

TABLE OF CONTENTS

PERSONNEL DIRECTORY	4
FACULTY	
CONTACT US.....	

[HTTPS://WWW.COUNSELING.ORG/DOCS/DEFAULT-SOURCE/ETHICS/2014-CODE-OF-ETHICS.PDF?SFVRSN=2D58522C_4](https://www.counseling.org/docs/default-source/ethics/2014-code-of-ethics.pdf?sfvrsn=2d58522c_4)
POLICY FOR STUDENT RETENTION, REMEDIATION, AND DISMISSAL.....
PROGRAM TECHNOLOGY REQUIREMENTS AND

Personnel Directory

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Program Information

Accreditation

The Master's Program in Rehabilitation Counseling is fully accredited by The Council for Accreditation of Counseling and Related Educational Programs (CACREP). Accredited programs adhere to stringent training guidelines in order to ensure consistency among training programs. Attending a CACREP accredited counseling program will assist you in obtaining licensure as a Professional Counselor and the Certified Rehabilitation Counselor (CRC) designation.

Program Goal/Mission Statement

The goal of the Rehabilitation Counseling Master's Degree Program at the University of Northern Colorado is to provide graduate students with the knowledge, skills, and experiences necessary as rehabilitation counseling professionals.

The mission of the program is to educate master's students in the area of rehabilitation

campus clinic, all client materials are kept in a secure area in the counseling clinic, and the practicum instructor maintains access to the secure area and provides students access to client information as needed. For students completing practicum at a distance, all client materials are kept secure using Supervision Assist. This software platform ensures confidentiality for counseling sessions, individual and group supervision, and record keeping, and it also creates and adequate and appropriate instructional and counseling environment for students. Prior to enrolling in practicum, students must provide proof of individual liability insurance. Options will be provided by Rehabilitation Counseling faculty.

Course Registration

The schedule of classes for each semester is available on the UNC website. Consultation with your advisor regarding which classes to take is highly recommended. You will register for classes via URSA.

Enrollment (Matriculation) Requirements

Students are expected to follow all the Graduate enrollment requirements, which can be found here: <http://unco.smartcatalogiq.com/current/Graduate->

coursework, Typically, students complete the exam during the same semester the internship is completed. Application timelines and forms for the CRCC exam, along with examination schedules are available on the CRC website: <https://www.crccertification.com/about-crc-certification>. Students who fail the exam may apply to re-take the exam in the following academic semester. Students who fail the exam twice will have their program terminated.

Primary Reasons for Program Termination

1. Five years from the date of admission are allowed to complete the M.A. The Graduate School terminates programs that have exceeded this time limit.
2. Programs may be terminated by request of the program faculty when evidence of unethical or unprofessional behavior on the part of a student has been established. Please reference the Retention, Remediation, and Dismissal Policy in this Handbook for more information.
3. A program may be terminated if, in the professional judgment of the faculty, the student is incapable of providing high quality therapeutic services to clients.
4. Students are required to maintain a 3.0 (B) grade point average. When a GPA drops below this point, the student is warned and given a specific time limit for raising their grade point average. If this is not done, the Graduate School will terminate the program.

Graduation

Students must submit an Application for Graduation, available on the Graduate website,

approved for graduation, or conditions are stated which would qualify the student for graduation. The Application for Graduation is then filed with the Graduate School, where the final graduation check is made. This formal Application for Graduation must be filed in accordance

student to complete the form, obtain signatures, and file it with the Graduate School. Attendance

Curriculum

Methods of Instruction

Rehabilitation counseling courses are offered in an online format and a hybrid online synchronous/on-campus format. Practicum is completed in the Rehabilitation Counseling clinic in Gunter Hall, and it can also be completed in an online synchronous format. The internship experience is completed at a field-based site, which is selected by the student and the Practicum and Internship Coordinator.

