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CAMPBELLSVILLE UNIVERSITY
CARVER SCHOOL OF SOCIAL WORK AND COUNSELING
MSC Program Admission Requirement

CRITERIA AND PROCESSES FOR STUDENT ADMISSIONS

Applicants to the MSC Program at Campbellsville University must meet the University's Graduate Council requirements in order to be considered for admission. Requirements are:

1. A bachelor's degree from an accredited institution.
2. Completion of an application for regular admission to the University Graduate School and acceptance by that body. This includes submission of official copies of **all undergraduate and graduate courses taken from respective colleges/universities.**
3. Three letters of recommendation (using the MSC Recommendation Form on page 9 of this handbook) regarding the applicants potential for graduate study.

In addition to making application to the Campbellsville University Office for Graduate Admissions, applicants must complete the application materials required of the MSC Program. Use the following list as a guide for submission.

- Official Transcripts from **all** regionally accredited colleges and universities attended
 - An undergraduate grade point average (GPA) of at least 3.0 is preferred.
 - If the GPA is less than 3.0, a Graduate Record Examination score of at least 850 on verbal and quantitative combined is necessary for program entry.
- An undergraduate college transcript that documents an appropriate background in the liberal arts including:
 - Communications/Language Skills (foreign languages, speech, grammar, linguistics, written communication, media) -- minimum of 6 credit hours.
 - Math/Physical Science (statistics, sciences, chemistry, physics, logic, math) --- minimum of 3 credit hours.
 - Humanities/History (philosophy, religion, arts, government, political science, economics, or literature) --- minimum of 9 credit hours.
 - Human Biology/Anatomy/Physiology --- minimum of 3 credit hours.
 - Natural Sciences, Social and Behavior Sciences (sociology, anthropology, psychology, social psychology, diversity) --- minimum of 6 credit hours.
- A 500-750 word essay that: (see rubric for assessment criteria, (p. 41)

- Demonstrates your understanding of the mission of Campbellsville University and the mission and goals of the MSC Program
 - How your life experiences have prepared you for the counseling program.
 - What characteristics you have that make you suitable for the counseling profession
 - Talk about, at minimum, one issue of your life that absorbs a great deal of your time and attention
- Three professional references (using the form on page 9 of this handbook), with at least one from someone who knows the applicant's academic performance, one who knows the applicant's values and moral character, and one who knows the applicant's potential as a professional helper, with phone numbers for possible follow-up phone interviews.
- TOEFL (international students only) International students must have a 2.3 computer generated or a 550 paper generated TOEFL (Test of English as Foreign Language).
- An interview with MSC faculty and acceptance committee once all application materials are received by the MSC program.

While past professional experiences strengthen an application, no academic credit is given for life experiences.

When the application is complete, a copy is forwarded to the Admissions Coordinator of the Carver School of Social Work & Counseling (Mrs. Misty Willis). A check-sheet is implemented that summarizes all data relevant to the application and provides space for each member of the MSC Admissions Committee to record their comments and recommendations about student acceptance. The Admissions Committee consists of the Dean of the Carver School of Social Work and Counseling and program faculty. Each member in attendance during the student interview recommends one of the following actions:

1. Full acceptance.
2. Conditional acceptance, specifying conditions that must be improved or corrected.
3. Denial

The Dean of the Carver School of Social Work and Counseling reviews the recommendations and when there is a general consensus, submits a recommendation to the University Graduate Council for approval. In cases where consensus does not exist, the MSC program director has final decision and, if needed, further consultation with the committee members independently. The Admissions Office of the Carver School sends a letter to the applicant informing them of the programs decision.

Once approval is granted, the students name is forwarded to the Admissions Office for the assignment of a student identification number and a registration password.

Please submit your packet of application materials to:

Main Campus

Campbellsville University
Carver School of Social Work & Counseling
1 University Drive
Campbellsville, KY 42718-2799
Attn: Mrs. Misty Willis

Louisville Center

Campbellsville University
2300 Greene Way
Louisville, KY 40220
Attn: Mrs. Ardeen Top

Applications may be submitted at any time and are reviewed continually. The Counseling Program allows for open enrollment, meaning that students may enter the program during any graduate term. Applications are reviewed and interviews scheduled once ALL materials are received by the program. In order to register for courses in a desired term of study, the student must complete their application process 30 days prior to the start of a term in order to be considered for the upcoming term. However, they will be reviewed for the term to follow if the 30 days has expired.

CARVER SCHOOL OF SOCIAL WORK AND COUNSELING
Campbellsville University



Application for Admission to the Master of Counseling Program

Submit your packet of application materials to:

Main Campus

Campbellsville University
Carver School of Social Work & Counseling
1 University Drive
Campbellsville, KY 42718-2799
Attn: Mrs. Misty Willis

Louisville Center

Campbellsville University
2300 Greene Way
Louisville, KY 40220
Attn: Mrs. Ardeen Top

Complete the following:

Name _____
Last First M.I./Maiden

Address _____
Street City State Zip

Telephone Number and Area Code _____
Home Work/School

Cell phone _____ Email address: _____

Date of Birth ____/____/____ Age ____ Gender Female Male
month / day / year Circle applicable

Ethnic background:

- White/Non-Hispanic Hispanic
 Asian or Pacific Islander American Indian
 Black/African-American Other

Marital Status:

- Single/Never Married Divorced Separated
 Married Cohabitate with a partner Other _____

Citizenship:

Country of birth: _____ Country of Citizenship: _____
City of birth: _____ Country of legal permanent residency: _____
If not a U.S. citizen, your immigrant status or visa type? _____

Enrollment plans:

Do you plan to enroll: Full time Part time

If enrolling for part time, how many credit hours per term are planned? _____

Personal experience:

Last two paid employment positions held:

_____	_____	_____
Employer	Job title	Date last employed
_____	_____	_____
Employer	Job title	Date last employed

Anticipate term you plan to take your first class:

Year: _____ G2 (Oct-Dec) G3 (Jan-Mar) G4 (Mar-May)
 G5 (June/July) G6 (August/Sept)

Distance:

Round-trip mileage you drive to campus for each meeting: _____

Colleges and Universities attended:

List in chronological order ALL colleges attended or attending. (Please attach official transcript).

Name and location of university conferring your undergraduate degree:

Undergraduate GPA: _____

Have you previously applied to CU? Yes No If yes, when? _____
(Specify dates and program)

Degree/s earned? Yes No If yes, what was your area/s of study? _____

Legal Records:

Do you have any preexisting criminal record which may influence your acceptance in a public or private service agency YES _____ NO _____

If you answered yes, please provide legal charge, conviction date and state in which convicted?

