The Lehman College Bulletin (www.lehman.cuny.edu) is the official document for all Counselor Education/School Counseling program-related materials. The FAQ’s give additional information.

TABLE OF CONTENTS:

Introduction                                                                 p. 1
Counselor Education/School Counseling Mission and Overview   p. 2
Frequently Asked Questions (FAQs)                                                                 p. 3-16

Introduction

The Lehman College Graduate Program in Counselor Education/School Counseling educates future professional school counselors. We expect professional school counselors to respond to the equity needs of an urban pre-K-12 population through the development, implementation and evaluation of a data-driven, evidence-based developmental school counseling program.

M.S. Ed. Program in Counselor Education/School Counseling

Lehman offers a 48-credit graduate program in Counselor Education/School Counseling. Graduates are eligible for School Counselor Certification in New York State and the School Counselor license in New York City. The Counselor Education/School Counseling program is part of the School of Education, which is accredited by the National Council for Accreditation of Teacher Education (NCATE) (www.ncate.org). The program is also accredited by the Council for the Accreditation of Counseling and Related Education Programs (CACREP) (www.cacrep.org). School Counseling candidates are also encouraged to pursue national board certification through the National Board of Professional Teaching Standards (NBPTS) (www.nbpts.org) and as Nationally Certified School Counselors through the National Board of Certified Counselors (NBCC) (www.nbcc.org). Counselor Education/School Counseling faculty and candidates collaborate in partnership with urban and suburban pre-K-12 schools in the Bronx and other New York City boroughs, Westchester, Rockland and Orange counties.

Mission Statement
The Lehman College Counselor Education/School Counseling program develops culturally competent, ethical, caring, data-driven professional school counselors in a PK-12 urban educational framework. School counselor candidates promote social justice and human rights advocacy in their scholarly, clinical, assessment, evaluation, and school counseling program implementation practices. They develop academic, personal, social, and career/college competencies for all students to help close achievement, opportunity, and attainment gaps. The Counselor Education/School Counseling program climate emphasizes collaboration, leadership, self-awareness, and mutual respect among diverse groups.

Overview
The Lehman College of the City University of New York Counselor Education/School Counseling program reflects four main themes informed by the Lehman Urban Teacher/Counselor Education (LUTE) framework: (1) to develop a community of school counselors, teachers, and learners; (2) to promote equity and success for all students and families in schools and communities; (3) to develop human capacity in schools and communities; and (4) to recognize and respect diverse sociocultural contexts in schools and communities. Counselor Education/School Counseling candidates receive a comprehensive body of counseling knowledge, awareness and skills in professional school counseling.

The 48-credit degree program emphasizes the professional school counselor’s leadership roles in collaboration with teachers, administrators, families, caregivers, health professionals, community resource networks, and others to promote equity, access, and success for all children, adolescents and families. School Counselor candidates learn social justice advocacy and follow the American School Counselor Association (ASCA), American Counseling Association (ACA), and National Association for College Admission Counseling (NACAC), and New York State Educator Codes of Ethics. Students demonstrate professional school counseling, consultation, and leadership competencies throughout their course assignments including: pre-K-12 school-based school counseling program experiences of group and individual counseling, developmental school counseling curriculum lessons, and practice in consultation and implementation of school counseling program components in pre-practica, practicum, and internship; through a professional school counseling portfolio of written, web-based and videotaped assignments; and in a school counseling research project.

Lehman College’s Counselor Education/School Counseling program is:
- a companion institution with the Education Trust’s National Center for Transforming School Counseling (www.edtrust.org),
- partners in equitable college and career readiness counseling K-16 with the College Board’s National Office for School Counselor Advocacy (http://professionals.collegeboard.com/policy-advocacy/educators/nosca),
- supports equity-focused college admissions counseling through the National Association of College Admission Counselors (NACAC) (http://www.nacacnet.org/),
- supports equity-based use of the American School Counselor Association’s National Model Framework for School Counseling Programs, National Standards, and School Counselor Competencies (www.schoolcounselor.org), and
- encourages use of the evidence-based outcome research practice of the Center for School Counseling Outcome Research and Evaluation (CSCORE) (http://www.umass.edu/schoolcounseling/) and school counseling program artifacts.
FREQUENTLY ASKED QUESTIONS/FAQs

1. How is the Counselor Education/School Counseling program accredited?

2. How many credits is the Counselor Education/School Counseling Program, and when can I work as a professional school counselor in New York State (i.e., PROVISIONAL certification)?

3. How and when do I apply to the graduate program in Counselor Education/School Counseling, and what are the specific requirements?