Degree Requirements

Course #	Course Name	Credits
PSY 530	Life Span Developmental Psychology	3
RCS 580	Foundations of Rehabilitation Counseling	3
RCS 581	Assessment of Adults with Disabilities	3
RCS 585	Career Counseling and Placement for People with Disabilities	3
RCS 604	Family, Cultural	

General Program Information

Review of Students

The Rehabilitation Counseling program faculty members review the

Student Expectations

All students at the University of Northern Colorado are bound by the Student Code of Conduct (BEAR Code). The BEAR Code serves to outline student rights and responsibilities as well as behavioral expectations.

Student Code of Conduct (BEAR Code)

<https://www.unco.edu/dean>

Student Resources

Information Management and Technology

Information Management & Technology provides various forms of support to faculty and students in their teaching, research, and service activities. Consultation and training are also available. <https://www.unco.edu/information-management-technology/>

Technical support is available to students and faculty as outlined below:

Email: help@unco.edu

Phone: 970-351-4357

Location: Michener Library L11

IM&T Hours:

- Monday-Thursday 10am-7pm
- Friday and Saturday 10am-6pm
- Sunday 12pm-7pm

The Graduate School

The Graduate School is committed to student success as a graduate student, providing relevant academic and professional coursework and real-world experiences in an environment where

Appendix A

Professional, Ethical, and Personal Growth Expectations

Appendix B

Retention, Remediation, and Dismissal Policy

Retention, Remediation, and Dismissal Policy

The
committed to prepare and train professionals to uphold the highest standards of integrity, competence, and ethical care in their future practice, and it is required that they uphold such standards during their time in the graduate program. Program faculty recognize the gate-keeping function that they play in protection of clients and community members. To fulfill this function, the faculty conducts regular and systematic assessment of student academic progress, professional dispositions and professional behavior throughout the program. We also maintain clear and proactive policies for remediation, retention and dismissal when either formal or informal assessment and observation suggest the need.

In line with The Council for Accreditation of Counseling and Related Educational Programs

meet with their faculty advisor to discuss the grade and to determine an appropriate course of action. Students may request the presence of another faculty or of the department chair in cases when the student is concerned about the objectivity of her or his advisor. Student meetings can be held in-person or via Zoom using a passcode to ensure confidentiality. The advisor will consult with the student on a possible remediation plan or dismissal from the program; however, the advisor and rehabilitation counseling faculty, in collaboration with the Graduate School, reserve responsibility for determining the final course of action.

Remediation efforts may include requiring the student to re-take the course, limiting future enrollments until academic or non-academic issues can be addressed, or taking of remedial coursework. Where additional action is needed, the advisor will create a written academic plan that details the actions of both the student and the program.

Informal assessment will continue through the observation of faculty, staff, and internship supervisors. Faculty will initiate a process of remediation in any case when communication or behaviors are observed that convey a lack of ethics or would be likely to produce harm for self or others.

Remediation efforts may only require informing a student of the area of deficiency. Where additional action is needed, the advisor will create a written dispositional plan that details the actions of both the student and the program. The plan requires signatures of the student and faculty members. Electronic signatures are accepted, and the document is shared via email. Program faculty review the dispositional plans at least once per semester in a designated meeting until the remediation process is deemed complete. Students will be notified of the completion of remediation by email.

The remediation plan for dispositional deficits or misconduct may include any number of activities or consequences, including increased supervision, written reflection papers, or interpersonal skills interventions. Discontinuation from the program would be a rare occurrence of last resort, with the faculty doing everything possible to help students achieve expected levels of professional conduct. Consultation as a faculty, with the graduate school and with other appropriate parties is a critical part of all remediation plans or considerations of dismissal. Students have the right to due process as described by the Graduate School. This includes the right to appeal any decision made by faculty that impacts the student.

Remediation Planning Document

Name of student:

2. Course/Field Experience (if applicable):

3. Area of remediation (circle): Academic Non-Academic

4. Reason for Concern:

5. Initiated by:

(Name) (Title)

6. Date submitted to faculty advisor:

7. Date of advisory meeting:

8. Result of advisory meeting:

a. Clarification of Problem:

b. Recommendations (attach necessary documentation):

9. Signatures of Faculty advisors and student:

a.