Ability Statement

Do you have a diagnosed learning disability Yes No

If yes, what is the diagnosis and how will it impact your coursework or practicum experience:

Do you suspect that you may have an undiagnosed learning challenge Yes No
If yes, how will it impact your coursework or practicum experience:

Areas of Interest:

Please indicate one or two places you see yourself employed after graduating with this degree?

Do you foresee any challenges that may impact your success in completing the MSC degree:

Computer access

Do you have access to high speed internet Yes No

Do you have a webcam for your computer Yes No

Do you have a microphone for your computer Yes No

If no to any answers in the computer access category,
can you acquire the needed technology Yes No

Letters of recommendation:

Please list the names, addresses and telephone numbers for the three individuals you have requested to make recommendations for you. These recommendations should come from individuals who are able to address your potential to succeed in graduate studies, who know your values and moral character, and who can assess your potential to become a professional counselor. Their recommendations must be submitted on the "Reference for Admission to the Master of Counseling Program" form that is provided in your application packet.

1. Name _____

Occupation _____

Address _____

Telephone # _____

2. Name _____

Occupation _____

Address _____

Telephone # _____

3. Name _____

Occupation _____

Address _____

Telephone # _____

CARVER SCHOOL OF SOCIAL WORK AND COUNSELING
Campbellsville University



Reference for Admission to the Master of Science in Counseling Program

To be completed by applicant:

Name _____

The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. This law also permits the student to sign a waiver relinquishing the right to read this reference. Please indicate your choice.

I waive my right to read this reference. _____
Signature Date

I **do not** waive my right to read this reference. _____
Signature Date

To be completed by the reference completing this form:

Name _____ Date _____

Occupation or Title _____

Address _____

City _____ State _____ ZIP _____

Please rate the applicant on the following qualities. Circle the appropriate number. 5=excellent, 4=above average, 3=average, 2=below average, 1=poor and #=No Knowledge.

Assumes responsibility for own behavior and learning	5	4	3	2	1	#
Intellectual curiosity	5	4	3	2	1	#
Written communication skills	5	4	3	2	1	#
Responsibility/dependability	5	4	3	2	1	#
Ability to work collaboratively	5	4	3	2	1	#
Ability to succeed in graduate studies	5	4	3	2	1	#
Values and moral character	5	4	3	2	1	#
Potential to counsel	5	4	3	2	1	#

Please respond to the following items:

1. Please comment as to the applicant's ability to succeed in graduate level studies.

2. Briefly describe this applicant's strengths and weaknesses as a potential counselor.

3. Please comment on the values and moral character of the applicant.

4. How long have you know this applicant and in what setting?

Additional comments

Recommendation:

- Recommend highly
- Recommend with reservations
- Recommend
- Do not recommend

Name of Respondent _____ Date _____
(print)

Signature of Respondent _____
(signature)

Please return to:

Campbellsville University
Graduate Studies Admissions
Master of Science in Counseling Program
1 University Drive
Campbellsville, KY 42718-2799

Campbellsville University
Graduate Studies Admissions
Master of Science in Counseling
2300 Greene Way
Louisville, KY 40220

Historical Overview

Campbellsville University

Campbellsville University was founded in 1906 by the Russell Creek Baptist Association as the Russell Creek Academy. The Academy grew and expanded with the improvements both in curriculum and facilities. In 1924, the institution was renamed Campbellsville College and in 1933 joined the Kentucky Association of Colleges and Secondary Schools. In 1949, the College was accredited by the Southern Association of Secondary Schools and Colleges as a junior college. In December 1963, the College received membership in the Southern Association of Colleges and Schools as an accredited liberal arts college. In 1996, Campbellsville College advanced to University status. The University currently awards a variety of associate, baccalaureate, and master's degrees.

In the fall of 2010 the University had 128 full-time and approximately 182 part-time faculty. Sixty-seven percent of the full-time faculty held terminal degrees in their disciplines. In the fall 2010 enrollment, 3,431 total students included individuals from 36 states and 37 foreign countries. The student/faculty ratio in 2010 was 12:1. Our Louisville Center had 269 students enrolled in various program with the fall 2010 Counseling program enrollment consisting of 32 students.

Campbellsville University is a comprehensive co-educational institution located in Campbellsville Kentucky with satellite locations in Louisville, Somerset, Hodgenville, Russell Springs, Northern Kentucky, Pineville and other locations within the state. Affiliated with the Kentucky Baptist Convention, the University promotes the liberal arts tradition, Christian values, and a quality education. Campbellsville University views counseling as a part of its responsibility and mission to the students, the community, and society.

Campbellsville University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, bachelors and masters degrees. Contact the Commission on Colleges at 1866 Southern

Lane, Decatur, Georgia 30033-4097 or call 404-679- 4500 for questions about the University's accreditation. Campbellsville's music program is accredited by the National Association of Schools of Music (NASM). The teacher preparation program is approved by the Education Professional Standards Board (EPSB) for teacher education and certification and is accredited by the National Council for Accreditation for Teacher Education (NCATE). The NASDTEC Interstate Contract provides opportunity for graduates to earn teaching certificates in other states, although there may be applicable conditions. The Baccalaureate Social Work Program is accredited by the Council on Social Work Education (CSWE) and the Masters in Social Work is in Candidacy for Accreditation with CSWE. The School of Business and Economics is accredited by the International Assembly of Collegiate Business Education (IACBE).

The university is a member of the American Council on Education (ACE), the Association of Independent Kentucky Colleges and Universities (AIKCU), the Association of Southern Baptist Colleges and Schools (ASBCS), the Coalition for Christian Colleges and Universities (CCCCU), the Cooperative Services International Education Consortium (CSIEC), the Council for the Advancement for Small Colleges (CASC), the Kentucky Independent College Fund (KICF), the National Association of Independent Colleges and Universities (NAICU), and the Council on Social Work Education (CSWE).

The Carver School of Social Work and Counseling

In December of 1997, Campbellsville University, through contractual agreement with the Southern Baptist Theological Seminary, purchased the Carver School of Church Social Work. This purchase included the Carver name, the library holdings, the educational materials utilized by the Masters of Social Work program, the continuation of the heritage that began by the Carver School of Missions prior to its merger with the Seminary in 1963 (Mylum, 1988) and the philosophical foundation for providing Christian Social Services as both a professional and a Christian in an educational setting.