4. What are the admissions requirements to enter the graduate program in Counselor Education/School Counseling?

5. How do I apply for PERMANENT certification as a New York State School Counselor?

6. Is a teaching certificate required to be a New York State certified school counselor?

7. How many credits do I take each semester?

8. What is the Graduate Studies Office, and where do I go for help with Course Withdrawals, Transfer of Credits, and Removing Stops on Registration?

9. How do I receive advising, course permissions, and register for classes?

10. When do I meet with an advisor?

11. Will I be closed out of classes?

12. What classes do I register for?

13. What are the pre-practica, practicum and internship requirements for the program?

14. How do I find a pre-practicum/practicum/internship site and a qualified, certified professional school counseling site supervisor?

15. Can I take a leave of absence from the Counselor Education/School Counseling program?

16. When can I take summer classes?

17. When do classes start and can I take only evening classes?
18. If I took graduate school counseling courses prior to entering this program, can I transfer credits toward my degree?

19. If I have a Master’s degree in Counselor Education/School Counseling, can I take professional development courses at Lehman in Counselor Education/School Counseling to obtain my 60 credits?

20. How do I find financial aid and/or scholarship opportunities?

21. Does the program require School Counseling candidates to enter into personal counseling?

22. How much time should I put into graduate studies each week?

23. Are Counselor Education/School Counseling candidates expected to carry liability insurance?

24. What is the cumulative grade point average requirement to maintain matriculation?

25. What is the grade appeals procedure?

26. What are the Counselor Education/School Counseling professional organizations?

27. What are the technology expectations for all Counselor Education/School Counseling candidates?

28. What are the professional Counseling codes of ethics that School Counseling candidates follow in the Counselor Education program?

29. What help is there for research and using the Lehman/CUNY library in person and online?

30. How can I get help with writing, including APA Style, the required writing style in Counselor Education/School Counseling?

31. When am I eligible for membership in Chi Sigma Iota, the international professional counseling honor society?

32. What is the Counselor Education/School Counseling program’s relationship with The Education Trust’s National Center for Transforming School Counseling (NCTSC) and the College Board’s National Office for School Counselor Advocacy (NOSCA)?

33. How do I have international transcripts evaluated?

34. What is the employment outlook for school and college access counselors?
1. How is the Counselor Education/School Counseling program accredited?

Currently, the program is accredited by the Middle States Association for higher education programs, through the National Council on the Accreditation of Teacher Education programs (NCATE) and by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), the first New York City Counselor Education/School Counseling program to have both CACREP (www.cacrep.org) and NCATE (www.ncate.org) Accreditations.

2. How many credits is the Counselor Education/School Counseling Program, and when can I work as a professional school counselor in New York State (i.e., PROVISIONAL certification)?

The Master’s degree in Counselor Education/School Counseling is 48 credits. After successful completion of 30 credits (including the practicum), you may apply to New York State Education Department on your own to be provisionally certified as a school counselor in New York State (be patient—it is a process that can take many months and it is best to file and wait to hear from them). If you are hired prior to getting word, principals have the right to call the state and move your application to the front of the list for processing. Although New York State requires 60 credits for permanent certification, the Lehman College program is registered by New York State Education Department, www.nysed.gov, and therefore a graduate of CE/SC, who applies through Lehman, is eligible for permanent certification as a New York State Certified school counselor upon completion of this 48 credit program and 2 years experience as a certified school counselor if all requirements for recommendation have been met. Persons seeking employment as school counselors outside New York State are eligible for reciprocity in other states once they have New York State permanent certification, but check the state department of education website in the state you seek employment prior to moving or to accepting a job offer to ensure you are eligible.

3. How and when do I apply to the graduate program in Counselor Education/School Counseling, and what are the specific requirements?

The program is only open to matriculated degree candidates. New School Counseling candidates are accepted only once a year for the Fall term. The deadline for admission for all materials to be received is March 1st for the Fall semester. You can apply to the CE/SC program only online at: https://app.applyyourself.com/?id=lehmangrad. The Graduate Admissions Office is located in Shuster Hall, Room 150 (718) 960-8777 if you have any questions. After an initial screening of materials, applicants meeting the criteria are invited to an on-campus group interview. Admissions decisions are made after the group interview process in early May.

4. What are the admissions requirements to enter the graduate program in Counselor Education/School Counseling?

A. Complete and submit an online application for admission at https://app.applyyourself.com/?id=lehmangrad. The admissions code for the Counselor Education/School Counseling program is TCE 248.
B. Arrange to send your official undergraduate and graduate (if applicable) transcripts (copies are not acceptable) to the Graduate Admissions Office, Shuster Hall, Room 150, Lehman College, 250 Bedford Park Blvd. W., Bronx, NY 10468 to document an undergraduate G.P.A. of 3.0 or better (B average) on a 4.0 scale.

