



COVENANT
THEOLOGICAL SEMINARY

Master of Arts in Counseling

Program Handbook

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September 12, 2020

Dear MAC Student,

Welcome to the Master of Arts in Counseling (MAC) program and the 2020-21 school year. **We are thrilled you are joining the Covenant family, and specifically the MAC program!**

As you begin your studies in counseling, we are praying that your time here will be rich with personal growth and rewarding learning. There is much to learn in our curriculum regarding the theological and theoretical foundation of counseling, and there is also much to learn about yourself, your story and the dignity with which God created you. We look forward to being some of the many people along your educational journey who will help equip you with counseling skills and techniques based on a framework shaped by Scripture and informed by clinical study.

Sometimes during the program, our students find that the topics in their classes touch or affect their stories in one way or another. Please let us know how we can help you as you process all you are learning.

We also want to be of help to you as you learn your way around and through the counseling program. Included in this handbook are important technical items you need about the program, as well as a few key pieces of relational information we think you will want to be aware of, including:

- Professor and Staff profiles (pg. 24-27)
- Important people to know (pg. 28)
- Practicum and Internship requirements and details (pg. 7-9; 39-40)
- Licensure requirements and details (pg. 10; 41-43)
- Information on your own required counseling sessions (pg. 36-38)
- Questions to ask and answers to find along the way (pg. 44)

Finally, please know that we are grateful to God for your presence in this counseling program. All the best from all of us as you start your first weeks here at Covenant!

With warmth from your MAC Professors,

Dr. Mark Pfuetze

Dr. Jeremy Ruckstaetter

Prof. Suzanne Bates

Prof. Paul Loosemore

Dr. Dan Zink

Prof. Sabrina Hickel

Counseling Program Mission Statement

The Master of Arts in Counseling program at Covenant Theological Seminary exists to equip counselors with the foundations and skills to help people thrive in a complex world. To effectively navigate multi-faceted issues and life challenges, individuals require maturity in self-understanding and personal development; positive adjustment to social, cultural, familial, and personal relationships; and proficiency in the cognitive, behavioral, emotional, and spiritual dynamics that permeate human experience. For this reason, the counseling program's primary mission is the preparation of counselors committed to person-to-person collaborative work with clients. Our mission is to train counselors who can competently and ethically implement spiritual awareness, psychological principles, developmental understanding, and counseling techniques, all within a biblical framework, to provide clients with the best opportunity to achieve maturation and growth in the areas of personal, relational, educational, and spiritual development.

Counseling individuals in pain demands professionals to be aware of self and others, as well as superbly trained in the fields of biblical anthropology and psychology. For this reason, the Master of Arts in Counseling program offers department and program initiatives, as well as intensive faculty mentoring, to help challenge each student to develop professionally, personally, spiritually, and socially, and thus into a wholly-integrated person. Graduates of the Covenant counseling program are prepared to deliver effective clinical services in a variety of professional, people-helping contexts and are eligible to pursue counseling licensure in Missouri and many other states.

Counseling Program Objectives

Students can expect upon successful completion of Covenant Theological Seminary's graduate program in counseling to have gained knowledge and experience in skills, functions, and characteristics of effective counseling. The following broad goals have been developed to assist students in gaining an overview of expected accomplishments:

1. **Professional Orientation and Ethics** – Demonstrate an understanding of the counseling profession, develop an identity as a professional counselor, and demonstrate the ability to provide counseling services within the legal and ethical guidelines of the counseling profession.
2. **Counseling Theory** – Gain significant knowledge of major counseling theories in the context of individual, couples, families, and group counseling, and synthesize selected theories into a personal theoretical framework to guide the counseling process.
3. **Helping Relationships** – Demonstrate effective individual, couple, family, and group counseling skills that facilitate client growth and exhibit appropriate use of self in therapeutic relationships.
4. **Social and Cultural Diversity** – Develop an understanding of social and cultural influences on human behavior, as well as dispositions and competencies to implement culturally sensitive interventions and advocacy.
5. **Human Growth and Development** – Develop an understanding of the essential aspects of human growth and development and demonstrate the ability to counsel people at different life stages.
6. **Career Development** – Develop an understanding of career development and related life factors on mental health and demonstrate knowledge of career assessment skills within counseling.
7. **Group Dynamics** – Develop theoretical and experiential understanding of group development, dynamics, counseling theories, methods, and skills for group counseling.
8. **Assessment** – Gain knowledge and skills in assessment techniques and apply concepts to individuals, couples, families, and groups.
9. **Psychodiagnosis** – Develop a working knowledge and ethical application of psychodiagnosis and its effect on treatment and counseling practice.
10. **Research and Program Evaluation** – Develop competencies to evaluate, apply, and contribute to professional research literature in order to inform counseling practice.
11. **Spiritual Foundation** – Demonstrate a theological understanding, disposition, and commitment to spiritual formation as shaped by the Biblical story.
12. **Biblical Anthropology** – Demonstrate character and commitment to the overall God-given purpose, value, and dignity of all individuals and cultural groups and to the responsibility for dynamic connection with one another.

MAC Program Requirements

(An excerpt from pages 9-13 of the 2020-2021 CTS Student Handbook)

Master of Arts in Counseling (MAC)

- **Program Requirements:** The MAC requires either satisfactory completion of 64 semester units as outlined in the original degree curriculum (see Appendix C) with a cumulative GPA of at least 3.0/4.0 or satisfactory completion of 75 semester units as outlined in the enhanced degree curriculum (starting Fall, 2020; see Appendix C) with a cumulative GPA of at least 3.0/4.0.

During the course of both degrees, students must receive at least 12 counseling sessions (see the Counseling Department for additional information). Upon admission to the program, a student is assigned a practicum year and an internship year. Because practicum and internship are carefully constructed, students attempting to change practicum and/or internship years may elect to be added to the wait list for the desired year (if openings occur students will be contacted to assess interest and readiness for the possible new practicum and internship year). To facilitate professional development during the practicum and internship, students must be enrolled in certain required courses concurrently and in sequence. During practicum and internship, students will also be required to join a national or regional professional counseling organization to increase their exposure to and understanding of the profession.

Covenant strongly recommends that students reduce their working hours to 25 hours per week or fewer during practicum and 15 hours per week during internship year. In Covenant's experience, students working more than the recommended hours during practicum and internship learn less (having a reduced training experience), are in danger of receiving poor grades for any courses taken at that time and risk not being able to sustain the necessary GPA to graduate from the program.

Students in practicum or internship courses will be required to have personal liability insurance for their counseling (see the Counseling department for details).

Counseling-specific term papers are required to follow the guidelines in *The Publication Manual of the American Psychological Association* (7th ed.). Please check with each professor for requirements.

- **Residency Requirements:** The last 34 units of this degree must normally be taken in residence at Covenant Theological Seminary unless the institution makes changes for unforeseen events or natural disasters.
- **Online Education:** All counseling courses (CO300–599) must be taken in St. Louis. Students may apply a maximum of 12 credit units of online education in required theology and Bible courses to the MAC. F-1 (non-

immigrant) international students may not take more than one class or three credits per semester online while attending under an F-1 visa. Students should read the Satisfactory Academic Progress section of the *Handbook* to ensure on-going Financial Aid eligibility (See the “Online Education” section of this *Handbook* for additional information.)

- **Nine-Year Time Limit:** The time limitation for completion of the MAC degree is nine years. Courses taken more than nine years prior to degree completion may be credited toward the degree only by faculty approval. Such approval may require re-examination or additional study and may jeopardize financial aid eligibility.

- **Bible Content Exam:** All entering MAC students must take the Bible Content Exam in their first semester of study. Students must pass the test no later than the semester prior to practicum. The exam may be attempted multiple times and is taken online. Study guides for the exam are available on MyCTS.