In 2005, Campbellsville University's Carver School established its first Masters in counseling program. In 2007, the program expanded to the Louisville Extension Center and in the fall 2008, the Carver School began offering the Masters in Social Work at their home campus in Campbellsville Kentucky. The Carver School continues to work toward academic excellence and the development of Counselors working within a Christian-Servant Leadership framework.

While enrolled in the counseling program students are expected to examine the philosophical underpinnings that religion, spirituality, philosophy, classical theory, social situation, media, biology, and knowledge, contribute to our understanding of mankind. In this process, students are stimulated and challenged, using various methods of instruction, to broaden their thinking and interaction with individuals, couples, and families. Our efforts prepare graduates to identify, evaluate, develop and explore thoughts and behaviors of them self and those for whom they provide counseling services.

Mission and Goals

The Campbellsville University Mission

Campbellsville University is a comprehensive Christian institution that offers both undergraduate and graduate programs. The university stresses academic excellence solidly grounded in the liberal arts, personal growth, integrity, and fellowship within a caring environment. The university seeks to prepare students to enrich their own lives through life long learning, to contribute to the respective disciplines through continued scholarship, and to improve society as Christian servant leaders.

The Carver Master in Counseling Mission

The mission of the Master of Science in Counseling (MSC) is to enhance career opportunities and prepare graduates with the knowledge and skills to counsel in a variety of occupational venues. The basic **generalist** curriculum (36 credit hours) provides a foundation for academic, career, and non-clinical counseling. It is not a degree to prepare graduates for licensure. However, the

generalist curriculum provides a foundation for students seeking the marriage and family track with the addition of 12 credit hours of specialized coursework. The marriage and family curriculum is a 42 hour degree program that prepares graduates to seek licensure as counselors in Kentucky and various other states.

The instruction in the counseling program melds the qualifications of three different disciplines. The MSC is offered by Psychology, Social Work, and Christian Studies faculty, academically and experientially qualified to teach the counseling curricula.

The MSC Program operates within the context of values that are consistent with our Christian University and the ethical codes of the counseling profession. The values of MSC program follows:

Program Values

As a graduate of the MSC Program I expect to serve:

- A Christian commitment to act and serve responsibly with a focus on the greater good of mankind.
- The promotion of ethical and competent counseling practices
- A commitment to personal growth and Christian servant leadership
- A respect for diversity among people and other cultures
- A commitment to empower clients and client systems
- Using a systems perspective for problem solving within individuals, families and groups
- As a life-long learner and grow as a professional counselor in my service

MSC Program Objectives

Guided by the MSC values, graduates of the program will achieve the following objectives:

1. Complete the curriculum and demonstrate the competencies required for counseling
2. Demonstrate the ability necessary for generalist counseling
 - To prepare generalist counselors for career advancement;

- To prepare graduates with the knowledge and skills to counsel individuals, families, and groups.

3. Practice counseling ethically;

4. Make contributions to their communities, churches, government agencies, and society through counseling services.

This interdisciplinary MSC curriculum is instructed in a combined evening and online format to accommodate students who are working in full-time employment. The curriculum is delivered in a sequence of eight week terms (including the option of Field Education in the summer).

Generalist Degree Program

The Master’s of Science in Counseling (M.C.S.) includes a 24 credit-hour core curriculum that provides two advanced tracks to accommodate student interest and prepare servant leaders in the counseling profession. The MSC degree does not require a thesis; however, the successful completion of a comprehensive examination is required for graduation.

The Generalist Counseling degree is a 36 credit-hour program that is structured as follows:

Counseling Core 24

COU500 Counseling Theories and Practice I 3

COU520 Human Development 3

COU523 Counseling Skills..... 3

COU550 Counseling Theories and Practice II 3

COU560 Psychopathology 3

COU570 Cultural Competencies..... 3

COU581 Ethical, Legal, and Professional Issues 3

COU530 Research Methods..... 3

Electives 9

Practicum (150 clock hours) 3

This generalist track is appealing to Human Service professionals, Christian Studies, Psychology, Sociology, Social Science, and Social Work students who have an interest in attaining a master’s degree, but are not interested in seeking the credentials required for licensure in the state of

Kentucky. The graduates with the generalist MSC degree (36 credit hours of coursework) are qualified to provide career, academic, and other non-mental health counseling activities. The MSC graduate, completing the generalist degree, is not qualified to establish a private practice or independently bill service consumers as a professional counselor in Kentucky or states having licensure laws which limit the use of this degree.

Marriage and Family Counseling Track

Students interested in marriage and family counseling may seek the Marriage and Family Counseling track. This track of emphasis requires students to successfully complete an additional 12 credit hours of coursework (including practicum) beyond the core curriculum. This additional curriculum includes coursework compulsory by the Kentucky Board of Marital and Family Therapy. The Kentucky Board of Marriage and Family recommend this coursework as outlined in KRS 335.330(3). This area of study is designed to prepare graduates with the knowledge and skills to counsel individuals, couples and families. Students successfully completing the Marriage and Family Counseling emphasis may seek certification as a Marriage and Family Therapist in the state of Kentucky once all prerequisite requirements (as outlined in KRS 335.300 to 335.399) of the Kentucky Board of Licensure of Marriage and Family Therapists have been fulfilled. If a student knows prior to beginning his/her studies that they plan to seek licensure in a state differing from Kentucky, then the student is responsible for seeking and acquiring the respective states policy mandating licensure. Once a written request is made to the MSC program for special consideration and a written approval granted by the Graduate Committee, the faculty advisor assigned to the respective student will work in conjunction with the student to devise a plan that will meet the respective states licensing requirements.

The MSC degree, with an emphasis in Marriage and Family Counseling (MFC), requires students to successfully complete the generalist core (24 credit hours), the MFC core (12 credit hours of specified coursework) and practicum (6

credit hours; students may qualify to begin this practicum once 18 or more hours of coursework have been completed) structured as follows:

MSC Counseling Core 24

COU500 Counseling Theories and Practice I	3
COU520 Human Development	3
COU523 Counseling Skills.....	3
COU550 Counseling Theories and Practice II	3
COU560 Psychopathology	3
COU570 Cultural Competencies.....	3
COU581 Ethical, Legal, and Professional Issues in Counseling.....	3
COU530 Research Methods.....	3

Marriage & Family Cognate Core (MFC) 12

COU 515 Introduction to Family Studies.....	3
COU 516 Marriage and Family Counseling II	3
COU 517 Marriage and Family Counseling III	3
COU 624 Child and Adolescent Counseling	3

