The Office of Freshman and Undeclared Major Advisement coordinates a program of academic advising which includes individual advising by both professional and peer advisors.

Academic Resource Center

The Academic Resource Center (ARC) is a free academic support service available to all Coppin State College students. Each of the CSC four labs provides basic, intermediate and advanced level of instruction and tutoring.

Financial Aid

Financial Aid information is provided in the CSC Catalog. However, information on available rehabilitation scholarships is provided directly by the Rehabilitation Counseling Program faculty.

Career Development and Cooperative Education Center

The Coppin State College Career Development Center views career planning as a developmental process that must be fostered during the entire period of a student's involvement with the College.

Counseling Services

The Coppin Counseling Center is staffed by professional counselors and para-professional peer counselors, to assist students in developing perspectives which will enable them to take full advantage of their experiences at Coppin.

Services for Students with Disabilities/Accommodations

The Disabled Student and Referral Services Coordinator is located in the Counseling Center on the first floor of the Miles W. Connor Administration Building in Student Development. The Coordinator provides a variety of services to students with disabilities including information, referrals, and special arrangements for on/off-campus services.

The Coordinator provides support and serves as an advocate for students with disabilities. These support services will enable them to access campus and community resources, such as, counseling, academic advisement, assistance with registration, financial aid, library acquisitions, and other services as appropriate. Readers, note-takers, interpreters, and other special aids can be provided, if requested at least six (6) weeks prior to the beginning of a semester. Students with disabilities are to contact the Coordinator.

Undergraduate Seminar

Undergraduate students are required to take Freshman Seminar. The major purpose of the Freshman Seminar is to articulate to new students that the college experience is most appropriately one of self-direction and stimulation. To aid in this process, the College requires that each newly admitted student take a one-semester Freshman Seminar course.

Health Promotion/Wellness Center

The Coppin State College Health Promotion/Wellness Center is staffed by health care professionals and para-professionals, who will provide on-campus emergency services in cooperation with the Office of Public Safety.

Housing and Residence Life

The Office of Housing and Residence Life has spaces available for living on campus in the Flossie M. Dedmond Center for Living and Learning. The 300 bed residence hall, is designed with all the conveniences of home.

International Student Support Services

The philosophy of the Coppin State College Counseling Center's International Student Services Program is to provide an information and support system that will establish and/or enhance the physical, social, emotional, and intellectual growth and development of the international student population.

Student Support Services

The Student Support Services Department provides a number of services and activities designed to meet students' total needs (personal, academic growth, and development).

National Certification and State Licensure

The Rehabilitation Counseling Graduate Program is designed to prepare students to be eligible to take the Council on Certification of Rehabilitation Counselors Examination (CRC). The CSC has been successful in securing a waiver for students who successfully pass the CRC exam to be exempt from taking the Comprehensive Examination (required for Option I Graduate Students). Coppin offers courses, which are required for students to qualify for the Maryland Licensed Clinical Professional Counselor Examination (LCPC).

Dr. Leroy Fitzgerald Rehabilitation Counseling Laboratory

The Counseling Laboratory, named in honor of Dr. Leroy Fitzgerald, former CSC Rehabilitation Counseling Education Program Director is located on the sixth floor of the Grace Jacobs Building. The laboratory is designed with computers and rehabilitation information. Rehabilitation Counseling faculty members have scheduled hours to provide students with assistance with rehabilitation research papers.

Research and Professional Conferences

Students are required to write a research paper or thesis to qualify for graduation. Also, professors are encouraged to include students in conference presentations and attendance.

Rehabilitation Counseling Advisory Board

The Board, which includes a graduate student, provides advice and assists with recruitment, retention, program promotion, and employment. As well, the Board provides regular review and evaluation of program effectiveness (external review).

Rehabilitation Counseling Student Conduct

Rehabilitation Counseling students are to conduct themselves as rehabilitation professionals at all times. Therefore, they are required to become familiar with the *Code of Professional Ethics for Rehabilitation Counselors*. The code is developed and administered by the Commission on Rehabilitation Counselor Certification (CRCC).

Appendix

Graduate Program Forms

Rehabilitation Program Forms

Source Identification: Information provided in this manual was taken from existing CSC resources, including publications, and website pages. Original information is also included. Additional information about the rehabilitation program may be obtained by visiting the Coppin State College web page (www.coppin.edu). Any inquiries regarding the Rehabilitation Counseling Manual should be directed to the Editor, Dr. Michelle P. Pointer (410.951.3516).