COUNSELING, M.S.

The M.S. program emphasizes counseling in community and agency settings, including university and college counseling centers. The master’s degree emphasizes service delivery, and its practica/internship components reflect that emphasis. The curriculum stresses knowledge and development of skills in individual and group counseling, consultation, research, ethics, multiculturalism, social justice, and vocational psychology. Supervised practicum experiences are available through the training clinic, university counseling centers, community mental health centers, and numerous other campus units and community agencies. Students are prepared to work predominantly as practitioners in community agencies, post-secondary educational institutions, business and industry. The program fulfills academic requirements to become a licensed professional counselor in the state of Wisconsin.

The sequence of required courses combined with lab and field experiences can be planned on either a full- or part-time basis, but care must be taken in proper sequencing of courses for those attending part-time. Those students enrolling on a full-time basis typically complete the program in two years, including summer classes. For more information, visit the program website (http://counselingpsych.education.wisc.edu/cp/masters-program/).

ADMISSIONS

Please consult the table below for key information about this degree program’s admissions requirements. The program may have more detailed admissions requirements, which can be found below the table or on the program’s website.

Graduate admissions is a two-step process between academic programs and the Graduate School. Applicants must meet the minimum requirements (https://grad.wisc.edu/apply/requirements/ of the Graduate School as well as the program(s). Once you have researched the graduate program(s) you are interested in, apply online (https://grad.wisc.edu/apply/).

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Deadline</td>
<td>January 5</td>
</tr>
<tr>
<td>Spring Deadline</td>
<td>The program does not admit in the spring.</td>
</tr>
<tr>
<td>Summer Deadline</td>
<td>The program does not admit in the summer.</td>
</tr>
<tr>
<td>GRE (Graduate Record Examinations)</td>
<td>Required.</td>
</tr>
<tr>
<td>English Proficiency Test</td>
<td>Every applicant whose native language is not English or whose undergraduate instruction was not in English must provide an English proficiency test score and meet the Graduate School minimum requirements (<a href="https://grad.wisc.edu/apply/requirements/english-proficiency">https://grad.wisc.edu/apply/requirements/english-proficiency</a>).</td>
</tr>
<tr>
<td>Other Test(s) (e.g., GMAT, MCAT)</td>
<td>n/a</td>
</tr>
<tr>
<td>Letters of Recommendation</td>
<td>3</td>
</tr>
</tbody>
</table>

ADMISSIONS DECISIONS

Admission to the program is highly competitive. Approximately 150 master’s applications are received each year, and the department enrolls 10–12 new master’s students per year. The Department of Counseling Psychology accepts applications for fall enrollment between early September and January 5 for the M.S. in Counseling program. There is no option for spring or summer initial enrollment in the department. The applicant is responsible for collecting, assembling, and submitting all the pieces of the application by the January 5 deadline. Applicants should submit their materials in electronic form.

REQUIREMENTS

In addition to acquired academic competencies and counseling skills, the counseling profession requires a high level of ethical behavior, self-awareness and personal maturity. All are considered in assessing a student’s fitness for a career as a professional counselor. The applicant will be expected to meet minimum requirements for admission set by the Graduate School. Department requirements are more rigorous. An undergraduate degree is required for the master’s program.

Applicants should have 3 credit hours of introductory psychology and 3 credit hours in statistics or measurement/psychometrics/test construction. If the applicant has not completed the necessary requirements at the time of application, he or she may be admitted with deficiencies and complete the course work in addition to the program requirements. Prior volunteer or paid work experience in community agencies is important for placement in community agencies for practicum.

INFORMATIONAL MEETINGS

A number of informational meetings are held each fall by our department. A list of these meetings can be found on our Information for Prospective M.S. Applicants (http://counselingpsych.education.wisc.edu/cp/masters-program/ms-application/) page.

APPLICATION PROCEDURE

Up-to-date information and requirements regarding applying to our M.S. program can be found on our Information for Prospective M.S. Applicants (http://counselingpsych.education.wisc.edu/cp/masters-program/ms-application/) page.

Questions can be directed to the Student Services Coordinator. See the People tab (p. 5) for contact information.

FUNDING

GRADUATE SCHOOL RESOURCES

Resources to help you afford graduate study might include assistantships, fellowships, traineeships, and financial aid. Further funding information (https://grad.wisc.edu/funding/) is available from the Graduate School. Be sure to check with your program for individual policies and restrictions related to funding.