Practicum (300 clock hours)..... 6

Program Dissemination

All MSC courses are taught in the evenings or online by a team of doctoral faculty from four interrelated and complimentary disciplines: Christian Studies, Psychology, Sociology, and Social Work. At least one-third of the curriculum is taught online to accommodate the adult learner. Instructors include:

Instructional Faculty

Darlene Eastridge, Dean, Carver School of Social Work & Counseling

BS Campbellsville College – Sociology, Psychology
 MAEd Western KY University – Counseling Education
 MSSW University of Louisville – Social Work
 PhD University of Louisville/University of Kentucky - Social Work

Eric Bruns, Psychology

BA Indiana University - Psychology
 MA University of Houston Clear Lake – Behavioral Science
 PsyD Spalding University – Clinical Psychology

Leigh Conner, Theology - Counseling (LEC)

BA Eastern Baptist College, Mathematics

MDiv Southern Baptist Theological Seminary, Psychology & Pastoral Care
Diploma, Medical College of Virginia, Patient Counseling
ThM Southern Baptist Theological Seminary, Psychology and Pastoral Care
PhD Southern Baptist Theological Seminary, Psychology / Pastoral Counseling

Japheth Jaoko, Social Work

BA Pan Africa Christian College – Bible & Theology
MA Asbury Theological Seminary – Counseling
MA Criswell College – Christian Leadership
PhD University of Texas at Arlington – Social Work

Scott Wigginton, Theology - Counseling

BA Western Kentucky University
MDiv Th.M & PhD, Southern Baptist Theological Seminary

Michelle Tucker, Social Work

BSW Campbellsville University – Social Work
MSSW University of Louisville – Social Work
PhD University of Louisville/University of Kentucky – Social Work

Kellie Cody, Counseling and Social Work

AAS Kalamazoo Valley Community College-Business Administration
BS Western Michigan University – Social Work
MSW University of Michigan – Social Work
PhD Western Michigan University – Interdisciplinary Health Sciences

Candace Hansford, Social Policy

BA Cumberland College
MSSW Southern Theological Seminary – Social Work
PhD The Ohio State University – Social Work

MSC Program Policies

Unconditional Admission

- Applicants must complete and submit the University's graduate application form
- Applicants must complete and submit the Carver School graduate application for the MSC program
- Applicants must submit official transcripts of all college work from accredited institutions (both undergraduate and graduate) confirming a minimum overall undergraduate grade point average of 3.0 on a 4.0 scale
- Applicants that do not meet the required GPA of 3.0 should have a submitted and filed GRE aptitude score of 850 [combined verbal and quantitative scores] with the admissions office
- Applicants have three very good recommendations using the standardized counseling program recommendation form as defined in the application packet
- International students must have a 2.3 computer generated or a 550 paper generated TOEFL (Test of English as Foreign Language).

Provisional Admission

Applicants not meeting all of the above prerequisites will be considered for acceptance with final approval based upon the recommendation of the MSC Graduate Committee and the institutional Graduate Council. Students conditionally accepted will:

- Maintain a GPA of 3.0 or better while in the graduate program
- *Have their course performance assessed (each term) by their advisor who will report progress to the Dean

*The MSC admissions coordinator will assign an advisor to approved candidates of the program.

Admission Notification

Applicants will receive a written letter of notification once all admission materials are received and reviewed and the Graduate Council recommends full

or provisional acceptance. Students not meeting admissions criteria will be provide notification.

Students Rights and Responsibilities

All students enrolled in programs provided by the Carver School of Social Work & Counseling at Campbellsville University have the right:

1. To be treated with dignity and respect:
2. To fair and impartial treatment relative to issues of admission, continuance and termination in the social work program:
3. To inclusion in the decision-making process related to curriculum and program issues through the student representative to the division:

All students have a responsibility:

1. To uphold their respective professional code of ethics;
2. To be an active participant in the learning process and the development of the professional self which includes values, attitudes, self-awareness and professional skills.
3. To sign and provide a promissory agreement with the program (Appendix B). The signature pledges your commitment to provide the program your employment location and responsibilities for a period of not less than three years after graduation. This information is kept within a secure, password protected computer, and used only for assessment purposes. The data requested does not include social security number, but it does include, date of birth, age at graduation, race, gender and your student ID, contact information, agency name, supervising employers name, location of employment (address), work activities, and your willingness to supervise a student in the future if requested. The information is kept for immediate and future evaluation and is not shared with the Alumni Office or the Business Office.

Grade Point Average

After acceptance into the MSC program, if a student's cumulative GPA falls below 3.0 he/she will be placed on program probation. The MSC Program will allow the student one term to bring the grade point average back to the

required 3.0 minimum. If the student does not meet the 3.0 minimum GPA requirements at the end of the probationary term, he/she may be terminated from the program and disallowed future course enrollment. If the student wishes to re-enter the MSC program, he/she must raise his/her GPA to 3.0 or higher as a non-degree seeking student and reapply to the Admissions Committee once the required GPA is attained. The only appropriate reason for appeal of dismissal due to academic reasons is when a grade lower than a C is directly attributed to an event of an acute, non-academic nature. In this event, the student may pursue the appeal procedure outlined in this manual. Students noted to have a history of academic deficiencies; academic violations or incompatible ethics may be refused re-entry into the program.

Non-Academic Behavior

Students, at a minimum, are expected to follow the University behavioral conduct of code (see Appendix C). In addition, students are expected to adhere to the American Counseling Associations and/or American Association for Marriage and Family Code of Ethics (<http://www.counseling.org>). Students accused or suspected of violating the University Code and/or the ACA/AAMFT Code of Ethics will be referred to the University Judicial Council and/or the Graduate Committee for review. Sanctions may range from a verbal reprimand to University dismissal, dependent upon the severity of the violation.

The following constitute examples for which termination from the program will be seriously considered:

1. Violation of the intent/spirit of the ACA/AAMFT Code of Ethics and professional counseling values. For example, if there is:
 - a) Failure to respect the dignity and promote the welfare of clients.
 - b) Intentional harm to client's, peers or research subjects.
 - c) A professional relationship boundary violation/s.
 - d) Plagiarism
2. Impaired performance secondary to alcohol and/or substance abuse.
3. Criminal conviction.

If the MSC Program Committee identifies issues of concern related to student performance as described above, the student will be notified in writing of the issues of concern and will be invited to present his/her views to the committee, depending upon the nature of the issue. Decisions of the committee may include:

1. Continuance in the program
2. Provisional continuance in the program; continuance will be permitted provided specific criteria are met within a specified time frame. The criteria will be specified in writing and a follow-up meeting will be held to consider whether the criteria have been met.
3. Termination from the counseling program.

Appeal of Non-Academic Behavior Sanctions

The student dissatisfied with the decision of the committee may file a grievance as follows:

If a student wishes to file an appeal of a decision made by the MSC Program Committee for issues such as program continuance or termination, the student must file a written grievance, submit it to the Dean of the Carver School of Social Work and Counseling and schedule a hearing with the MSC Program Committee. The student is encouraged to include a fellow student or faculty member of their choice to accompany them at the appeal. No legal council is necessary or permitted. The MSC Program Committee will send written request for the Universities Vice President of Academic Affairs to participate in the appeal as well. The Vice President of Academic Affairs serves as an advocate for the University.

Course Policies

Student Class Participation and Attendance

Students are required to attend **ALL** class sessions. Professional functioning typically involves collegial sharing and peer support. By being present in class students develop a commitment to, and a skill in, mutual problem solving. Each class builds on previous material, which further enhances the need for consistent attendance. A professional degree trains students to become

professionals in the workplace. It is important for students to begin practicing a good work ethic in the classroom that will be essential for field practicum and later employment. For this reason, class attendance is mandatory.

Classroom Behavior

Students are expected to learn collegiality and to develop listening skills. Professional collegiality demands respect for another's viewpoints and statements. Listening is both a skill and an art that requires ongoing practice. In class and in the field, students are expected to demonstrate collegiality, respect and the ability to listen and hold confidences. Side conversations, dozing, texting, using technology for non-coursework, doing homework, etc., while an instructor, guest speaker, or fellow student is talking is impolite and inappropriate. Students conducting impolite or inappropriate activities may be asked to leave the classroom or have points deducted from course grade.

Student Papers

Effective written expression is essential for professional practitioners whose records often decide a client's fate, as in court and medical cases. Thus, students are expected to always present their ideas clearly and properly. Grammar, punctuation and spelling are to be correct in all papers submitted. Papers are to be typed, double-spaced and conform to professional American Psychological Association (APA) standards of writing. Papers not conforming to these standards of style and exactness will be returned without a grade. Papers demonstrating serious deficiencies in common English usage will also be returned without a grade.

Academic Dishonesty

Academic dishonesty falls into one of two categories: cheating and plagiarism. (a) Cheating is the violation of classroom rules of honesty with respect to examinations and assignments. Any student helping another student cheat is as guilty as the student assisted. Students found guilty of cheating will receive a failing grade of F for the course. (b) According to the Carver School of Social Work & Counseling, plagiarism is defined as representing or repeating the words or ideas of someone else as one's own in any academic exercise.

Therefore, all of the writing that you do for this course must be your own and must be exclusively for this course, unless the professor stipulates differently. Pay special attention to the accuracy of the quotations, paraphrases, summaries, and documentation practices you use in your assignments. If you have any questions about plagiarism, please ask your professor. If you plagiarize, your professor reserves the right to grant you a failing grade for the assignment or the course, and your situation will be reported to the Dean of the Carver School of Social Work.

Late Assignments and Exams

Students are expected to submit assignments at the beginning of the class period on the identified due date. Late work policy will be determined for each course by the respective professor. Catastrophic circumstances that might occur on an exam day will be individually evaluated by the professor but only causes of catastrophic reasoning will be allowed a make-up opportunity.

Incomplete Grades

When a student is unable to complete all requirements for a course by the end of the term, an incomplete grade assignment may be appointed by the instructor. The individual instructor teaching the course will determine the date an incomplete must be completed, not to exceed six months in duration. The student will sign an Incomplete Agreement Form describing the course requirements that need to be completed for the issuance of a final grade. A student should see the instructor to request an incomplete grade and to make arrangements for completing course requirements by the deadline set by the instructor. This request for the incomplete will be submitted to the Dean of the Carver School and made a component of the students' permanent record. A student who does not complete required assignments may, at the discretion of the instructor, receive a failing grade (F) for the course.

Grievance and Appeals

Academic grievances regarding a grade the student feels he/she received unjustly should follow grievance procedure as follows:

If satisfactory resolution between a student and professor over a course grade is not achieved the student may appeal the course grade to the Graduate Council following consultation with 1. his/her professor 2. the MSC department chair and/or dean. Such an appeal must be submitted in writing to the Vice President for Academic Affairs within one academic term (8 week) of the time the course is completed. The Graduate Council will then determine whether a hearing is necessary. If a hearing is necessary, the Graduate Council, the student and the course professor will hear the appeal. The decision of the Graduate Council is final.

Field Practicum placement issues and concerns and/or appeals should be submitted to your Field Education Instructor in writing. The previous procedure is to be followed if the student wishes to pursue the grievance to an advanced level.

Affirmative Action

The Carver School of Social Work & Counseling is committed to Affirmative Action and providing equal educational opportunities without regard to race, ethnicity, nationality, gender, sexual orientation, age, creed, disability, religion or political affiliation. The university does not discriminate on the basis of any of the aforementioned characteristics in policies relating to student admissions, scholarship and loan programs, or other school-administered programs.

Transfer Credit

A maximum of 9 semester hours of graduate credit may be transferred from another regionally accredited graduate institution if those credits are deemed equivalent to the course requirements of this graduate program. Transfers must be approved before beginning coursework in this program. Approval of transfer credits may be granted after an examination of the transfer request (accompanied by appropriate documentation) by the dean or the Louisville Extension Center MSC director. Transfer courses must be full-term courses from a regionally accredited institution of higher education (SACS, MSCHE, etc) and not workshops. Workshops are not accepted as graduate courses. While workshops are valuable for increasing knowledge, a collection of

workshops is not acceptable for university credit. When entering the graduate program, students are pledging their commitment to complete this program as designed.

Life Experiences

No credit is given for life or work experiences. No credit is given for field or practicum activities that occurred prior to the completion of 18 credit hours in the MSC program.

Field Practicum

The Master of Science in Counseling requires field practicum experience for each track, varying in hours dependent upon the track selected by the student. The generalist track requires 150 clock hours of field experience. The marriage and family track requires 300 hours of direct client contact. The M & F track requires an onsite supervisor who is licensed to counsel by the state where the field practicum is conducted. Certified counseling supervisors are not acceptable; only supervisors licensed for independent practice as a LMFT, LCSW, LPCC or as a Psychologist at the doctorate level are acceptable site supervisors.

Students may begin their practica experience after they have successfully completed 18 credit hours in the counseling program. Prior to beginning the experience they must obtain approval of their academic field education supervisor for the adequacy of the field agency and the field agency supervisor. Students are assigned a Field Instructor by the Dean of the Carver School of Social Work & Counseling, dependent upon the teaching loads of the instructors.

Field Case Conferencing

Students are required to meet with a Field Instructor weekly for case conferencing. All students enrolled in Field Practicum are required to meet with their Field Instructor weekly to conference and present cases for discussion and faculty oversight. These conferences may occur face to face or through technology, dependent upon the arrangements of the instructor and student. Dependent upon the number of students assigned to the respective Field Instructor, the conferencing may occur in group or an independent nature.

Case conferencing is a requirement of the field experience and students are responsible for any additional technology fees or transportation to campus and field sites.

Alumni Survey

The program intends to use an alumni survey to assess graduates. The alumni survey provides information as to how the student is practicing social work, what position graduates hold within their agency/organization, their current volunteer/mission activities, their rating of their MSW preparation, their current status toward licensure, whether they have pursued supervision or doctoral studies, their use and skills in research since graduation, their advocacy efforts since graduation, their service populations and interaction with populations-at-risk (domestic and foreign, regardless of age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex and sexual orientation), what opportunities they have had to intervene with issues of oppression and others as deemed beneficial as the program continues to fine tune this instrument.

Graduation Requirements

The Master of Science in Counseling is a non-thesis degree that requires the successful completion of 24 core credit hours of coursework and the completion of one of two tracks of emphasis for graduation. In addition, all MSC graduates must successfully complete a comprehensive examination consisting of core curricula and respective emphasis area content. Students are eligible to take the comprehensive exam once foundation coursework is satisfactorily completed.

Students must pass the comprehensive examination prior to graduation. If the student does not successfully pass (70% or higher) the comprehensive examination in their first attempt, the student may take an oral examination of similar rigor and content within 30 days. Students unsuccessful in the oral examination are required to complete a written mini-thesis (approximately 50 pages of written material) within 6 months of notification by the student's academic advisor. Content and topic of the thesis requirement are decided jointly

between the student and the student’s academic advisor or committee chair (when differing). A thesis faculty mentor will be assigned and a committee selected from qualified faculty. If the student is unsuccessful in this final process of assessment, they are dismissed from the program without a degree.

CURRICULUM

Option 1: Generalist Counseling (36 credit hours)

This area of emphasis consists of successfully completing 24 credit hours of core requirements that are taught by an interdisciplinary team of doctorate level educators. In addition, students must successfully complete 3 credit hours of supervised Practica (150 clock hours), and successfully complete 9 credit hours of elective coursework at the 500 or above level.

Counseling Core	24
COU500 Counseling Theories and Practice I	3
COU520 Human Development	3
COU523 Counseling Skills.....	3
COU530 Research Methods.....	3
COU550 Counseling Theories and Practice II	3
COU560 Psychopathology	3
COU570 Cultural Competencies.....	3
COU581 Ethical, Legal, and Professional Issues	3
Electives	9
Practicum (150 clock hours)	3

Option 2: Marriage and Family Counseling (42 credit hours)

This area consists of successfully completing 24 credit hours in the counseling core, 12 credit hours in the Marriage and Family Counseling cognate area, and 6 credit hours of practicum (300 clock hours). All coursework must be at the 500 or above level.

MSC Counseling Core	24
COU500 Counseling Theories and Practice I	3
COU520 Human Development	3

COU523 Counseling Skills.....	3
COU530 Research Methods.....	3
COU550 Counseling Theories and Practice II	3
COU560 Psychopathology	3
COU570 Cultural Competencies.....	3
COU581 Ethical, Legal, and Professional Issues	3
Marriage & Family Cognate Core.....	12
COU515 Introduction to Family Studies.....	3
COU516 Marriage and Family Counseling II	3
COU517 Marriage and Family Counseling III	3
COU624 The Child and Adolescent.....	3
Practicum (300 clock hours).....	6

COURSE DESCRIPTIONS FOR THE MASTER OF SCIENCE IN COUNSELING

Required Core Courses

COU500 Counseling Theories and Practice I (3 hours)

This course is a survey of the major theoretical systems of counseling and psychotherapy. Specific application of theoretical principles will be investigated, analyzed and described regarding therapeutic intervention. Course content includes an emphasis in systems theory, development of basic counseling techniques, philosophy, principles, and skill development through the video-stimulated recall (VSR) method where students critically interacting with each other in reflection and integration of theory and practice for individuals, groups, and family systems.

COU520 Human Development (3 hours)

A thorough survey of the specified divisions of the life cycle from early childhood to death will be detailed in this course. Topics include life-cycle theories of development, developmental tasks, normal-abnormal behavior, models of moral, intellectual, social and physical development and learning theories will be explored. Counseling strategies for specific concerns in the life cycle will be emphasized.

COU523 Counseling Skills (3 hours)

This course will study the dynamics of marriage and family relationships with emphasis on understanding and assessing their structure and function through a family systems approach. Attending to family developmental life cycle issues, students will learn ways in which counselors may approach marriage and family counseling as a creative, preventative, and healing enterprise. Both theory and techniques of marriage and family counseling are presented and integrated with careful attention given to psychological, systemic, and theological perspectives.

COU530 Research Methods (3 hours)

This course is an introduction to research methods and their application to research problems with emphasis on the conceptualization, design, completion, and evaluation of research in counseling. Course content includes an emphasis on the formal descriptions of the interaction between persons and their environments, presentation of a wide variety of designs, analyses, and conceptual approaches. Both quantitative and qualitative methods will be presented in the context of carrying out individual research projects.

COU550 Counseling Theories and Practice II (3 hours)

This course develops advanced counseling techniques. Course content includes further psychological perspectives on modern psychodynamic, family, group, and crisis intervention forms of counseling and psychotherapy; theories and practice of brief forms of therapy as well as long-term methods of treatment; and cross-cultural and gender factors influence the conduct of counseling the development

of theories. Through the focus on these counseling approaches-techniques, students' will begin to identify and personalize their own theoretical approach through development, demonstration, and integration of the theories.

COU560 Psychopathology (3 hours)

This course is an overview of contemporary perspectives on child and adult psychological disorders. Course content includes: Training in the use of the DSM-IV diagnostic system; examination of the role of culture, ethnicity, gender, and social class in symptom formation and the experience of illness and critical examination of these issues in clinical application of the DSM-IV.

COU570 Cultural Competencies (3 hours)

This course is designed to address societal changes, influences and trends, human roles, societal subgroups, social mores, and diversity of life-styles. Other course content includes social change and individual/societal responses, multi-cultural issues, religion, racial issues, ethnicity, gender issues, sexual preference, aging issues, subgroup cultural communication patterns, and methods of addressing the provision of counseling services for these diverse groups.

COU581 Ethical, Legal, and Professional Issues (3 hours)

This course provides an in-depth study of professional ethics, legalities, and professional issues relating to the professional practice of counseling.

COU690 Practicum (3 credit hours)

A field-based counseling experience supervised by a qualified licensed counseling professional at a site selected by special arrangement with the student, the program director, and a professional counseling agency. This placement must allow direct counseling contact between the student and consumers of marriage and family counseling services. The practicum includes all activities performed under therapeutic supervision. It provides the students with an opportunity to develop and apply clinical diagnostic skills and counseling skills in a practical setting. Prerequisites: Successful completion of 18 credit-hours of core coursework and permission of program director.

The Generalist Counseling emphasis requires three electives that may be chosen from the following:

COU514 Rural Counseling (3 hours)

This course presents an introductory level overview of theory, research, values, and practice of counseling within the rural area. Additional course content includes person-environment interactions and societal and cultural impacts upon individual who live in the rural area and rural community functioning.

COU515 Introduction to Family Studies (3 hours)

This course will study the dynamics of marriage and family relationships with emphasis on understanding and assessing their structure and function through a

family systems approach. Attending to family developmental life cycle issues, students will learn ways in which counselors may approach marriage and family counseling as a creative, preventative, and healing enterprise. Both theory and techniques of marriage and family counseling are presented and integrated with careful attention given to psychological, systemic, and theological perspectives.

SWK575 Policy & Practice (3 credits)

This interactive course will examine current social welfare policy and explore how social workers can become agents of change at the local, state, national, and international level. Historical and current patterns of the social service delivery system will be analyzed to gain insight about the relationship between social policy and social work practice. Social work roles that lead to empowerment will be highlighted. Interactive activities include situations such as classroom debate and presentation, simulation games, and guest speakers.

COU585 Career Counseling and Lifestyle Development (3 hours)

This course reviews theories of vocational choice, the process of career and lifestyle decision-making and sources of occupational information.

COU624 The Child and Adolescent (3 hours)

This course examines the theories, methods, and techniques of counseling and psychotherapy with children and adolescents. Emphasis will be placed on a multidimensional view of intervention with children and adolescents, giving attention to development, cognitive, behavioral, organic, educational, social, and environmental issues, and development of skills in counseling children and adolescents individually and in family therapy. Coordination of services with agencies, the juvenile court system and assessment instruments with adolescents are examined.

COU699 Graduate Candidacy

Enrollment in this course number is required for Master in Counseling students who have previously enrolled in the maximum number of practicum credits required for their respective track, but who have not yet completed the required clock hours or evaluations required for a course grade or program completion. Students who are not enrolled in coursework or field or those who have not completed their requirements for graduation, must enroll in graduate candidacy to continue in the MSC program. A student is allowed to enroll in up to 7 consecutive trimesters of Graduate Candidacy. The cost is \$100.00 per academic term.

MARRIAGE AND FAMILY TRACK

In addition to the Core requirements, the Marriage and Family track requires the following courses:

COU515 Introduction to Family Studies (3 hours)

This course will study the dynamics of marriage and family relationships with emphasis on understanding and assessing their structure and function through a family systems approach. Attending to family developmental life cycle issues, students will learn ways in which counselors may approach marriage and family counseling as a creative, preventative, and healing enterprise. Both theory and techniques of marriage and family counseling are presented and integrated with careful attention given to psychological, systemic, and theological perspectives.

COU516 Marriage and Family Counseling II (3 hours)

This course is an advanced theoretical exploration of the prevailing models for doing marriage and family counseling with special attention paid to critique and theological integration. Students will explore the historical foundations and evolution of marriage and family therapy as a profession and be exposed to dominant theoreticians and models for the assessment and treatment of marriages and families. Skill building will be emphasized through the video-stimulated recall (VSR) method. Prerequisite: Marriage and Family Counseling.

COU517 Marriage and Family Counseling III (3 hours)

This seminar is an advanced theoretical exploration of the prevailing empirically validated models for doing marriage and family counseling with special attention paid to analysis, critique and integration. Prerequisite: Marriage and Family Counseling II.

COU624 The Child and Adolescent (3 hours)

This course provides an examination of the theories, methods, and techniques of counseling and psychotherapy with children and adolescents. Emphasis will be placed on a multidimensional view of intervention with children and adolescents, giving attention to development, cognitive, behavioral, organic, educational, social, and environmental issues, and development of skills in counseling children and adolescents individually and in family therapy. Coordination of services with other agencies, work with the juvenile court system and the other use of assessment instruments with adolescents will be studied.

COU690 Practicum (6 credit hours)

A field-based counseling experience supervised by a qualified licensed counseling professional at a site selected by special arrangement with the student, the program director, and a professional counseling agency. This placement must allow direct counseling contact between the student and consumers of marriage and family counseling services. The practicum includes all activities performed under therapeutic supervision. It provides the students with an opportunity to develop and apply clinical diagnostic skills and counseling

skills in a practical setting. Prerequisites: Successful completion of 18 credit-hours of core coursework and permission of program director.

COU 699 Graduate Candidacy

Enrollment in this course number is required for Master in Counseling students who have previously enrolled in the maximum number of practicum credits required for their respective track, but who have not yet completed the required clock hours or evaluations required for a course grade or program completion. Students who are not enrolled in coursework or field or those who have not completed their requirements for graduation, must enroll in graduate candidacy to continue in the MSC program. A student is allowed to enroll in up to 7 consecutive trimesters of Graduate Candidacy. The cost is \$100.00 per academic term.