- **Practicum and Internship Candidacy Process:** There is a two-part acceptance to the MAC degree: acceptance into the program, followed by acceptance into internship candidacy. Candidacy is the process of receiving faculty approval to enter practicum and internship courses for the MAC. Candidacy must be granted prior to registering for the practicum and internship courses. Candidacy requires:
 - ❖ Satisfactory completion of at least 27 units of the curriculum.
 - ❖ Completion of practicum prerequisite courses:
 - CO300 Counseling Intro and Theories I
 - CO325 Marriage and Family Counseling
 - CO331 Human Growth & Development
 - CO373 Social & Cultural Diversity in Counseling
 - CO380 Foundations of Counseling: God & Humanity (64 credit degree only)
 - CO366 Clinical and Community Mental Health (75 credit degree only)
 - CO315 CO Theories II & Techniques (75 credit degree only)
 - CO355 Group Counseling
 - ❖ Completion of additional courses required for internship:
 - CO390 Counseling Practicum
 - CO375 Psychological Disorders
 - CO360 Ethics and Professional Development (75 credit degree only)
 - CO315 CO Theories II & Techniques (64 credit degree only)
 - CO332 Addictions (75 credit degree only)
 - ❖ A cumulative GPA of 3.0 (across all degrees in which enrolled, not just the MAC).
 - ❖ Recommendation of the counseling faculty and the Intern Candidate Committee.
 - ❖ Evident potential for effective professional counseling practice.

Practicum and Internship Candidacy Process Cont.

The Counseling Department and the Registrar's office will contact MAC students in March of the year preceding their assigned practicum semester to verify intent to participate in the practicum and internship as assigned. Decisions on Candidacy for practicum are made four weeks before the start of the term, pending grades for the previous semester which may not be finalized until two weeks before the semester. Students must confirm their intent to enter practicum by October 1 in the fall semester preceding the practicum semester. Students who have not been approved to enter practicum will not be able to register for practicum course work. Decisions for Candidacy for internship are made one week before the start of the term, pending grades for the previous semester which may not be finalized until the day before the semester. Students who have not been approved to enter internship will not be able to register for internship course work unless they have special faculty approval.

Decisions for Candidacy for both practicum and internship are made by the Intern Candidacy Committee, which is made up of the Counseling Department Director, Associate Dean of Counseling, all full-time counseling faculty, all practicum supervisors, and the Registrar. Counseling faculty continually evaluate MAC students for evidence of knowledge, skills, and dispositions necessary for effective counseling practice, including: self-awareness, self-management, social awareness, relationship management, communication skills, personal growth and development, and understanding of the interaction between the biblical narrative, cultural narrative, and personal narrative. Counseling faculty desire for all MAC students to be approved for the practicum and internship experiences and will continually strive to encourage the growth of these knowledge, skills, and dispositions in each MAC student. On the rare occasion that the Candidacy Committee cannot recommend a student for Candidacy, the Counseling Director and Associate Dean of Counseling will communicate with the student as soon as this decision is made.

- **Practicum and Internship:** Practicum and internship are designed to align with requirements outlined by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), the Missouri Committee for Professional Counselors and research on licensure requirements across 50 states. For more details on licensure requirements pertaining to practicum and internship, visit the overview on the CTS website (<https://www.covenantseminary.edu/academics/degrees/mac/>) or the provided link for each state's licensure pages (<https://www.covenantseminary.edu/wp-content/uploads/2020/06/State-Rules-and-Regulations-Overview-6.2020.pdf>).

Differences between practicum and internship at CTS are as follows:

PRACTICUM	INTERNSHIP
<ul style="list-style-type: none"> • Gain exposure to the field and practice of counseling, including exposure to a mental health clinic, agency or private practice: <ul style="list-style-type: none"> ○ staff meetings and trainings ○ client intake ○ client scheduling ○ office related work 	<ul style="list-style-type: none"> • Work as a counselor intern at a mental health clinic, agency or private practice; • Continue to gain exposure • Attends staff meetings and trainings
<ul style="list-style-type: none"> • Provide direct service to 2-4 actual clients; 	<ul style="list-style-type: none"> • Provides direct service to 10-12 actual clients;
<ul style="list-style-type: none"> a) Offer <u>exposure</u>: <ul style="list-style-type: none"> ▪ <u>Site</u>: provides 25 hours total non-client experience over the semester ▪ <u>Covenant Counseling Dept.</u>: provides 2-4 clients b) Offer <u>exposure AND client experience</u>: <ul style="list-style-type: none"> ▪ <u>Site</u>: 25 hours total non-client experience over a semester ▪ <u>Site</u>: provide 2-4 clients at our site and supervision 	<ul style="list-style-type: none"> • ONE type of site <u>client experience</u>: <ul style="list-style-type: none"> ○ <u>Site</u>: provide 10-12 clients at our site and supervision
<ul style="list-style-type: none"> • A 13-week, 4-credit (4-5 months) 	<ul style="list-style-type: none"> • 64 credit degree; a year-long (one summer, two semesters), 6 credit course from June to May. • 75-credit degree; a 9-month (two semesters), 6 credit course from late-August to May
<ul style="list-style-type: none"> • Requiring a minimum: <ul style="list-style-type: none"> ○ 100 total hours ○ 40 client hours 	<ul style="list-style-type: none"> • Requiring a minimum: <ul style="list-style-type: none"> ○ 600 total hours ○ 240 client hours
<ul style="list-style-type: none"> • CTS Faculty Supervision: <ul style="list-style-type: none"> ○ 1 hour weekly of triadic supervision; and ○ 1 ½ hours weekly group supervision 	<ul style="list-style-type: none"> • CTS Faculty Supervision (Late August – Mid May): <ul style="list-style-type: none"> ○ 1 hour weekly individual or triadic supervision ○ 4 hours weekly of group supervision

- **Licensure:** Students must research licensure requirements in any state in which they wish to be licensed. Core MAC courses are designed to meet the educational licensure requirements of the Missouri Committee for Professional Counselors and to assist with portability to other states. The Associate Dean of Counseling will work with individual students to research and prepare for the licensure requirements in states outside of Missouri. For some states additional course work or Internship requirements may be necessary.

Beyond the academic requirements, Missouri, like most state licensure boards, also requires additional post-degree hours of supervised counseling under a licensed professional and successful completion of the National Counselor Examination (or other exam specified by specific state licensing boards). Students seeking licensure in other states should contact authorities in those states for requirements. For more details on licensure requirements by state, visit the overview on the Covenant website (www.covenantseminary.edu) for provided link for each state's licensure pages.

MAC Degree Sequence

Master of Arts in Counseling (MAC) - 75 credit Degree

Sequence of Required Courses

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CC310	Foundations of Apologetics & Outreach			3	
CO300	Counseling Intro & Theories I [^]			3		
CO325	Marriage & Family Counseling [^]			3		
	OT Core #			3		
CO332	Addictions				3	
CO305	Career Counseling					3
CO375	Psychological Disorders [^]					3
ST300	Covenant Theology					3
	NT Core #					3
TOTAL HOURS : 27			0	12	3	12

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CO366	Clinical & Community Mental Health		3		
ST330	Sin, Christ & Salvation [^]		3			
CO353	Assessment in Counseling			3		
CO373	Social & Cultural Diversity in Counseling*			3		
CO331	Human Growth & Development*†			3		
ST310	God & Humanity: Foundations of Counseling			3		
	Counseling Electives ‡				3	
CO355	Group Counseling†					3
CO315	CO Theories II & Techniques *					3
CO360	Ethics & Professional Development *					3
ST350	Spirit, Church & Last Things [^]					3
TOTAL HOURS : 33			6	12	3	12

THIRD YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CO390	Counseling Practicum		3		
CO541	Counseling Internship			3		
CO385	Crisis & Trauma Counseling			3		
CO542	Internship Site Lab II				0	
CO543	Counseling Internship II					3
CO352	Research Methods ~					3
TOTAL HOURS : 50			3	6	0	6

Bible Content Exam

The Bible Content Exam must be attempted during the student's first semester of coursework and passed prior to practicum.

Counselor Preparation Comprehensive Examination (CPCE)

The Counselor Preparation Comprehensive Examination must be taken in the final semester of Internship.

Summary of Degree Requirements

Bible Exam

Curriculum Hours: 75 (72 core hours, including 54 counseling core hours and 21 Bible and theology core hours)

‡ 3 elective hours must be in counseling (courses with the CO prefix that are non-core). Electives may be taken in any term.

* Course must be completed before CO390 Counseling Practicum

† Course can be swapped for another course in a different term so marked

^ Course can be swapped for another course in a different term so marked

NT500 NT History & Theology and OT500 OT History & Theology unless language pre-requisites are satisfied by another.