C. Arrange for a minimum of two letters of reference to be uploaded in your online application specific to your potential for success in graduate school in the Counselor Education/School Counseling program and as a professional school counselor. Your references should be from faculty members, supervisors, and K-12 school building personnel who can address your potential for success in graduate school and as a professional K-12 school or college access counselor.

D. A resume.

E. A group interview is required of qualified candidates on campus after the faculty screen the applications. The CE/SC Program Coordinator will contact candidates for scheduling via e-mail.

5. How do I apply for PERMANENT certification as a New York State School Counselor?

After completing 2 years as a school counselor and a Master’s degree in CE/SC at Lehman College, you may apply for PERMANENT certification THROUGH LEHMAN COLLEGE – NOT ON YOUR OWN. To apply for PERMANENT CERTIFICATION, a CE/SC program graduate needs to make an appointment with Ms. Ruth Jordan, The School of Education Certification Officer during her advisement hours in Carman Hall Room B-33, 718 960-7240 or ruth.Jordan@lehman.cuny.edu. Recommendations for permanent certification will be given to successful graduates who have earned minimum grades of B in their practicum and internship courses in addition to a B average in all other coursework and affirmative faculty and site supervisor evaluations. The NYSED Code for Lehman College Counselor Education/School Counseling program is 02188.

6. Is a teaching certificate required to be a New York State certified school counselor?

No. Similarly, almost all states, including Connecticut and New Jersey, do not require a teaching certificate to be a certified school counselor.

7. How many credits do I take each semester?

6 (2 courses) per semester. School Counseling candidates may also take courses in the summer with approval of their advisor after completing their first year.

8. What is the Graduate Studies Office, and where do I go for help with Course Withdrawals, Transfer of Credits, and Removing SERVICE INDICATORS on Registration?

The Graduate Studies Office, Shuster Hall Room 275, is where CE/School Counseling candidates access forms and approvals to withdraw from a course, transfer of credit forms, or to have a stop removed from their registration. The Director of Graduate Studies can be contacted at 718-960-8448. Your advisor will
work with you and the Director of Graduate Studies to sign the appropriate forms and monitor your coursework and credits toward graduation. *If there is a SERVICE INDICATOR on your registration, go to either the Graduate Studies Office in Shuster Hall Room 275 or go to the Registrar in Shuster Hall Room 108. You must have the SERVICE INDICATOR removed prior to registration.*

9. **How do I receive advising, course permissions, and register for classes?**

**Registration is a 3-step process.** 1) **First,** school counseling candidates talk with a faculty advisor about courses and requirements and receive permission to take classes. These permissions are entered into the computer system by the advisor so that the student may register. 2) **Next,** school counseling candidates register on-line through the CUNYFIRST portal (you must sign up for an account and keep your EMPLID and password safe and available to access your account). CUNYFIRST is one-stop student services so that you can monitor your accounts, pay, and ensure loans are credited.

**NOTES:**

A. School Counseling candidates should register during regular registration. Late registration occurs only at scheduled times during the first few day(s) of classes and there is an additional fee charged.

B. Check the CLLSE department bulletin boards (outside Carman Hall B-20) for the most up-to-date course information.

C. **No student may register without current immunizations.**

10. **When do I meet with an advisor?**

Specific hours for receiving course permissions and for advising are posted during the registration period along with course information outside Carman Hall B-20 and you will receive an email from your advisor.

11. **Will I be closed out of classes?**

Since all Counselor Education/School Counseling candidates are matriculated, no candidates are closed out of regular semester classes. Summer classes are determined with advisement and all students in good standing may register for at least one summer elective annually after the first year of the program.

12. **What classes do I register for?**

Counselor Education/School Counseling students follow a prescribed sequence of courses and students go through the program as a cohort. The current sequence of school counseling courses is: (First Year) Professional Identity in Counseling*, Counseling Theories and Techniques*, Multicultural Counseling, Group Counseling*, (Second Year) Human Development, Career Counseling*, Assessment in Counseling*, Practicum (100 hours for one semester), (Third Year) Leadership, Advocacy, Consultation, and Change in Schools, Counseling Research, Program Development, and Evaluation I, Counseling Research Program Development, and Evaluation II, Abuse, Violence, and Chemical Dependency Counseling, (Fourth Year) Developmental School Counseling, Internship in Counseling I, Internship in
Counseling II (600 hours for the year), and an elective that may be taken any time after the first two semesters of coursework have been completed.

*These courses have a 10-hour pre-practicum component in a K-12 school.

Family counseling courses are also offered but only in the summer: Family Counseling, Parenting in Diverse Families, Sexuality Counseling, Couples Counseling, and a Family Counseling practicum. An elective course in Brief Counseling for Children and Adolescents is also offered in the summer.

School Counseling candidates must complete the first four courses in the school counseling program before they can register for courses in the summer.

13. **What are the pre-practica, practicum, and internship requirements for the program?**

School Counseling candidates must have weekday times available to complete pre-practica, practicum, and internship requirements in K-12 schools. 10 hours are required on-site at a K-12 school for each of the five school counseling pre-practica. A minimum of 100 hours is required on-site at a K-12 school for the practicum (40 hours of direct service, 60 hours of indirect or collateral service). A minimum of 600 hours is required over two semesters for the internship in a pre-K-12 school (240 hours of direct service, 360 hours of indirect or collateral service). Further information is available in the Practicum and Internship Handbook.

14. **How do I find a pre-practicum/practicum/internship site and a qualified, certified professional school counseling site supervisor?**

School Counseling candidates fulfill their pre-practica, practicum, and internship requirements in K–12 schools where we have developed supervisory contacts in the Bronx, Manhattan, Queens, Brooklyn, Staten Island, Westchester, Rockland, Orange, and Putnam Counties. Program faculty are available to assist in selecting appropriate pre-practica/practicum/internship sites. School counseling site supervisors are preferably certified school counselors with at least two years of experience as school counselors. With approval, school social workers or school psychologists with at least three years of experience in their positions in schools may be approved for on-site supervision of practicum or internship. Site supervisors are expected to provide weekly supervision for school counselor candidates of at least one hour’s duration for practicum and internship and assist in procuring individual and group counseling student clients and classroom experiences for delivering school counseling curriculum lessons and they ensure that students have appropriate school counseling program experiences delivering academic, career/college, and personal/social competencies to K-12 students in a school counseling program framework. Additional information for School Counseling candidates and site supervisors is available in the Practicum and Internship Handbook.

15. **Can I take a leave of absence from the Counselor Education/School Counseling program?**
Sometimes School Counseling candidates take a leave of absence from the program by informing both your advisor and the program coordinator. When you are ready to return, go to the Graduate Admissions Office (Shuster Hall – Room 150), complete a Readmission Application, and pay a fee. This form needs to be signed by your advisor or the program coordinator and returned to the Graduate Admissions Office prior to re-enrolling in classes. If you have been away from the program for an extended time, your readmission is contingent upon a reevaluation of your coursework and current program requirements by the Program Coordinator.

16. When can I take summer classes?

School Counseling candidates begin the Counselor Education/School Counseling Program in the Fall semester. After successfully completing a year of school counseling coursework, students may enroll in summer courses. The electives courses in family counseling are only offered in the summer sessions. Summer course permissions and advising is done at the end of the Spring semester in late April or early May.

17. When do classes start and can I take only evening classes?

School Counseling candidates must be prepared to take Fall and Spring semester classes starting at least one day a week at 4pm beginning at the end of August and the end of January. Students are required throughout their course of study to spend some time most semesters in a K-12 setting during regular school hours. The course schedule for Summer Sessions varies, depending on courses offered and can range from one-week intensives taught in the mid-afternoon and evening to 3-5 weeks of classes taught from late afternoon into the evening. The full CE/SC program is never offered at exclusively in late evening time slots (at 6 or 7pm). Class schedules are posted on the Lehman website and outside Carman Hall B-20.

18. If I took graduate school counseling courses prior to entering this program, can I transfer credits toward my degree?

It depends. Once you have been admitted to the program, meet with your advisor to review your previous transcript, grades, course syllabi, and coursework samples. The decision regarding transfer credit will be determined by your faculty advisor and the director of graduate studies. Coursework that is over five years old will not be granted transfer credit. If approved, you must obtain and file the appropriate form with the Graduate Studies Office, Shuster Hall Room 275.

19. If I have a Master’s degree in Counselor Education/School Counseling, can I take professional development courses at Lehman in Counselor Education/School Counseling to obtain my 60 credits?

If you already possess a Master’s degree in Counselor Education/School Counseling or are currently matriculated in a Master’s degree program in Counselor Education/School Counseling elsewhere, you may qualify for admission as a non-matriculated student by filling out the nonmatriculant application online and including letters of recommendation and the five essay questions from the matriculant application form essay supplement. You would need to contact the
Program Coordinator via email regarding the availability of courses in the fall, winter, and summer semesters.

20. How do I find financial aid and/or scholarship opportunities?

The Lehman College Financial Aid office in Shuster Hall is staffed with personnel to help with affordability questions and forms. Please see them after you have registered online for courses and prior to paying. Visit the Lehman College financial aid/scholarship office in person at Shuster Hall Room 205, by phone at 718 960-8156, or on the web at www.lehman.cuny.edu/financialaid/ or www.lehman.cuny.edu/services/scholarships.html.

The main grant program for some of our students is: The CUNY CAP (Counseling Assistant Program), open to all CUNY undergraduate alumni/ae with bachelor’s degrees. It provides a tuition remission and a stipend for working 20 hours a week in a counseling-related office on a CUNY campus. Information on this program is available by calling the Lehman Financial Aid office or by calling CUNY CAP directly at 212 290-5709.

Multiple scholarships are offered annually for our students:

(A) The American School Counselor Association Foundation does an annual scholarship competition awarding 10 $1000 scholarships to school counseling students across the USA who are ASCA student members and write an essay. This program is designed in part to attract more students of nondominant cultural identities and more men into the school counseling profession. More information is available at www.schoolcounselor.org if you have questions, and the application deadline is usually mid-October annually.

(B) Annual National Board of Certified Counselors (NBCC) Foundation Scholarships The NBCC Foundation annually offers currently enrolled Counselor Education students the chance to apply for 10 graduate Counselor Education students to have a $3000 scholarship. There are five rural/underserved areas (including Bronx County residents) scholarships and five military scholarships available in the amount of $3,000 each. The military scholarship is for service members and veterans currently enrolled in counseling programs who commit to serve military personnel upon graduation (as either mental health or school counselors). The rural/underserved areas scholarship is for students who are currently enrolled in counseling programs who commit to serving rural or underserved areas upon graduation as mental health or school counselors. To determine if your area qualifies, please visit the U.S. Department of Health and Human Services Health Resources and Services Administration Web site at www.hrsa.gov. The application deadline is November 1st. For more information, visit www.nbccf.org or email foundation@nbcc.org.

(C) The BG Scholarship established in memory of Brandon Goodman is available to the students of Lehman College—AWARDED ONCE A MONTH! Brandon embraced new cultures and religions, sought to understand their meanings and took with him the best of each new experience. He was an artist, painter, he loved to sketch and compose poetry. He gave these aesthetic traces of himself to
the many fast friends he made around the world. The scholarship established by his mother helps to keep Brandon’s memory alive.

The BG Scholarship strives to reward students who do well academically and also contribute to their school and/or community by getting involved. The Scholarship is available to undergraduate and graduate students with a minimum 2.0 GPA. US Citizens, Permanent Residents and International students are eligible. An essay about your academic goals and contributions to your school and/or community is required.

The essay is judged two ways:

1. Need based – Determined by the financial need of the student. Explain why you need this scholarship.
2. Merit based – Determined by how the student has affected his/her community for the better. Explain how you have contributed to your community and why you deserve this scholarship.

Please go to www.bgscholarship.com to apply online. **Deadline to apply is on the last day of each month.** A new scholarship award is announced on the 15th of every month in the amount of $400. If you have any questions and for assistance in applying, please contact Gloria Figueroa, Lehman College Scholarship Coordinator, at 718-960-8382 via email at gloria.figueroa@lehman.cuny.edu or stop by the Scholarship Office in Shuster Hall Room 205 during office hours; Monday, Thursday, Friday 9am – 5pm and Tuesday, Wednesday 9am – 6:30pm.

**(D) Lehman was given a $100,000K endowment to fund scholarships for graduate students in Education in 2010 off the interest of the funds.** To apply for the funds, contact the Dean of Education office in Carmen B-33 for more information about when/how they are awarded—for FY 2011 the pool of funds is about $2500 and it is not clear how many awards will be made nor of what dollar amount.

**(E) The BPW/NYS Grace LeGendre Endowment Fund, Inc. annually accepts applications for Graduate Study Fellowships of $1,000.** The Grace LeGendre Endowment Fund, Inc. is an affiliate of the Business and Professional Women’s Clubs of New York State, Inc. They offer several Grace LeGendre Fellowships to women who are registered in graduate studies and within two years of completing the degree program requirements at an accredited college or university in the state of New York. Deadline to apply is usually the last day of February. Qualifications: Women who are permanent residents of New York State and citizens of the United States with a completed Bachelor’s degree, currently matriculated in graduate studies, and within two years of completing studies in a graduate degree program, and who show evidence of scholastic ability and need for financial assistance. The application is available in Shuster Hall Room 205. If you have any questions, please contact Gloria Figueroa, Scholarship Coordinator, at 718-960-8382 or via email at gloria.figueroa@lehman.cuny.edu.

**(F) Los Padres Foundation is offering the Gilbert Rios Memorial Award** for Hispanic/Latino students who are interested in pursuing graduate studies. The
$5,000 award is for a full-time accredited graduate or professional degree program that terminates in two to four years.

Eligibility Requirements:
- Completed a minimum 100 hours of non-faith based voluntary community service each year he/she was enrolled in undergraduate school.
- Maintained a minimum 3.0 GPA.
- First generation in the family to attend graduate school.
- Family meets the federal guidelines for low income.
- Must apply to an accredited graduate/professional program. Doctoral programs are excluded.
- Must be a U.S. Citizen or legal resident.

**Deadline to apply is June 1.** Applications are available in the Academic Testing & Scholarships Office in Shuster Hall Room 205 or online at www.lospadresfoundation.org <http://www.lospadresfoundation.org>

(G) The Hispanic Scholarship Fund (HSF) is the nation’s preeminent organization supporting Latinos in higher education. HSF’s vision is to strengthen the country by advancing college education among Latinos. In support of its mission to double the rate of Latinos earning college degrees, HSF provides the Latino community more college scholarships and educational outreach support than any other organization in the country. The HSF provides scholarship opportunities for graduate students with scholarship awards ranging from $1,000 to $15,000.

The general eligibility requirements for most of the scholarships in the HSF are:
- Have a minimum 3.0 cumulative GPA on a 4.0 scale
- Be a U.S. citizen or legal permanent resident with a valid permanent resident card or passport stamped I-551
- Be pursuing or plan to pursue your first undergraduate or graduate degree
- Must apply for federal financial aid using the Free Applications for Federal Student Aid (FAFSA)
- Be enrolled or plan to enroll full-time as an undergrad or graduate student in a degree seeking program at a U.S. accredited institution in the U.S., Puerto Rico, U.S. Virgin Islands, or Guam.

Please visit www.hsf.net <http://www.hsf.net/> to obtain more information, view a list of all their scholarship opportunities and submit an online application.

(H) Select students seeking the **Advanced Certificate in Bilingual Counselor Education/School Counseling** may be eligible for the **NYC DOE scholarship funding** if they have a 3.5 GPA and do not work for the NYC DOE, among other requirements. Details are at www.nycteach.org. This is an extremely competitive program so students should be prepared to finance their graduate study in other ways just in case.

(I) **The UNCF Program Services Department offers** scholarship opportunities to graduate students who qualify. Please visit www.uncf.org <http://www.uncf.org> for a list of opportunities and to apply online.

21. Does the program require School Counseling candidates to enter into personal counseling?
No. Ethically, however, professional counselors can only help clients/students/families to the extent that the counselor has worked on her or his own individual, group, couple, and/or family counseling issues. The Counselor Education/School Counseling Program is committed to School Counseling candidates constantly reflecting on their strengths and areas to improve upon. The strongest professional counselors have had professional and personal experience as clients and as counselors. Lehman has a personal counseling center for undergraduate and graduate students. For more information contact the Counseling Center Director, 114 Old Gym building, at 718-960-6739 or email: ccenter@lehman.cuny.edu.

22. How much time should I put into graduate studies each week?

3 hours for every hour of graduate credit, and this includes on-site supervision, pre-practicum hours, readings for class, and additional course requirements. Practicum and internship course requirements for time on site are greater.

23. Are Counselor Education/School Counseling candidates expected to carry liability insurance?

YES. All students are expected to carry professional school counseling student liability insurance while they are taking courses. Liability insurance is available to student members of the American School Counselor Association (ASCA) (www.schoolcounselor.org). ASCA student membership has an annual fee and automatically includes $1 million of liability insurance for students/professional school counselors as part of membership benefits. For more information, visit www.schoolcounselor.org and click on "School Counselors & Members," then "Member Benefits & Info," then "Liability Insurance." A copy of the insurance limits coverage page are needed for all Lehman Counselor Education/School Counseling students each year and for every pre-practica, practicum, and internship course. Student liability insurance is also available for student members of the American Counseling Association (ACA) www.counseling.org.

24. What is the cumulative grade point average requirement to maintain matriculation?

The Lehman College Graduate Bulletin outlines the requirements for maintaining matriculation (see Lehman Graduate Bulletin, p. 23). A School Counseling candidate with a cumulative Grade Point Average (GPA) below 3.0 will be placed on academic probation. School Counseling candidates on academic probation have one semester to raise their GPA to 3.0. During this probationary period, School Counseling candidates who make satisfactory progress maintain both their academic standing with the College and their eligibility for financial aid. A student with a Grade Point Average that remains below 3.0 at the end of the probationary period will be dropped from the College. Students may appeal to the Director of Graduate Studies.

25. What is the grade appeals procedure?

Please see the Graduate Bulletin for the Grade Appeals procedure (p. 23). A School Counseling candidate should first discuss the situation with the instructor who
assigned the grade. If the School Counseling candidate is still not satisfied with the grade, he/she should then consult the Graduate Program Coordinator. If the School Counseling candidate is still not satisfied, the student should appeal in writing to the Counseling, Leadership, Literacy, and Special Education (CLLSE) Department Chair at Carman Hall B-20. The CLLSE Department Chair will appoint a Graduate Grade Appeal Committee to evaluate the appeal. Grade appeals must be initiated in the semester following the entry of a permanent grade, and no grades can be changed after the date of graduation. The decision of the Graduate Grade Appeal Committee is binding on all parties.

26. **What are the Counselor Education/School Counseling professional organizations?**

The professional organization that serves as the umbrella for all the counseling professions is the American Counseling Association ([http://www.counseling.org](http://www.counseling.org)). The two publications which come with membership include the scholarly journal, *The Journal of Counseling and Development*, and the monthly newspaper *Counseling Today*. The American Counseling Association has divisions and branches addressing the needs and interests of specialized groups. Information about these affiliated associations is available on the ACA website. The American School Counselor Association ([http://www.schoolcounselor.org](http://www.schoolcounselor.org)) is the premier group for the professional school counselor and has a wealth of resources and membership benefits including the scholarly journal *Professional School Counseling* and the magazine *ASCA School Counselor*. In addition to these national organizations, New York State has an ASCA state branch, the New York State School Counselor Association ([http://www.nyssca.org/](http://www.nyssca.org/)). Other professional membership organizations include the Association for Counselor Education and Supervision (ACES) ([www.acesonline.net](http://www.acesonline.net)), the North Atlantic Region Association for Counselor Education and Supervision (NARACES) ([www.naraces.org](http://www.naraces.org)), The College Board’s National Office of School Counselor Advocacy (NOSCA) [www.nosca.collegeboard.org](http://www.nosca.collegeboard.org), the National Center for Transforming School Counseling (NCTSC) [http://www.edtrust.org/dc/tsc](http://www.edtrust.org/dc/tsc), the National Association of College Admission Counselors (NACAC) [www.nacac.org](http://www.nacac.org), and the New York State Association of College Admission Counselors (NYSACAC).

27. **What are the technology expectations for all Counselor Education/School Counseling candidates?**

All School Counseling candidates **MUST have** (1) a LEHMAN student email account (**xxxxx@lc.cuny.edu**) (2) a CUNY portal account to gain access to Blackboard and program, department, division, and campus announcements, and a (3) CUNYFIRST account to access student accounts, records, and course permissions/registration. **Lehman email accounts, CUNY portal accounts, and CUNYFIRST Accounts** are available free of charge for Lehman students from the Instructional Technology Center, online at the Help Desk FAQS: [http://www.lehman.edu/itr/helpdesk-faqs.php](http://www.lehman.edu/itr/helpdesk-faqs.php), or by phone at 718.960.1111. Technological competence is developed and expected for all students throughout the program, including word processing, e-mail, powerpoint, use of spreadsheets for data, use of the internet, Blackboard, and how to make on-line brochures and websites, and the ability to learn in traditional and hybrid learning formats. The Information Technology Center is open to all students and personnel are available
there to provide technical assistance. Most Counselor Education/School Counseling courses are hybrid: part-time online and part-time in traditional classroom settings.

28. What are the professional Counseling codes of ethics that School Counseling candidates follow in the Counselor Education program?

All School Counseling candidates are expected to follow the most recent American Counseling Association (ACA) (http://www.counseling.org/resources/ethics.html), American School Counselor Association (ASCA) (http://www.schoolcounselor.org/content.asp?contentid=173) codes of ethics, the National Association for College Admission Counseling (NACAC) Statement of Principles of Good Practice (SPGP) (http://www.nacacnet.org/AboutNACAC/Policies/Documents/SPGP10_10.pdf), and the New York State Educator Code of Ethics (http://www.highered.nysed.gov/tcert/resteachers/codeofethics.html) in all endeavors.