PROGRAM RESOURCES

FELLOWSHIPS

• Students interested in becoming a Residence Hall House Fellow should view the information available at https://www.housing.wisc.edu/residencehalls-life-staff.htm.
• Racial and ethnic minority students are encouraged to apply for the American Psychological Association Minority Fellowship Program. Information is available at https://www.apa.org/pi/mfp (https://www.apa.org/pi/mfp/).

ASSISTANTSHIPS
The Department of Counseling Psychology has a limited number of Project and Teaching Assistantships. Although master’s students occasionally receive assistantships in the department, assistantships within the department are primarily awarded to doctoral students. Master’s students are encouraged to seek other forms of financial assistance. Other departments on campus do offer assistantships at the master’s level and occasionally to students from outside their individual department; you may inquire to other departments directly or view the "UW Graduate Assistant" jobs available on the Student Jobs (https://studentjobs.wisc.edu/) website.

FINANCIAL AID
Information and application materials for financial aid, loans, scholarships, and student employment may be obtained by contacting the Office of Student Financial Aid (https://financialaid.wisc.edu/) at 333 East Campus Mall, Room 9701, Madison, WI 53706, 608-262-3060. International applicants are encouraged to seek other forms of financial assistance as international students are not eligible for loans and scholarships.

REQUIREMENTS

MINIMUM GRADUATE SCHOOL REQUIREMENTS
Review the Graduate School minimum academic progress and degree requirements (http://guide.wisc.edu/graduate/#policiesandrequirementstext), in addition to the program requirements listed below.

MAJOR REQUIREMENTS

MODE OF INSTRUCTION

<table>
<thead>
<tr>
<th>Mode of Instruction</th>
<th>Face to Face</th>
<th>Evening/Weekend</th>
<th>Online</th>
<th>Hybrid</th>
<th>Accelerated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Mode of Instruction Definitions
Accelerated: Accelerated programs are offered at a fast pace that condenses the time to completion. Students are able to complete a program with minimal disruptions to careers and other commitments.

Evening/Weekend: Courses meet on the UW–Madison campus only in evenings and/or on weekends to accommodate typical business schedules. Students have the advantages of face-to-face courses with the flexibility to keep work and other life commitments.

Face-to-Face: Courses typically meet during weekdays on the UW-Madison Campus.

Hybrid: These programs combine face-to-face and online learning formats. Contact the program for more specific information.

Online: These programs are offered 100% online. Some programs may require an on-campus orientation or residency experience, but the courses will be facilitated in an online format.

CURRICULAR REQUIREMENTS

Requirements Detail

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum Credit Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>60 credits</td>
</tr>
<tr>
<td>Residence</td>
<td>51 credits</td>
</tr>
<tr>
<td>Graduate</td>
<td>30 credits</td>
</tr>
<tr>
<td>Coursework</td>
<td>60 credits</td>
</tr>
<tr>
<td>Requirement</td>
<td>60 credits</td>
</tr>
<tr>
<td>Overall</td>
<td>51 credits</td>
</tr>
</tbody>
</table>

Graduate GPA: This program follows the Graduate School’s policy: https://policy.wisc.edu/library/UW-1203 (https://policy.wisc.edu/library/UW-1203/).

Other Grade Requirements: Students are required to attain a minimum course grade of B for all coursework that fulfills the 60-credit requirement.

Assessments and Examinations: The Professional Integration Exercise (PIE) is a capstone experience for all master’s students, where they have the opportunity to pull together their learning and skills and their overall professional identity. Through this oral clinical case conceptualization, they have the opportunity to demonstrate to the faculty their readiness as a master’s-level clinician. The PIE will be conducted in late spring during students’ second year of training.

Language Requirements: No language requirements.

REQUIRED COURSES
The M.S. degree in counseling requires that students satisfactorily complete coursework, practica experiences, and a professional integration experience. Students earn a minimum of 60 graduate credits. Coursework beyond the 60-credit minimum may be required of students entering with course deficiencies, as enumerated in their letters of admission. Students seeking licensure or certification out of state should check with those states’ particular requirements.

The curriculum has been revised in accordance with changes in Wisconsin State licensing requirements with courses only offered once each year. The master’s program is a two-year plan that students should follow. The offering of courses is designed for students following the course sequence. In cases where there may be departures from the recommended course sequence, students who depart from the course sequence may be delayed in completing the program and need to consult with their advisors to determine the best course sequence. Students are expected to complete any program deficiencies before they begin the program or during the first semester, at the latest.