Additional Non-Credit Requirements

- Students are required to receive a minimum of 12 personal counseling sessions) during their time in the program.

- Students must hold membership in one counseling organization during their practicum and internship. Organization options include the following:

American Counseling Association

Missouri Mental Health Counselor Association

- Students must also have personal liability insurance while in their practicum and internship.

- Students will also need to have their own electronic phone or computer to communicate with clients during practicum and internship.

MAC Degree Sequence

Master of Arts in Counseling (MAC) - 64-credit Degree (Teach Out)

Sequence of Required Courses

FIRST YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CO310	Counseling Intro and Theories I [^]			3	
CO563	Assessment in Counseling			3		
CO325	Marriage & Family Counseling [^]			3		
	OT Core #			3		
	CO Electives				3	
CO305	Career Counseling					3
CO331	Human Growth and Development					3
ST300	Covenant Theology					3
	NT Core #					3
TOTAL HOURS : 27			0	12	3	12

SECOND YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CO370	Social & Cultural Diversity in Counseling [^]			3	
CO380	Foundations of Counseling: God & Humanity*			3		
CO555	Group Dynamics			3		
ST330	Sin, Christ & Salvation			3		
CO390	Counseling Practicum I [§]					4
CO315	CO Theories II & Techniques [§]					3
CO375	Psychological Disorders [§]					3
ST350	Spirit, Church & Last Things					3
TOTAL HOURS : 25			0	12	0	13

THIRD YEAR			SUMMER	FALL	JAN-TERM	SPRING
	CO540	Internship Site Lab I		0		
CO360	Ethics and Professional Development-			3		
CO541	Counseling Internship I -			3		
CO542	Internship Site Lab II				0	
CO543	Counseling Internship II					3
CO352	Research Methods ~					3
TOTAL HOURS : 12			0	6	0	6

Bible Content Exam

The Bible Content Exam must be attempted during the student's first semester of coursework and passed prior to practicum.

Counselor Preparation Comprehensive Examination (CPCE)

The Counselor Preparation Comprehensive Examination must be taken in the final semester of Internship.

Summary of Degree Requirements

Bible Exam

Curriculum Hours: 64 (61 core hours, 3 counseling electives)

‡ 3 elective hours must be in counseling (courses with the CO prefix that are non-core). Electives may be taken in any term.

* Course must be completed before CO390 Counseling Practicum

§ Course must be completed before Counseling Internship

- Course must be taken along with other courses so marked in a term

NT500 NT History & Theology and OT500 OT History & Theology unless language pre-requisites are satisfied by another.

Additional Non-Credit Requirements

- Students are required to receive a minimum of 12 personal counseling sessions) during their time in the program.

- Students must hold membership in one counseling organization during their practicum and internship. Organization options include the following:

American Counseling Association

Missouri Mental Health Counselor Association

- Students must also have personal liability insurance while in their practicum and internship.

- Students will also need to have their own electronic phone or computer to communicate with clients during practicum and internship.

Academic Appeals Policy

(An excerpt from pages 32-34 and 41-43 of the 2020-2021 CTS Student Handbook)

Satisfactory Academic Progress

Satisfactory academic progress measures both the quality and quantity of academic work. It is certified by a minimal cumulative grade point average and successful completion of 70 percent of a student's attempted course load.

Students who complete one degree and begin work on a subsequent degree will be judged to have begun a new degree (the qualitative and quantitative measurements below will begin anew with the start of the new degree[s]). Students who change degrees or add concurrent degrees prior to completing the previous degrees will be judged to have begun their degree(s) with their initial coursework.

Quality (cumulative grade point average):

For students in all degree programs, successful completion of courses taken will be evaluated at the end of the academic year (after spring semester).

In computing satisfactory academic progress, noncredit and audit courses are not included in the course load. Repeated courses are included in the computation of satisfactory academic progress. Courses with grades of P are successfully completed. Successful completion is defined as follows:

- MDiv, MABTS, MAM, MAEM, MATS, MARC, and certificate students must receive individual grades of D or higher in each course and have a cumulative GPA of at least 2.25.
- MAC and MAET students must receive individual course grades of D or higher and have a cumulative GPA of at least 3.0.
- ThM and DMin students must receive individual course grades of B- or higher and have a cumulative GPA of at least 3.0
- Grades of I, L, W, and F will be included in the combined course load and are not considered successfully completed courses.
- Transfer credit will not be included in qualitative work evaluated for satisfactory academic progress. Only units earned at Covenant Seminary are used to calculate the grade point average.
- Dual Degree: Cumulative GPA must be maintained for whichever degree has the higher GPA requirement.

Failure to make satisfactory academic progress based on the cumulative grade point will result in the loss of eligibility for all types of aid.

Quantity/Maximum Timeframe (Pace of Completion):

Students must successfully complete a minimum of 70 percent of their attempted course load. This pace of completion will ensure that the degree program will be completed within the maximum timeframe. The percentage of completion is calculated by dividing the cumulative number of credit hours successfully completed by the cumulative number of credit hours attempted, i.e. 9 hours successfully completed/12 hours attempted = 75 percent successfully completed.

Students may continue receiving aid until they

- Complete graduation requirements for their program of study OR
- Attempt 142 percent of the number of credit hours (including any failed, transfer, or withdrawn credits) required for their program of study OR
- Reach the point that they cannot earn the number of credits necessary to complete their program of study within 142 percent of the required credits for the degree, whichever comes first.

Failure to successfully complete 70 percent of the attempted credit hours within the maximum timeframe will result in the loss of eligibility for financial aid. Students become ineligible for financial aid at the time it is determined they are unable to complete their degree within the maximum timeframe.

Transfer credit accepted toward your degree would count in both the attempted and successfully completed hours toward pace of completion.

Loss of Eligibility

Students who are not making satisfactory academic progress will be notified of the loss of aid eligibility at the end of the academic year (after spring semester). The loss of aid eligibility will begin with the next succeeding term of enrollment and all future financial aid will be cancelled. If financial aid is disbursed prior to determining satisfactory academic progress eligibility, once it is determined there is a loss of eligibility aid will be returned. When a student regains satisfactory academic progress he or she will be notified.

If satisfactory academic progress is maintained for the requisite term(s), eligibility for financial aid may be reinstated for the following semester.

Appeals of Loss of Eligibility

Students wishing to appeal a ruling of unsatisfactory academic progress may do so in writing to the Financial Aid Director. Appeals will only be granted in circumstances beyond the student's control (e.g., death of a family member, injury or illness of the student which resulted in missing more than two weeks of class), or similar special circumstance.

Appeal letters should include supporting documentation where possible (pertinent medical records, death notice, etc.). Where applicable, students should include their plan to avoid such circumstances in the future (noting provisions they

have made to eliminate or control the problem area). Students who have successfully appealed the financial aid suspension status will be placed on financial aid probation and allowed to receive financial aid for one additional term. If during the appeal process, it is determined that a student cannot achieve satisfactory academic progress within one term, the student may be placed on an academic plan which will outline the steps necessary to achieve successful completion of the degree. The decision of the Financial Aid Committee is final.

If the Financial Aid Committee approves the exception, the student is allowed a specified amount of time (semesters) of financial aid on Financial Aid Probation. Two conditions now apply:

- If, during the next semester(s), satisfactory academic progress is maintained, the student is removed from probationary status and is eligible to receive financial aid for the succeeding semester.

If, during this period of probation, satisfactory academic progress is not maintained, the student is ineligible to receive financial aid for the succeeding semester and must use his/her own financial resources until satisfactory academic progress requirements are met. At that point, if the student desires financial aid, he/she must reapply for it.

Grade Appeals

Final Grade Appeals

If a student feels that a mistake has been made in the computation of his/her grade(s), he/she may appeal the grade. Appeals should be made first to the professor of the course(s). Further appeals may be made through the Vice President of Academics. Appeals may be made no later than one semester after the course is finished.

Academic Probation

A limited number of students—no more than 10 percent in any program—may be accepted into Covenant Seminary with previous academic work that is substandard. Such students will be on academic probation for their first 15 credit units (9 credit units for DMin and ThM degrees). Students admitted on probation must earn the minimum GPA for their degree by the time they have completed 9 units of study and maintain that GPA during the remaining 6 units of admissions probation. Students who do not meet these criteria will be suspended from further academic work at Covenant Seminary.