29. What help is there for research and using the Lehman/CUNY library in person and online?

The Lehman library’s hours and services may be accessed from the Lehman website (www.lehman.cuny.edu) or by calling library information at 718.960.7766.

30. How can I get help with writing, including APA Style, the required writing style in Counselor Education/School Counseling?

All School Counseling candidates and faculty follow the writing style of the most recent edition of Publication Manual of the American Psychological Association, as done in all counseling journals and major counseling publications. There are a variety of resources available to students who need help in mastering this style. In addition to publishing the Manual, the American Psychological Association has online references (http://www.apastyle.org and http://www.apastyletips.html) and a software program called APA-Style Helper 6.0. Another web-based resource can be found at http://www.docstyles.com/apacrib.htm. Purdue’s OWL (Online Writing Lab) is also a helpful resource online: http://owl.english.purdue.edu/owl/resource/560/01/. Help is available from the staff in the Lehman library and through the Lehman Instructional Services Support/Tutoring Program, Old Gym Building Rm. 205. (718-960-8175). This program offers help in all writing issues in addition to APA style assistance. School Counseling candidates are encouraged to make early and regular appointments AND identify yourself as a graduate student in a program using APA style. School Counseling candidates need to ensure that all writing done in the program avoids plagiarism, i.e., the use of others’ words or work without giving them credit (see http://www.fas.harvard.edu/~expos/sources/ ). Using APA style, students must cite all references both in the text in their papers and in reference lists at the end of each paper. Failure to cite references properly in text or in reference lists is a serious violation of academic standards at Lehman College, as indicated in the Lehman College bulletin, and may result in failure and/or expulsion.
31. When am I eligible for membership in Chi Sigma Iota, the international professional counseling honor society?

The Lehman College Graduate Program in Counselor Education is the Tau chapter of Chi Sigma Iota (CSI) http://www.csi-net.org/. Eligible School Counseling candidates who have completed 24 credits and have a GPA of at least 3.5 will be invited to apply for membership by the CSI Advisor (2009-10 Prof. Faith Deveaux). The CSI induction ceremony is conducted annually at the end of the Spring Semester at the Division of Education LUTE honors reception in May.

32. What is the Counselor Education/School Counseling program’s relationship with The Education Trust’s National Center for Transforming School Counseling (NCTSC) and the College Board’s National Office for School Counselor Advocacy (NOSCA)?

Since 1999, Lehman's Counselor Education/School Counseling program is the only public institution in metropolitan New York City and one of 25 Counselor Education/School Counseling programs recognized as a Companion Institution with The Education Trust's National Center for Transforming School Counseling (NCTSC) (www.edtrust.org). The NCTSC's mission for school counselors K-12 is to ensure that every K-12 student is: College Ready, Career Ready: Same Preparation. Transformed school counselors ensure that all students receive school counseling program services K-12 building their academic, career, college, and personal/social skills and competencies. Lehman's students and faculty work closely in the NYC-area K-12 school counseling programs ensuring K-12 school counselors play a key role in closing achievement, opportunity, attainment, and funding gaps for all students, particularly students who have not received equitable outcomes in schools: poor and working class students, students of color (particularly African American, Latino/a, and Native American Indian), students with disabilities, and English Language Learners. Dr. Stuart Chen-Hayes coordinates the companion institution relationship with the NCTSC and Lehman College. In 2007, Lehman developed a training, research, and writing partnership with the College Board’s National Office of School Counselor Advocacy (NOSCA) to ensure college readiness and K-16 college counseling skills for all school counselor candidates (http://professionals.collegeboard.com/policy-advocacy/educators/nosca) with Dr. Stuart Chen-Hayes and Dr. Laura Roberts.

33. How do I have international transcripts evaluated?

You must contact an international transcript evaluation agency such as AACRAO (American Association of Collegiate Registrars and Admissions Officers), ECE (Educational Credential Evaluators), and WES (World Education Services) to have them evaluated and then submit that transcript evaluation to Lehman as your uploaded transcript(s). These agencies can be found at www.naces.org/members.htm.

34. What is the employment outlook for school and college access counselors?

Median wages (2010) $25.67 hourly, $53,380 annual
Employment (2008) 276,000 employees
Projected growth (2008-2018)   Faster than average (14% to 19%)
Projected job openings (2008-2018)  94,400


Additional CE/SC program information may be found at:

http://www.lehman.edu/academics/education/counselor-education/index.php

FAQs revised 8/12 sfch