SUGGESTED COURSE SEQUENCING GENERALIST COUNSELING DEGREE PROGRAM

FULL-TIME COURSE ROTATION GENERALIST COUNSELING			
FIRST YEAR			
G2	G3	G4	G5
COU 523 Counseling Skills	COU 550 Counseling Theories II	COU 560 Psychopathology	ELECTIVE
COU 500 Counseling Theories I	COU 520 Human Development	COU 581 Ethical, Legal & Professional Issues	COU 530 Research Methods
SECOND YEAR			
G2	G3	G4	
COU 570 Cultural Competency	ELECTIVE	ELECTIVE	
COU 690 Field Practicum (1-2 credit hour)	COU 690 Field Practicum (1-2 credit hour)	Field Practicum (1-2 credit hour)	

PART-TIME COURSE ROTATION GENERALIST COUNSELING			
FIRST YEAR			
G2	G3	G4	G5
COU 523 Counseling Skills	COU 520 Human Development	COU 581 Ethical, Legal & Professional Issues	COU 530 Research Methods
SECOND YEAR			
G2	G3	G4	G5
COU 500 Counseling Theories I	COU 550 Counseling Theories II	COU 560 Psychopathology	Elective
COU 570 Cultural Competency	COU 690 Field Practicum 1-2 credit hours (if necessary)	COU 690 Field Practicum (2 credit hour)	Elective
SUMMER OF THIRD YEAR			
Elective			

SUGGESTED COURSE SEQUENCING MARRIAGE & FAMILY DEGREE PROGRAM

FULLTIME COURSE ROTATION MARRIAGE & FAMILY COUNSELING			
FIRST YEAR			
G2	G3	G4	G5
COU 500 Counseling Theories I	COU 550 Counseling Theories II	COU 516 Marriage & Family II	COU 517 Marriage & Family III
COU 523 Counseling Skills	COU 515 Introduction to Family Studies	COU 560 Psychopathology	COU 624 The Child & Adolescent (online)
SECOND YEAR			
COU 570 Cultural Competency (online)	COU 520 Human Development (online)	COU 581 Ethical, Legal & Professional Issues (online)	COU 530 Research
COU 690 Field Practicum (2 credit hour)	COU 690 Field Practicum (2 credit hour)	COU 690 Field Practicum (2 credit hour)	COU 690 Field Practicum 1-2 credit hours (if necessary)

PART TIME COURSE ROTATION MARRIAGE & FAMILY COUNSELING			
FIRST YEAR			
G2	G3	G4	G5
COU 523 Counseling Skills	COU 520 Human Development (online)	COU 581 Ethical, Legal & Professional Issues (online)	COU 530 Research
SECOND YEAR			
COU 500 Counseling Theories I	COU 550 Counseling Theories II	COU 560 Psychopathology	COU 624 The Child & Adolescent (online)
THIRD YEAR			
COU 570 Cultural Competency (online)	COU 515 Introduction to Family Studies	COU 516 Marriage & Family II	COU 517 Marriage & Family III
FOURTH YEAR			
COU 690 Field Practicum (2 credit hour)	COU 690 Field Practicum (2 credit hour)	COU 690 Field Practicum (2 credit hour)	COU 690 Field Practicum 1-2 credit hours (if necessary)

Appendix A

Statement of Understanding Commitment to Ethical Practice

I have read the Campbellsville University MSC Graduate Student Handbook in its entirety. I understand the requirements of a counseling student and the policies of the MSC program. By signing below I am confirming my agreement to abide by the requirements of the program at Campbellsville University and by the Code of Ethics applicable to the practice of counseling.

(Student name)

(date)

Appendix C

Campbellsville University Student Code of Conduct

PHILOSOPHY OF BEHAVIOR

Campbellsville University was founded with the goal of providing a quality education along with Christian values. Learning, we believe, best takes place where student, faculty and staff are guided by Christ-like concern and behavior. Moral and ethical integrity are essential to the environment we seek to uphold. All who work, study and learn at Campbellsville University have the responsibility to affirm the value of and work toward the maintenance of a peaceful and purposeful community.

The University strongly affirms the affiliation with the Kentucky Baptist Convention, yet it is a non-sectarian institution that is committed to integrating Christian faith and learning. Many religious denominations and faiths are represented on campus. However, it is the responsibility of the entire community to be sympathetic to the stated mission, goals and behavior expectations of the University.

Student Behavioral Expectations

A student attends Campbellsville University voluntarily and is expected for the sake of the community to conduct him or herself with a high standard of personal behavior. A student whose conduct violates stated behavior expectations faces specific disciplinary sanctions.

Behavior expectations are clustered around the following individual and community values: worth of the individual, self-discipline, academic integrity, and respect for property, the environment and community authority.

Worth of the Individual

Each person in our community intrinsically is a person of worth. We value behavior that appreciates the cultural backgrounds of fellow students and respects the right of persons to hold differing attitudes and opinions. The value of the worth of individuals can be violated by behaviors such as harassment and indecent and lewd conduct.

Self-Discipline

Each person has the God-given capacity for developing one's self to the fullest extent individually possible. We value behavior that leads to the physical, intellectual, spiritual, social and emotional well-being of the individual. Indecent and lewd conduct; gambling; disorderly conduct; manufacturing, possessing, consuming or distributing alcohol or other controlled substance; and intoxication are examples of behaviors which violate the value of self-discipline.

Academic Integrity

Each person has the privilege and responsibility to develop one's learning abilities, knowledge base and practical skills. We value behavior that leads a

student to take credit for one's own academic accomplishments and to give credit to other's contributions to one's course work. These values can be violated by academic dishonesty and fraud.

Property and the Environment

Each person has the duty to treat with care and respect one's own property, the property of others and University property. We value behavior that recognizes the rights and privileges of owning and using personal and institutional property.

Stealing and being in possession of stolen or lost property, vandalism, setting a fire and arson, tampering with fire and safety equipment, possessing firearms or weapons on campus, possessing and using fireworks on campus and unauthorized entry are examples of behaviors which violate the value of property and the environment.

Respect for Community Authority

Each person recognizes that codes of conduct are necessary for prosperous and peaceful community life. We value behavior that abides by and shows respect for the authorities that administer the rules, regulations and laws of the campus, city, state and community and as citizens of the community beyond our campus. The value of respect for community authority is violated by possessing, consuming, and/or distributing alcoholic beverages; intoxication; possessing, using and/or distributing illegal drugs; sexual misconduct; aiding, abetting or conspiring to engage in value violations; violating residence hall visitation guidelines; reckless behavior; fighting; lewd and indecent conduct; insubordination; unauthorized and/or unruly demonstrations; driving while impaired; habitually offending motor vehicle rules and regulations; creating a nuisance by talking, yelling, singing, playing a musical instrument, electronic device, etc. loudly enough to disturb members of the University community and committing a city, state or federal offense.

Appendix D

Letter of Interest Rubric:

A 500-750 word essay that: (see rubric for assessment criteria, p. 42)

- a) Demonstrates your understanding of the mission of Campbellsville University and the mission and goals of the MSC Program
- b) How your life experiences have prepared you for the counseling program.
- c) What characteristics you have that make you suitable for the counseling profession
- d) Talk about, at minimum, one issue of your life that absorbs a great deal of your time and attention

References

Mylum, D.. (1988). *A decade of daring decisions and deeds*. Woman's Missionary Union: Middletown, KY.