A student is placed on academic probation at the end of any term in which the *cumulative* GPA falls below the minimum required for good standing in the particular degree program: 3.0/4.0 for MAET, MAC, ThM, and DMin; 2.25/4.0 for MDiv, MABTS, MAM, and Graduate Certificate. Any student whose *term* GPA falls below 1.7/4.0 (C-) will be placed on academic probation regardless of their cumulative GPA.

Students on academic probation who receive an unsatisfactory grade in a language class in the summer or January terms will remain on probation rather than being dismissed.

Academic probation is a warning that the quality of a student's work is not adequate to receive the desired degree. Students on academic probation are advised to limit extracurricular activity. Students will remain on academic probation as long as the cumulative GPA remains below the required level. If, while on probation, the term GPA falls below the required minimum, the student will be dismissed from further academic work at Covenant Seminary.

A dismissed student has the right to appeal to the faculty for reinstatement. If the faculty feels the student has potential to complete a program, re-entry on probation may be allowed. Students also may be placed on disciplinary probation for non-academic reasons. Final academic and disciplinary dismissals are noted on student transcripts.

Academic Honesty

As part of Covenant's purpose to train servants of the triune God to walk with God in all of life, the seminary expects godly integrity in academic work. God's covenant with his people calls for commitment to truth (in the ninth commandment). Because the seminary lives in that covenant and in community with one another, upholding truth is an essential duty. Applied to academic labors, this means that students and faculty accurately represent their work to others. Neither cheating nor plagiarism will be tolerated.

Plagiarism is presenting the ideas of others as if they were one's own. The ideas of others can be written or spoken, published or unpublished. The presentation of those ideas can be in a quotation, a paraphrase, a summary, or as the idea behind one's own thoughts. Documentation always must give proper credit to the source of ideas, regardless of whether or not a professor requests footnotes and/or a bibliography.

Cheating in an academic environment means violating the rules under which papers, projects, and examinations are to be completed. Examples of cheating include but are not limited to: using unauthorized sources for help on an exam, turning in the same paper or work for credit in different courses without the professor(s)'s knowledge and approval, or taking answers or work from fellow classmates with or without their consent.

The first violation of these standards will result in failure of the assignment or test in question and could, depending on the work, result in failure of the course. A second violation will result in dismissal from the institution. See "Appendix A" of this *Handbook* for further explanation of and a tutorial on how to avoid academic dishonesty.

If a course instructor suspects academic dishonesty, that instructor should contact the Dean of Academic Administration right away. After consulting with the Dean of Academic Administration, the instructor will then contact the student to let him/her know that they are suspected of academic dishonesty. If the student is able to provide clarifying details and the instructor determines that no academic dishonesty has occurred, the matter will be dismissed. If the student admits to violating policies around academic dishonesty or the instructor is able to demonstrate that such a violation has taken place, the student will fail the assignment or test in question and could, depending on the work, result

in failure of the course. A note will also be put in the student's official file, and the student will be required to meet with the Dean of Academic Administration. If it is the second violation, the student will be dismissed from the institution.

In cases where there is a dispute between the student and the institution whether a violation has occurred, the process is as follows:

1. The student or the instructor may request that the situation be reviewed by the Academic Honesty Committee (described below) and a written summary of charges will be prepared. The committee will hear the case within 14 calendar days (when school is in session) from the initial committee review. The student will be informed of the committee hearing date within three days (when school is in session) of the initial committee review. The student will be expected to attend the committee hearing. Any information about the student known to committee members that might be relevant should be discussed with the student present, giving opportunity for explanation. One other student may be present if the involved student so desires and signs appropriate release of information documents. The committee, upon hearing the pertinent facts from the involved parties, will recommend appropriate action, subject to the review and approval of the President.
2. The committee chair will inform the student in writing of the action to be taken. The report will include a summary of the charges, the findings of the committee, and the specific actions taken by the committee. A copy of the report will be forwarded to the student's permanent record.
3. The Academic Honesty Committee will be an ad hoc committee. Its members shall be composed of the Dean of Academic Administration (Chair), the Vice President of Academics, a faculty representative, a representative of Student Council, and a student at large. Student representatives are expected to keep details of committee deliberations confidential and must sign a pledge of confidentiality to this effect. Committee members shall be appointed by the President (except the Dean of Academic Administration and the Vice President of Academics). If the Dean of Academic Administration or the Vice President of Academics are unavailable, thus preventing the timely processing of a situation, the President may choose temporary replacements from the administration or faculty for the absent members.

Copyright Usage

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code), including uploading and downloading of copyrighted works via peer-to-peer (P2P) file sharing. Copyright law covers the right to reproduce or distribute a copyrighted work. Because federal law prohibits the duplication of copyrighted materials, students may not reproduce copyrighted material unless it is printed material related to coursework. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Seminary Policies for Dismissal

(An excerpt from the MAC program page 87 of the 2020-2021 CTS Student Handbook)

Possible Sanctions of Disciplinary Proceedings

The following sanctions may be imposed based on the preponderance of evidence following Seminary Grievance and Disciplinary Procedures:

- **Official Reprimand:** An official written reprimand kept in the Seminary's student and/or employment files (as appropriate), with suggested corrective measures the individual(s) should take to avoid a future infraction. The reprimand will also include potential actions, up to and including Disciplinary Dismissal, if another incident should occur.
- **Official Reprimand with Corrective Measures Requirement:** An official written reprimand kept in the Seminary's student and/or employment files (as appropriate) with required corrective measures the individual(s) will have to take to avoid a future infraction and continue without suspension or dismissal. The reprimand will also include potential actions, up to and including Disciplinary Dismissal, if another incident should occur or if the corrective measures are not satisfactorily fulfilled.
- **Disciplinary Suspension:** Suspension from further study and/or work for serious and/or repeated violations. Suspension for disciplinary reasons may also include being prohibited from visiting campus and/or attending Seminary functions. A written record of the suspension will be kept in the Seminary's student and/or employment files (as appropriate) and will include a timeline and/or conditions for returning from suspension.
- **Disciplinary Dismissal:** Dismissal from Seminary employment and study, including being prohibited from visiting campus and/or attending Seminary functions. A written record of the Disciplinary Dismissal will be kept in the Seminary's student and/or employment files (as appropriate) and will include any conditions for reapplication; however, Disciplinary Dismissal will typically be permanent and prohibit any future employment or study. Disciplinary Dismissal is noted on student transcripts.

Department Policies for Retention, Remediation and Dismissal

Retention

Student's retention in the program depends on their continual enrollment in the program and progression within the above degree sequence.

One metric for student's retention and progress within the program is the maintenance of a cumulative GPA of 3.0. (see CTS Student Handbook, p. 9). Students who fall below a cumulative 3.0 GPA or a term GPA of 1.7 are placed on academic probation. (see CTS Student Handbook pp 43-44).

Additionally, the MAC faculty use the KPI and Disposition assessments as indicators of students' progress and growth throughout the program. Students demonstrate progress in the program by achieving a level of 3 on the KPI assessments. Students assessed at 2 or lower receive feedback from the professor regarding steps to take to move grow in the expected competency area.

The chart below lists the KPIs and the points in time when they are measured. The KPIs are assessed 2-3 times each during students' time in the program Students are rated on a Likert scale 0 – 4.

KEY PERFORMANCE INDICATORS	TIME 1	TIME 2	TIME 3	TIME 3 OR 4 (IF NEEDED DUE TO REMEDIATION)
2.F.1.i. Ethical standards of Professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling	CO360 Ethics and Professional Development	CO390 Practicum	CO541 Fall Internship	CO543 Spring Internship (If needed)
2.F.2.d. (<i>awareness of self</i>) The impact of heritage, attitudes, beliefs, understandings, and acculturative experiences on an individual's view of others 2.F.2.h. (<i>posture toward others</i>) Strategies for identifying and eliminating barriers, prejudices, and processes of intentional and unintentional oppression and discrimination.	CO310 Intro to Counseling & Theories 1 (Year 1) Personal Story Paper	CO370 Social & Cultural Diversity (Year 2) Cultural Genogram Paper	CO541 Fall Internship (Year 3) (Genogram Presentation)	CO543 Spring Internship (If needed)

2.F.3.f. Systemic and environmental factors that affect human development, functioning, and behavior	CO325 Marriage and Family	CO331 Human Growth & Development	N/A	CO543 Spring Internship (If needed)
2.F.4.b. Approaches for conceptualizing among and between work, mental well-being, relationships, and other life roles and factors	CO305 Career Counseling	CO315 Theories 2 & Techniques (Case Study Assignment)	N/A	(If needed)
(Counseling Skills) 2.F.5.f Counselor characteristics and behaviors that influence the counseling process	CO310 Intro to Counseling <i>(Micro Skills Peer Counseling Assignment)</i> (Year 1)	CO390 Practicum	CO541 Fall Internship <i>(Summative Evaluation)</i>	(If needed)
(Group Skills) 2.F.6.d Characteristics and functions of effective group leaders	CO555 Group Counseling (Year 2)	CO541 Fall Internship or CO390 Practicum (Year 3)	N/A	(If Needed)
2.F.7.e. Use of assessments for diagnostic and intervention planning purposes	CO375 Psych Disorders (Year 1) (Treatment Plan)	CO353 Assessment (Year 2)	N/A	(If Needed)
2.F.8.a. The importance of research in advancing the counseling profession, including how to critique research to inform counseling practice	CO375 Psych Disorders (Year 1) (Group Presentation)	CO352 Research Methods (Year 3)	N/A	(If Needed)
5.C.3.a. Intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management	CO385 Clinical Community Mental Health	CO541 Fall Internship	N/A	(If Needed)

The chart below lists when the Dispositions are measured. Program faculty have identified key professional dispositions. These dispositions are measured over multiple points in time by faculty and through student self-assessment. Student dispositions identified for this process are also rated on a Likert scale (0-4).

Assessment Sequence of Counselor Dispositions

New Student Orientation	(Fall of Year 1)	(Self-Assessment)
Marriage and Family	(Fall of Year 1)	(Professor)
Social and Cultural Diversity	(Fall of Year 2)	(Self-Assessment)
Group Counseling	(Fall or Spring of Year 2)	(Professor)
Practicum	(Summer of Year 2)	(Self-Assessment)
Fall Internship	(Fall of Year 3)	(Professor)

Remediation

Students with an average below a 2 in any content area are identified for the program faculty to address concerns and develop remediation plans.

Remediation is typically addressed within specific classes by professors though concerns are identified by MAC faculty at faculty review points. As students enter Practicum, remediation plans may be implemented by the MAC faculty and implemented at a program level if needed

In the spring semester before Practicum, MAC faculty conduct a practicum readiness discussion for students entering practicum to again look for remediation needs and identify concerns for students entering practicum, possibly recommending or requiring a delay to enter practicum to address dispositions, KPI deficiencies, personal growth and stability, or for life circumstances.

During the practicum semester, feedback is collected from Site supervisors and CTS faculty practicum supervisors. This is reviewed by the MAC faculty to finalize the students' candidacy for Internship. Any concerns about student interns are addressed and remediation plans are developed to address individual needs for continuation in the program.

Dismissal

Dismissal from the MAC program may result from failure to maintain the required GPA or failure to demonstrate compliance with any designed remediation plans as discussed above.

Per the CTS Student Handbook, serious breaches of moral behavior or ethical standards may result in the student being required to leave the Seminary and/or forfeit a degree otherwise. (see CTS Student Handbook, p. 68-88).

Per the CTS Student Handbook, appeals made be made to the Covenant Theological Seminary Faculty (see CTS Student Handbook, p. 44).

Program Faculty Profiles

MARK PFUETZE

Interim Co-Director

Assistant Professor of Counseling

Dr. Pfuetze holds a Master of Divinity and a Master of Arts in Counseling from Covenant Theological Seminary and is a Licensed Professional Counselor (LPC) with the state of Missouri. Mark completed his Ph.D. in Counselor Education at the University of Missouri-St. Louis in 2014 and has a private practice in the Saint Louis area. As a counselor, Mark has worked with a wide range of issues including marriage and family, anxiety, depression, conflict resolution, teen issues, emotional, sexual and physical abuse, and sexual addiction. Mark particularly has a heart for those who are dealing with sexual abuse, sexual addiction, trauma and personal and marital strife and helping them find freedom in their lives through the gospel of God's grace. Mark is also a trained EMDR therapist and certified Christian conciliator. Mark has been married to his wife Mollie for 16 years and have three kids, Mallory (14), Hampton (12), and Bright (9). Mark and Mollie met in Dan Zink's Marriage and Family class back in 2000. Mollie is the Middle School Counselor at Westminster Christian Academy.

JEREMY RUCKSTAETTER

Interim Co-Director

Associate Professor of Counseling

Dr. Ruckstaetter holds a PhD in counseling education and supervision from Regent University, is a graduate of Covenant Seminary's MAC and MDiv programs, and also holds a Bachelor of Music (with an emphasis in music education) from the University of Georgia. He has previously worked as a school counselor in a Christian school and has worked in private practice settings in Missouri and Virginia. Dr. Ruckstaetter's counseling work focuses on issues of grief and loss, as well as family dynamics, including marriage and parenting issues. As a support group coordinator at his local church, Dr. R. coordinates and leads various support groups. He has previously taught graduate counseling courses as an assistant professor of counseling at Missouri Baptist University and as an adjunct professor at other universities and seminaries. He is also an experienced musician, having served as a musician in the U.S. Navy and as a music instructor in various capacities. He and his wife, Kacey, have a daughter and two sons.

Program Faculty Profiles Cont.

SUZANNE BATES

Assistant Professor of Counseling

Suzanne Bates joined the group of Covenant Supervisors in the fall of 2011. Suzanne is a 1999 graduate of Covenant's MAC program and is a Licensed Professional Counselor (LPC) in the state of Missouri. In July of 2013 she accepted additional responsibilities among the Covenant community as Associate Dean of Students through Covenant's Student Life Office. Suzanne also works part-time for her church, New City Fellowship-St. Louis, as Staff Counselor. In the fall of 2017, Suzanne began her Ph.D. work in Counselor Education at the University of Missouri-St. Louis. She is a single mom of four children (Darius Bates, Kasey Bates, Christopher Bates and Rachel Bates) and two grandchildren.

SABRINA HICKEL

Associate Dean of Counseling and Internship Director

Adjunct Professor of Counseling

Sabrina Hickel (LPC, NCC) has worked at Covenant since her graduation from the program in 2007, following short stints working in politics and public relations. Sabrina currently teaches one of the sections of the year-long Internship Class, as well as oversees the practicum and internship programs. Sabrina has been a licensed professional counselor since 2012 and sees clients through her private practice, SRH Counseling. She works primarily with women facing depression, anxiety, life transitions, motherhood and sexual brokenness, as well as with marriages affected by fear, broken trust, past wounds and sexual brokenness. The focus of her work with all clients is helping them transform their scars, ruptures and hurts into serenity, restoration and healing. Sabrina and her husband Doug have three children, a garage full of bikes, a backyard trampoline, one crazy dog, a minivan they swore they'd never own, and a shared passion for supporting Christian education at all learning levels.

PAUL LOOSEMORE

Assistant Professor of Counseling

Dr. Paul Loosemore joined us to serve as Assistant Professor of Counseling in 2020. He completed a PhD in counselor education and supervision from Regent University, is a graduate of Covenant Seminary's MAC program (MAC '15), and also holds a bachelor of Advertising from Gloucestershire University, and an MA in Interior Design from Portsmouth University—both in England. Dr. Loosemore has worked as a licensed professional counselor since graduating from Covenant's program, including co-founding the St. Louis Counseling Center. He has previously taught counseling courses as an adjunct professor of counseling at various institutions, and he is active in the broader academic discussion surrounding counseling. His PhD research focuses on the impact of a relationship with God and how it relates

Program Faculty Profiles Cont.

to character growth and well-being. As a counselor, he has experience working with individuals, couples, and groups, with special focus on marriage concerns, trauma and abuse, relational distress, grief and loss, and those working in ministry settings. He is invested in seeking and creating beauty and culture in our communities. Beyond this, he loves to explore the outdoors (hiking, climbing, mountain biking), and playing pool. He and his wife, Courtney, have two daughters and a son.

DAN ZINK

Professor of Counseling

Dr. Zink joined the full-time faculty in 1995 after serving for five years as adjunct professor in Counseling and Director of Student Services, and for 11 years as a family counselor, case-worker, and supervisor of public children's services. In addition to his teaching responsibilities, Dr. Zink was the founding director and a five-year head of New Hope Counseling Services, a ministry of nearby Chesterfield Presbyterian Church (PCA). He has also been involved in the Christian education programs of four churches and has served as assistant pastor. Dr. Zink provides counseling services through his private practice. Trained as a marriage counselor, his work has expanded to also include processing grief of various forms, walking with men in challenging life situations, mentoring pastors, and mentoring leaders of counseling centers. After walking with people in their various life challenges for over 40 years, he is more convinced than ever that his role as a counselor is to facilitate growth through the relationship he has with the people guiding them toward fuller personal wholeness. Dr. Zink and his wife, Carolanne, have two children.

RICHARD WINTER

Professor Emeritus of Counseling and Applied Theology

Dr. Winter is a qualified clinical physician with a specialty in psychiatry. He and his family came from the English L'Abri to found and lead Covenant's counseling program in 1992. His experience includes service as Senior Resident in Psychiatry at Bristol General Hospital in England, as well as a variety of ministry and leadership roles in the church. This combination of ministerial and psychiatric qualifications uniquely equips Dr. Winter to prepare students to be theologically astute and therapeutically able. In 2012 he authored *When Life Goes Dark: Finding Hope in the Midst of Depression*. He is also the author of *The Roots of Sorrow: Reflections on Depression and Hope*; *Still Bored in a Culture of Entertainment: Rediscovering Passion and Wonder*; *Perfecting Ourselves to Death: The Pursuit of Excellence and the Perils of Perfectionism* and *Choose Life: A Christian Perspective on Abortion and Embryo Experimentation*. In addition to his responsibilities at Covenant, he regularly practices counseling with individuals and

Program Faculty Profiles Cont.

couples. Richard also writes: “I have been married to Jane for 47 years, have three daughters, a son, three sons-in-law, one daughter-in-law and ten grandchildren. All except our oldest daughter, her husband, and their two children, live in England. Jane recently retired from her work as floral designer. We love sailing and gardening (both much harder here than in England!) and music. Each year I travel to Europe to teach at the European Leadership Forum (euroleadership.org). I am on the advisory board for the Trauma Healing Institute for the American Bible Society. Recently we have been spending two and a half months a year in England and for a few weeks in the summer heat we try to escape to Maine to read, write and sail. We are hoping to move back to England very soon to be near to most of our family.”

Good People in the Department to Know

COUNSELING DEPARTMENT ADMINISTRATOR

This position serves the academic needs of all professors and the administrative needs of student counselors, as well as covering intake with first-year MAC students for free counseling.

KRISTI TOTTY, MAC GRADUATE

(314) 392-4241

kristi.totty@covenantseminary.edu

COUNSELING DEPARTMENT ASSISTANT(S)

(314) 392-4240

These good people welcome and assist all visitors to the Department. They also serve the academic and administrative needs of all MAC professors and student counselors.

- **AYLA MCNEELY, PLPC**
ayla.gurgel@covenantseminary.edu
- **JENNIFER WAINSCOTT, PLPC**
jennifer.waincott@covenantseminary.edu

Academic Advising and Planning

The following steps are essential to success in your MAC degree and for successful preparation for jobs after graduation.

STEP #1 – Preparing your Degree Plan (STRONGLY ENCOURAGED)

You were **encouraged to meet** with the Academic Advisor advising as a part of your registration BEFORE your first semester in the program.

You CAN meet with the Academic Advisor at any time during the program.

Course and Sequence Planning

Empress Sanders, Lead Student Academic Advisor
empress.sanders@covenantseminary.edu

STEP #2 – Preparing for Practicum, Internship and Licensure (STRONGLY ENCOURAGED)

You are **strongly encouraged to meet** with the Internship Director early in the program to familiarize yourself with licensure rules and requirements in Missouri and other states. **This information has great bearing on which classes you take at Covenant and how to best prepare for the licensure process.**

Licensure and Portability of Degree

Sabrina Hickel, Internship Director
sabrina.hickel@covenantseminary.edu

STEP #3 – Changing Practicum and/or Internship years (REQUIRED IF NEEDED)

If you need to **move your Practicum or Internship year**, you must talk with both of the above people to request approval to move years. It is not a guarantee that space is available to move years.

Endorsement and Verification Procedures

Even though you are receiving this handbook at the beginning of your MAC degree, we have our eye on the finish line and your needs after graduation. We hope you do too!

For those pursuing licensure or professional credentialing, you will likely need some assistance with forms and paperwork regarding endorsement, licensure, credentialing and/or employment verification.

Please follow these steps to ensure that we can help you in as timely of a manner as possible.

- 1) Please email Associate Dean Sabrina Hickel (sabrina.hickel@covenantseminary.edu) with the following:
 - a. Name
 - b. Organization Name
 - c. Information Needed (including copies of related forms or correspondence)
 - d. Email or mailing address
 - e. Fees associated
 - f. Preferred Timeline
 - g. Copies of Practicum and Internship timesheets if relevant
- 2) The Associate Dean will review the request and determine which staff or faculty in the department will assist with completing the request.
- 3) Department staff will communicate with you within 5 business days that your request has been received, as well as with an estimate of the process and timeline necessary to fulfill the request. It is our hope to complete all requests within 10 business days, however some requests can take longer, such as finding a former supervisor to sign paperwork.
- 4) Students are encouraged throughout the program to keep their own copy of syllabi. Retrieving archived syllabi can take several weeks. Students requesting syllabi can expect this process to take upwards of a month.
- 5) Transcript requests are handled by the Registrar's Office. There is a fee for this request. More details can be found on the seminary website: <https://secure.covenantseminary.edu/transcriptrequest.asp>
- 6) If there is a need for the Department Chair, Associate Dean or a MAC faculty member to write a letter to a licensure board or credentialing organization, we will share a draft of this letter with you for review and comment. Your input will be given serious consideration as we know you are the one with direct contact with the licensing or credentialing organization; however, the final decision on wording is up to the CTS representative signing the letter.
- 7) Forms verifying dates of student enrollment, degree status or Practicum or Internship hours will be sent directly to the organization. You will be notified via electronic communication that the form has been sent.
- 8) A copy of all documents relating to the request will be kept in your permanent file in the department.

- 9) All students are encouraged to keep copies of all syllabi and timesheets for practicum and internship. Most state licensing boards will ask for copies of syllabi with an application, as well as request a verification of hours obtained in Practicum and/or Internship. While the department makes every effort to also retain these records, it is in each student's best interest to also keep a copy.

Professional Participation Requirement

As a part of students' personal and professional growth, to broaden students' exposure to the field of counseling, and to assist in the intentional integration of theology and psychology, it is essential to the Counseling Department that our students actively participate in the counseling profession and contribute to the growth of the profession and its advocacy for mental health policies.

REQUIRED

- **Annually Attend the Austin Harrington Counseling Lectures** – During each year enrolled in the MAC agree, all students must attend the Austin Harrington Counseling Lecture hosted by Covenant Seminary. Students are required to turn-in a two-page learning reflection paper to the Associate Dean of Counseling after the event.
- **Memberships During Practicum and Internship** – When enrolled in Practicum and Internship all counseling students, who enter the program in the Fall of 2019 or after, must hold membership in one of these options:
 - **American Counselors Association (ACA):**
 - Full membership - \$105
<https://www.counseling.org/membership/join-reinstate/new-professional>
 - Student membership - \$105
<https://www.counseling.org/membership/join-reinstate/student>

OR

- **Missouri Mental Health Counselors Association (MMHCA)**
 - Full membership - \$75
<http://www.mmhca.com/join-mmhca.html>
 - Student Membership - \$30
<http://www.mmhca.com/join-mmhca.html>

In addition, students may wish to also hold memberships in the American Association of Christian Counselors (AACC) (<https://www.aacc.net/memberships/>) or the Christian Association for Psychological Studies (CAPS) (<https://caps.net/membership/>).

Students are required to turn in proof of insurance to the Associate Dean of Counseling during both Practicum and Internship.

ENCOURAGED

- **Participation in Professional Development Opportunities** – MAC students are encouraged to participate in professional seminars, workshops, meetings, or other professional counseling trainings.
- Examples of this include:
 - **Attend national conferences**
 - ACA (<https://www.counseling.org/conference/conference-2021>)
 - Association for Counselor Education and Supervision (ACES) (<https://acesonline.net/>)
 - American Mental Health Counselors Association (<https://www.amhca.org/home>)
 - **Attend regional conferences**
 - American Counseling Association of Missouri (<https://acaom.wildapricot.org/>)
 - MMHCA (<http://www.mmhca.com/index.html>) (often held in the St. Louis area)
 - North Central Regional Association of the Association for Counselor Education and Supervision (<http://www.ncaces.org/index.html>)
 - **Attend local counseling trainings:**
 - Psychotherapy St. Louis (<http://www.psychotherapysaintlouis.org/>)
 - Professional Counselor Training Series (PCTS) at Covenant Seminary (<https://www.covenantseminary.edu/2020pcts/>)
 - **Attend national, regional or local Christian counseling trainings:**
 - American Association of Christian Counselors (<https://www.aacc.net/events/>)
 - Christian Association for Psychological Studies (<https://caps.net/about/>)

Students are encouraged to read the Department's "News Bits and Snippets," emailed each month, for more details on specific events and trainings

EXCEPTIONS

Students who would like to establish membership with professional counselor organizations not listed on this policy may seek approval from the Associate Dean of Counseling.

Ethical and Professional Obligations

Covenant student counselors are obligated to follow the rules, regulations and ethical guidelines of the following organizations:

- Missouri Committee for Professional Counselors (<https://pr.mo.gov/counselors.asp>)

Covenant student counselors are obligated to follow the ethical codes of the following organizations:

- American Counseling Association (<https://www.counseling.org/>)
- the Christian Association for Psychological Studies (<https://caps.net/>)

Additionally, in preparation for their continued obligations within the professional counseling fields, students are required to cultivate a commitment to an attitude of life long-learning, to excellence in using best counseling practices, and to advocacy for the profession and for mental health needs in their communities.

Personal Growth Expectations for Students

As counseling individuals in pain demands professionals to be aware of self and others, as well as superbly trained in the fields of biblical anthropology and psychology, counseling students are expected to work towards growth in the areas of educational, personal, relational, and spiritual development.

Educational -- Students are expected to progress through the learning competencies above in the handbook.

Personal -- Students are expected to mature in self-understanding and personal development, including during the 12-required counseling sessions (see Personal Counseling Requirement in this handbook). Additionally, students are encouraged to grow as well in the areas of self-care.

Relational -- Students' personal, relational, and professional growth is observed and examined through three self-assessments of Counselor Dispositions and three professor-assessments of Counselor Dispositions at various points throughout the program.

Spiritual -- Counseling students are encouraged to grow in their spiritual faith. Per the tradition of the reformed church, spiritual growth takes place in the context of a corporate community of believers through meaningful relationships in formal and informal settings. Students are encouraged to participate as much as possible in campus-wide experiences (such as weekly chapel and Day of Prayer), in small group community experiences (such as Covenant groups and Ministry Lunches), and in active involvement in a local church.

Personal Counseling Options

ON- CAMPUS

Free Counseling at Covenant Seminary – On Campus

Covenant Seminary offers free counseling to anyone in need through our MAC program. MAC students in their internship year (and under the supervision of Covenant’s experienced counseling faculty) provide this service to both Covenant’s community, as well as anyone in the St. Louis area. The counseling is confidential and is held in the Counseling Department. **MAC students (or their family members) may ONLY take part in the free counseling in their first year.**

To sign-up, please contact Krisi Totty at (314) 392-4241 or at counselingintake@covenantseminary.edu.

OFF-CAMPUS

Scholarships – Scholarships for counseling are available to all Covenant students on a first-come-first-serve basis. For more information, contact **Mark McElmurry in Student Services at (314) 392-4153.**

Specific Alumni – Throughout St. Louis

We maintain an extensive list of over 150 counselors in the area, many of whom are alumni. The list includes information on: 1) areas of specialty, 2) location and 3) fees. Many alumni offer discounts specifically to Covenant students. If you would like some specific recommendations (Example: a specific area, within a specific budget or located in a certain location) we can help. For information on any of these options, **contact the Counseling Department 314-392-4240** or counselingintake@covenantseminary.edu.

Counseling Agencies and Private Practices – Throughout St. Louis

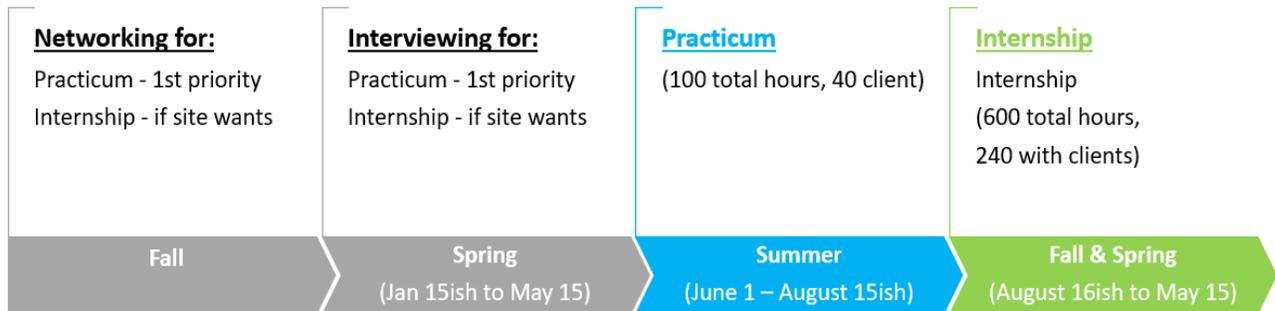
Below are some of the many private practices and agencies where our grads work and practice.

ORGANIZATION	PHONE / CONTACT	WEBSITE
Agape Christian Counseling	314-994-9344	www.agapechristiancounselingservices.org
Avenues Counseling	314-529-1391	www.avenuescounselingcenter.org
Care and Counseling	314-878-4340	www.careandcounseling.org
Carepoint Christian Counseling	314-822-8888	www.carepointcounseling.com
Crossroads Counseling Center	314-498-0186	www.stl-ccc.org
Diane Powell and Associates	diane4now@gmail.com	www.dianepowellp.com
Fidelity Counseling	314-246-0560	www.fidelitycounseling.com
First Light	314-749-4937	www.firstlightstl.org

Generations Counseling	314-529-1713	www.generations-counseling.com
Hope Crossing Christian Counseling	314-983-9300	hopecrossingcc@gmail.com
Kaizen Counseling Services	314-909-7775	www.kaizencounseling.com
Kaleo Counseling Services	636-447-0100	www.kaleostl.com
Karis House Community Counseling Center	314-802-8805	www.karishouse.org
Killeen Counseling	314-720-2710	www.killeencounseling.com
LifePointe Counseling	314-849-2120	www.lifepointecounseling.com
Live at Peace Ministries	314-479-9028	www.liveatpeace.org
Marriage and Family Institute	314-863-8734	www.marriagefamilyinstitute.com
Metro-East Pathways Counseling Baptist Children's Home & Family Services	618-624-4060	www.bchfs.com
New Day Christian Counseling	314-604-5622	www.newdaystl.com
New Hope Counseling Center	636-394-7015	www.newhopecounseling.com
New Hope Wentzville	636-394-7015	www.newhopecounseling.com/wentzville
Oasis Counseling	314-452-1520	www.oasisstlouis.com
Restoration Counseling Center	636-939-4343 ext. 1129	www.restorationcounseling.com
Revision Christian Counseling	314-802-6232	www.revisionchristiancounseling.com
Riesmeyer Counseling Services	314-303-2937	www.riesmeyercounseling.com
Saint Louis Behavioral Medicine Institute	314-534-0200	www.slbmi.com
St. Louis Counseling Center	314-325-9237	www.stlouiscounselingcenter.com
Sandhill Counseling and Consultation	636-379-1779	www.sandhillcounseling.com
Sojourner Counseling	314-579-9766	Not Available
The Counseling Center	314-251-6545	www.thecounselingcenter-stl.com
The Haven Counseling:	314-628-9393	Not Available
Tim Galvin	314-576-0871	www.timothygalvin.wordpress.com

Practicum & Internship Timeline

Practicum & Internship Timeline (starting in 2022)



Practicum & Internship Comparison

PRACTICUM	INTERNSHIP
<ul style="list-style-type: none"> • WALKING INTO A ZERO-ENTRY POOL AND UP TO YOUR WASTE AND THE ROPE LINE • 100 TOTAL HOURS, 40 OF WHICH WITH CLIENTS • EXPOSURE HOURS • 2-4 CLIENTS MAX IN CASE LOAD • 1.5 HOUR A WEEK UNPAID JOB • WORK = NO MORE THAN 25-30 HRS./WEEK 	<ul style="list-style-type: none"> • ROPE LINE COMES DOWN, SWIM TO THE DEEP IN, DIVE OFF THE DIVING BOARD • 600 TOTAL HOURS, 240 OF WHICH WITH CLIENTS • NO EXPOSURE HOURS • 10-12 CLIENTS IN CASE LOAD • 2.5 HOUR A WEEK UNPAID JOB • WORK = NO MORE THAN 1.5 HRS./WEEK

Budgeting for Practicum & Internship

To help you as you prepare for your time in the degree, below is an estimated list of most of the fees that you can expect to incur during your time in the program.

BUDGET FOR THE 75-CREDIT DEGREE COURSE SEQUENCE	JANUARY '22	JUNE '22	JANUARY '23	SPRING '23
PRACTICUM				
Practicum Insurance:	\$100			
Student Counselor Handbook Fee:	\$10			
Possible Extra Confidential Phone or Device for client communication	??	??	??	??
Summer Fee for: Internship Site Lab (0 credits)		\$400 (\$0 tuition)		
INTERNSHIP				
Internship Insurance:			\$100	
Jan-term Fee for: Internship Site Lab (0 credits)			\$90	
Background Check Fee (<i>only some sites</i>):	\$50	\$50		
CPCE Exam Fee				\$70
TOTALS (excludes tuition)			\$90	\$530-\$850

- Other notes:
 - You must be registered for the zero-credit Internship Class in January
 - This zero-credit class *does* show up on your transcript

Missouri Licensure Requirements

This is intended to be a brief overview of the requirements outlined, as of August 2020, in the Missouri Committee for Counselors: Code of State Regulations and Statute Chapter 337, RSMo. To learn more about these requirements go to: www.pr.mo.gov/counselors.asp.

EDUCATION: Master's degree in counseling or the equivalent from a regionally accredited institution.

EXAMINATION: Missouri requires the **National Counselor Examination**. The test is taken through the National Board for Certified Counselors. Scores are sent to committee and maintained in applicant's file. Missouri also requires a Jurisprudence examination (internet based open book test administered through i-counseling.net).

The test changes your title as follows:

- 1) **Counseling Intern (CI)** – What you are during your counseling internship (the NCE has no impact)
- 2) **Counselor in Training (CIT)** – What you are after you've: 1) graduated with a Masters in Counseling, 2) get a counseling-related job, 3) find a supervisor, 4) register with the state and 5) been approved by the state of Missouri to work towards licensure.
- 3) **Provisionally Licensed Professional Counselor (PLPC)** – To become a PLPC you must: 1) do everything a CIT does above and 2) pass the NCE test. You will get your official PLPC license number at this time, which you should put on your business card.

EXPERIENCE:

- a. Registered & approved by the committee
- b. Supervisor must be employed at the same site or affiliated to the site by contract
- c. Changes in original counseling plan must be filed with committee
- d. Complete 3,000 counseling-related hours:
 - i. 1,200 of which must be face-to-face with clients
 - ii. Must include a minimum of 15 hours of counseling-related work a week
 - iii. Must be finished in no more than 5 years and no less than 2 years
 - iv. 1 hour per week face-to-face supervision with at least two weeks being individual supervision. Up to two weeks of the remaining supervision can be group supervision.

Your title will eventually change to:

- 4) **Licensed Professional Counselor (LPC)** – This happens: 1) 2 to 5 years after starting the licensure process, and 2) after you've completed a fair bit of direct-client counseling, supervision and counseling-related hours as outlined above.

MAC Courses and Missouri Requirements

The MAC degree covers as follows all required areas described in Missouri Committee for Counselors: Code of State Regulations and Statute Chapter 337, RSMo.:

	64-CREDIT DEGREE	75-CREDIT DEGREE*
A. COUNSELING THEORY	CO310 Counseling Introduction and Theories I CO315 Counseling Theories II and Techniques	CO300 Counseling Introduction and Theories I CO315 Counseling Theories II and Techniques
B. HUMAN GROWTH AND DEVELOPMENT	CO570 Psychological Disorders CO331 Human Growth and Development	CO570 Psychological Disorders CO331 Human Growth and Development
C. SOCIAL AND CULTURAL FOUNDATIONS:	CO370 Social and Cultural Diversity in Counseling CO331 Human Growth and Development	CO373 Social and Cultural Diversity in Counseling CO331 Human Growth and Development
D. THE HELPING RELATIONSHIP	CO310 Introduction to Counseling and Theories I CO520 Marriage and Family Counseling CO380 Foundations of Counseling: God and Humanity	CO300 Introduction to Counseling and Theories I CO325 Marriage and Family Counseling CO385 Crises and Trauma Counseling
E. GROUP COUNSELING	CO555 Group Dynamics	CO555 Group Dynamics
F. CAREER DEVELOPMENT	CO502 Career Counseling	CO305 Career Counseling
G. APPRAISAL	CO503 Assessment in Counseling	CO353 Assessment in Counseling
H. RESEARCH METHODS	CO552 Research Methods	CO552 Research Methods
I. PROFESSIONAL ORIENTATION	CO360 Ethics and Professional Development	CO360 Ethics and Professional Development CO356 Clinical and Community Mental Health

J. DIAGNOSIS	C0375 Psychological Disorders	C0375 Psychological Disorders C0332 Addictions
K. PRACTICUM/ INTERNSHIP (6 CREDITS HOURS)	C0390 Counseling Practicum C0541 Counseling Internship C0543 Counseling Internship	C0390 Counseling Practicum C0541 Counseling Internship C0543 Counseling Internship

Note: All classes listed are 3-credit classes.

*Several course numbers are different between the two degrees to denote both the change in degree and content.

Other State Licensure Requirements

For more information about the Portability of your MAC degree to the other 50 states, please visit:
<https://www.covenantseminary.edu/wp-content/uploads/2020/06/State-Rules-and-Regulations-Overview-6.2020.pdf>

Questions You'll Likely Ask Along the Way

- 1) How do I get licensed? What are the three parts to getting licensed?
- 2) How easy or challenging is it to find a counseling position after you finish at Covenant?
- 3) How long does it take to get post-graduate supervision hours for licensure?
- 4) How many hours do you need during the post-degree licensure process?
- 5) If I am planning on moving outside of Missouri for licensure, what do I need to know during the program? What should I be planning for? Who do I talk to?
- 6) What do I need in my records and files to go through the licensure process?
- 7) Will the Counseling Department (always and forever) have copies of my intern hours? my course syllabi? the course catalogue I came in under?
- 7) In what types of careers or industries have our grads used the MAC degree?

SO... BE LISTENING

As you go through the MAC degree, we will do our best to prepare you for licensure, job hunting and life in general after leaving the program. However, we have found people are not often ready or able to hear this information. Their anxiety might be too high. They don't think or realize it applies to them. Or, they don't listen for their own reasons. We get that.

But. We hope you'll be listening.

Listening means fewer surprises.

Listening means more peace.

Listening means more room for dreaming. For growing. For hearing. God often speaks in gentle whispers that anxiety muffles.

Want to talk about the questions? If at any time during the program you want to talk with someone specifically about any of these questions, Mark, Jeremy, Suzanne, Paul, Dan and Sabrina are available and would love to have an office hour with you.