The following is an outline of the required courses:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN PSY 700</td>
<td>Practicum Activities (1 credit fall; 1 credit spring)</td>
<td>2</td>
</tr>
</tbody>
</table>
COUN PSY/ ED PSYCH 723  Developmental Processes Across the Life Span  3
COUN PSY/ RP & SE 730  Professional Counseling Orientation  3
COUN PSY 740  Abnormal Behavior and Psychopathology  3
COUN PSY 745  Clinical Mental Health Counseling: Diagnosis and Treatment Planning for Counselors  3
COUN PSY 777  Crisis and Trauma Counseling  3
COUN PSY 791  Foundations of Clinical Mental Health Counseling  3
COUN PSY 800  Theories of Counseling  3
COUN PSY 802  Group Dynamics Processing and Counseling  3
COUN PSY 805  Helping Relationships and Techniques  3
COUN PSY 806  Supervised Practicum in Counseling  3
COUN PSY 808  Supervised Internship in Counseling (take in fall and spring) 1  10
COUN PSY 825  Counseling Psychology Techniques With Families  3
COUN PSY 860  Social and Cultural Foundations of Counseling  3
COUN PSY 865  Lifestyle and Career Development  3
COUN PSY 810  Professional Development and Clinical Practice (optional; if needed for additional internship hours) 0-6
RP & SE 700  Research Methods in Rehabilitation, Mental Health, & Special Education  3
RP & SE 720  Clinical Rehabilitation & Mental Health Counseling - Assessment  3
RP & SE 721  Addictions Counseling  3

Total Credits  60

1 The vast majority of students take 5 credits in fall and 5 credits in spring. Occasionally a student under certain circumstances may be allowed to take fewer credits; please consult with the program coordinator for more information.

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (https://grad.wisc.edu/acadpolicy/) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

MAJOR-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Work from Other Institutions

With program approval, students are allowed to count no more than 9 credits of graduate coursework from other institutions towards the 60-credit minimum requirement. Coursework earned five or more years prior to admission to the master's degree is not allowed to satisfy requirements.

UW–Madison Undergraduate

Coursework taken as part of a student's undergraduate program of study will not be counted towards the 60-credit requirement.

UW–Madison University Special

With program approval students are allowed to count no more than 9 credits of coursework numbered 300 or above taken as a UW–Madison University Special student. Coursework earned five or more years prior to admission to the master's degree is not allowed to satisfy requirements.

PROBATION

When concerns arise about a student's performance which warrants immediate attention, a non-routine review will be initiated. Concerns that would prompt a non-routine review include: academic proficiency (e.g., grade of BC or lower in a required course); clinical competence and/or termination from a practicum placement; interpersonal functioning; and/or unethical behaviors and/or interactions. The student will be notified of the concern by their advisor or the training director. The Master's Training Committee will discuss the matter to determine whether the concern will be taken to the full faculty for consultation and/or decision. An ad hoc committee will work with the student to create a "development plan" or a "remediation plan" (i.e., student is under probation), depending on the seriousness of the issue(s). If the concern persists after the remediation plan or the issue(s) are deemed irremediable, the committee may recommend dismissal from the program to the full faculty. If the full faculty vote is in agreement with the recommendation for dismissal, the student will be dismissed from the program.

ADVISOR / COMMITTEE

Upon admission to the master's program, students will be assigned a faculty advisor to facilitate their entry to the program. The faculty advisor has several responsibilities, which include: assisting students with course selection; guiding students' clinical and professional development; guiding students' research, including master's thesis (optional); and giving final approval for master's work. The advisor is also available to answer other questions and concerns that may arise regarding departmental procedures, licensure issues and practicum placement.

CREDITS PER TERM ALLOWED

15 credits

TIME LIMITS

If students have been absent for five or more years they must petition the counseling psychology faculty, in writing, for readmission. If successful, they must file a new Graduate School application for admission and submit it with a new application fee. Master's students who do not enroll for a period of five or more years are required to retake some or all Program coursework. All coursework, including deficiencies, must be completed within eight years of admission to the program.

GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (https://doso.students.wisc.edu/bias-or-hate-reporting/)
- Graduate Assistantship Policies and Procedures (https://hr.wisc.edu/policies/gapp/#grievance-procedure)
Education when a student has a grievance:

rules or contracts. The following steps are available within the School of

these procedures unless the complaint is covered by other campus

The person whom the complaint is directed against must be an employee

fair hearing of any complaint, and to protect both the rights of the student

procedures. The complaint may concern course grades, classroom

or staff member has the right to complain about the treatment and to

receive a prompt hearing of the grievance, following these grievance

in the school, the student must contact the dean's office within 60

calendar days of the alleged unfair treatment.

In either case, there will be an attempt to resolve the issue informally

by the associate dean. If this cannot be done, the complaint can

be filed in writing with the dean's office. This must be done within

10 working days of the time the appealing party was notified that

informal resolution was unsuccessful.

On receipt of such a written complaint, the associate dean will

convene a subcommittee of the school's Equity & Diversity

Committee. This subcommittee may ask for additional information

from the parties involved and may hold a hearing at which both

parties will be asked to speak separately. The subcommittee will

then make a written recommendation to the dean of the School

of Education who will render a decision. Unless a longer time is

negotiated, this written decision shall be made within 20 working

days from the date when the grievance was filed with the dean's

office.

Questions about these procedures can be directed to the School of

Education Dean's Office, 377 Education Building, 1000 Bascom Mall,

608-262-1763.

State law contains additional provisions regarding discrimination and

harassment. Wisconsin Statutes 36.12 reads, in part: “No student

may be denied admission to, participation in or the benefits of, or be

discriminated against in any service, program, course or facility of

the system or its institutions or center because of the student’s race,

color, creed, religion, sex, national origin, disability, ancestry, age, sexual

orientation, pregnancy, marital status or parental status.” In addition,

UW–System prohibits discrimination based on gender identity or gender

expression. Students have the right to file discrimination and harassment

complaints with the Office of Compliance (https://compliance.wisc.edu/),

361 Bascom Hall, 608-265-6018, uwcomplianceoffice@wisc.edu.

OTHER

n/a

PROFESSIONAL DEVELOPMENT

GRADUATE SCHOOL RESOURCES

Take advantage of the Graduate School’s professional development

resources (https://grad.wisc.edu/pd/) to build skills, thrive academically, and

launch your career.

LEARNING OUTCOMES

1. Develop knowledge foundational to the practice of mental

health counseling including normative and nonnormative human

development; individual, group, and couples/family counseling;

-cultural and social diversity, measurement and evaluation; and

exposure to crisis, trauma, and stress.
2. Develop skills for effective individual, family, and group counseling for mental health concerns and well-being as well as effective consultation, evaluation and progress monitoring.

3. Apply principles associated with multiculturalism, polyculturalism, and social justice.

4. Develop understanding, identification with and comportment with the profession of mental health counseling including standards of care, moral and ethical principles, professional identity, professional relationships, professional demeanor, self-reflection, and awareness of impact on others.

**PEOPLE**

**Faculty:** Quintana (Chair), Gloria, Hoyt and Thompson; Associate Professors Budge and Wright; Assistant Professors Frost, Goldberg, and Kim; Faculty Associate Lotta; Clinical Associate Professor Graham; Clinical Assistant Professors Ramirez Stege and Her

Student Services Coordinator: Andrea Burdick (ampalm@wisc.edu)
Department Administrator: Nancy Jaeckle (nejaeckle@wisc.edu)

**CERTIFICATION/LICENSURE**

**PROFESSIONAL CERTIFICATION/LICENSURE DISCLOSURE (NC-SARA)**

The United States Department of Education requires institutions that provide distance education to disclose information for programs leading to professional certification or licensure about whether each program meets state educational requirements for initial licensure or certification. Following is this disclosure information for this program:

**The requirements of this program meet Certification/Licensure in the following states:**
Colorado, Louisiana, Massachusetts, Minnesota, New Jersey, New York, North Carolina, Oregon, Pennsylvania, Texas, Washington, Wisconsin

**The requirements of this program do not meet Certification/ Licensure in the following states:**
Not applicable

**The requirements of this program have not been determined if they meet Certification/Licensure in the following states:**
Alabama, Alaska, Arizona, Arkansas, California, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Montana, Montana, Nebraska, Nevada, New Hampshire, New Mexico, North Dakota, Ohio, Oklahoma, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, West Virginia, Wyoming; District of Columbia, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands