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PROGRAM DESCRIPTION

The Ph.D. in counseling is intended to prepare individuals for employment as counselor educators in colleges and universities and as leaders in clinical mental health counseling, college counseling, or school counseling. The program provides doctoral students with the information and skills required to carry out scholarly research, lead organizations, and create new knowledge.

The official name of the Ph.D. degree program is a Ph.D. in Education with a Concentration in Counseling. The practical title of the program is a Ph.D. in Counselor Education and Supervision.

The Ph.D. program in Counseling at Old Dominion University accepted its first doctoral students in Spring semester 2007 and has been accredited by the Council on Accreditation of Counseling and Related Educational Programs (CACREP) since January 2009.

The program leading to the Ph.D. degree consists of a minimum of 60 semester credits beyond the master’s degree, including a clinical practicum, an internship, candidacy examinations, and a dissertation. An Ed.S. may not be earned as part of the Ph.D. process.

In addition, ODU has implemented a requirement that all graduate students complete a research ethics on-line training course (Responsible Conduct of Research – RCR) during their first year of enrollment in graduate school.

Access the following page on the ODU Darden College of Education website and follow the instructions for completing the on-line training course:

http://ww2.education.odu.edu/docs/Responsible_Conduct_of_Research_Programs.pdf

If the counseling program changes the curriculum while students are completing the program, students may choose to follow their original curriculum contained in the handbook and graduate catalog from the year when the student matriculated or the student may change to follow the curriculum in the new handbook and graduate catalog. The curriculum may not be combined, a choice of handbook and catalog is required. All students are required to follow any non-curriculum policy changes implemented.

REQUIREMENTS BEYOND COURSES, EXAMINATIONS, AND THE DISSERTATION

A Ph.D. program involves a serious commitment of time and energy. Requirements for completion of the degree go far beyond completion of courses, examinations, and a dissertation. Throughout the doctoral program, Ph.D. students are expected to be involved in the research projects of faculty members, assist in teaching courses, provide supervision to master’s students, attend and present at professional conferences, and generally immerse themselves in professional activities at Old Dominion University. These activities are designed to prepare Ph.D. students to become
faculty members in counseling graduate programs and leaders in the specializations of clinical mental health counseling, college counseling, or school counseling.

After Ph.D. students complete the course in college teaching, they are required to co-teach one master’s level course with a faculty member during their internship. In addition, they are encouraged to assist full-time faculty members in teaching other master’s level counseling courses during the time they are completing their degrees. Most Ph.D. students who hold graduate assistantships are assigned to teach undergraduate human services or special education courses. Students can visit the following link for general information on graduate assistantships at ODU: https://www.odu.edu/facultystaff/employee-services/graduate-assistantships.

SCOPE OF THIS HANDBOOK

This handbook for Ph.D. students is designed to supplement the Old Dominion University Graduate Catalog (see at http://catalog.odu.edu/graduate). As a result, many policies and procedures set forth in the catalog are not repeated in this handbook, but are binding on Ph.D. students. In the event a policy or procedure in this handbook is in conflict with the ODU Graduate Catalog, the ODU Graduate Catalog provisions will prevail. However, this handbook may add additional requirements that are not stated in the Catalog and the Catalog specifically allows graduate programs to set additional requirements.

In addition to this handbook, the Darden College of Education has published a Ph.D. student handbook. The college handbook should be read and policies and procedures in that document should be followed.

MISSION STATEMENT

The mission of the Ph.D. program in Counseling at Old Dominion University is to prepare professional counselors to provide leadership in the profession of counseling. Counseling leaders must be excellent counselors, supervisors, teachers, researchers, and scholars. The program is designed to enhance the counseling skills of doctoral students, prepare counselors for the roles of clinical and administrative supervision, develop the teaching skills of students, teach students to conduct research, and prepare students to become counseling scholars. The program prepares doctoral students to become university faculty members in counselor education programs and leaders in the specializations of clinical mental health counseling, college counseling, and school counseling.

PROGRAM OBJECTIVES

Objective 1: To provide studies that build on and enhance the education students received in their master’s level CACREP accredited degree programs (or the equivalent).

Objective 2: To provide studies that offer an advanced understanding of theories
pertaining to the principles and practice of counseling, career development, group work, systems, consultation, and crises, disasters, and other trauma causing events; theories and practices of counselor supervision; instructional theory and methods relevant to counselor education; pedagogy relevant to multicultural issues and competencies, including social change theory and advocacy action planning; design, implementation, and analysis of quantitative and qualitative research; models and methods of assessment and use of data; and ethical and legal considerations in counselor education and supervision.

**Objective 3:** To allow students easy access to program information which will make them aware of program policies, and when applicable, help them make informed choices about programmatic decisions that might affect their professional lives.

**Objective 4:** To make available assistantships that will provide students with opportunities to gain professional experiences and will assist students financially in their pursuit of a graduate degree.

**Objective 5:** To recruit minority students in such numbers as to have their presence make a discernible impact upon the program's educational processes and on the community.

**Objective 6:** To provide workshops, seminars, and other activities that directly contribute to the personal and professional development of students.

**Objective 7:** To provide opportunities for students to engage in research activities on their own or with faculty.

**Objective 8:** To provide studies that prepare graduates for leadership roles in counselor education, counseling research, supervision, and practice.

**Objective 9:** To provide studies that prepare graduates for leadership roles in the advanced practice of counseling.

**Objective 10:** To provide practicum and internship experiences at the doctoral level that give students supervised experience in supervision, teaching, and leadership in the counseling profession.

**UNIVERSITY ORGANIZATIONAL STRUCTURE**

The Counseling Graduate Program includes the following full-time faculty members: Dr. Jude Austin, Dr. Christine Berger, Dr. Nina Brown, Dr. Jennifer DelCorso, Dr. Emily Goodman-Scott, Dr. Tim Grothaus, Dr. Kaprea Hoquee, Dr. Gulsah Kemer, Dr. Garrett McAuliffe, Dr. Jeff Moe, Dr. Ed Neukrug, Dr. Alan Schwitzer, and Dr. Chris Sink, and part-time faculty members who change from semester to semester.

All faculty members in the Counseling Graduate Program are members of the
The Department of Counseling and Human Services is a department within the Darden College of Education. The Dean of the College of Education is Dr. Jane S. Bray.

All programs that offer graduate degrees at ODU are coordinated by the Office of Academic Affairs. The Office of Academic Affairs sets university-wide policies and procedures for graduate programs in partnership with individual colleges. In the College of Education, Dr. Gail Dickinson is the Associate Dean for Graduate Studies and Research and coordinates all graduate programs in the College of Education.

The College of Education is one of seven colleges at ODU. The chief academic officer of the university is the Provost and Vice President for Academic Affairs, Austin Agho. The Provost and Vice President of Academic Affairs reports to the President of the university, John Broderick.

**ACCREDITATION**

Accreditation of universities and university programs is voluntary. Universities and programs choose to seek accreditation to ensure that their academic programs meet the highest standards that have been set by academics, professionals, and professional associations throughout the United States.

The Old Dominion University master’s degree programs in clinical mental health counseling, college counseling, and school counseling and the Ph.D. degree program in counselor education and supervision are accredited by the Council on Accreditation for Counseling and Related Educational Programs (CACREP).

In addition to the general prestige of graduating from a program recognized as having met national standards, there are some very concrete advantages of having graduated from a CACREP-accredited graduate program in counseling. These advantages include being able to take the National Counselor Examination (NCE) and apply for and become a National Certified Counselor (NCC) upon graduation from the ODU master’s degree programs without having to complete two years of post-graduation supervised experience (as is required for those who graduate from master’s degree programs that are not CACREP accredited). Many job announcements list preferences for candidates who have graduated from CACREP accredited graduate programs, who are NCCs, and who are licensed as professional counselors. All of these preferences can be realized more easily by having graduated from a CACREP accredited program in counseling.

The Darden College of Education, including all master’s, specialist, and doctoral degree programs in counseling, are accredited by the National Council for Accreditation of Teacher Education (NCATE)/Council for the Accreditation of Educator Preparation (CAEP). Some states offer special consideration to graduates of NCATE/CAEP accredited programs when they apply for
state licensure or certification as school counselors.

ODU is accredited by the regional accrediting agency, the Commission on Colleges of the Southern Association of Colleges and Schools. All state counseling licensure boards and school counselor certification agencies require that students hold graduate degrees from universities that are regionally accredited. In addition, most jobs require that graduate degrees be granted from accredited universities.

COUNSELOR LICENSURE AND CERTIFICATION

Ph.D. counseling students are encouraged to become licensed as Professional Counselors or School Counselors in Virginia or the jurisdiction in which they plan to live and work. Students who plan to work as school counselors should become licensed as school counselors by the State Department of Education in Virginia or become certified or licensed as school counselors by the state department of education in the jurisdiction in which they plan to live and work. For licensure as a school counselor in Virginia, school counseling students need to follow all of the steps outlined in the application packet for the “School Counseling Pupil Personnel License” available on the Teacher Education Services website. The packet is currently available at the bottom of the “Initial Virginia License Application and College Verification” page at http://www.doe.virginia.gov/teaching/licensure/application.pdf. When students have completed the Ed.S. Program and all grades are posted and official transcripts are available, they can submit the packet to the Licensure and Placement Officer who will process the applications for them. However, the initial license in Virginia is non-renewable for three years. A school counselor must be employed for two of the three years to get their continuing license. To ensure that you are eligible for this, you may wish to apply for your school counseling license after you have a job offer. Every person seeking initial licensure or renewal of a license shall provide evidence of completion of certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators. The certification or training program shall be based on the current national evidenced-based emergency cardiovascular care guidelines for cardiopulmonary resuscitation and the use of an automated external defibrillator, such as a program developed by the American Heart Association or the American Red Cross. The Board shall provide a waiver for this requirement for any person with a disability whose disability prohibits such person from completing the certification or training.

Ph.D. students who wish to become Licensed Professional Counselors (LPCs) should secure a qualified clinical supervisor and register with the Virginia LPC board immediately upon graduation. Delays in registering with the LPC board will result in delays in earning the LPC credential. Specifically, coursework required by LPC Board is outlined on their website (see http://www.dhp.virginia.gov/counseling/ for most updated information). The LPC board updates their policy requirements periodically. This may include new coursework and internship requirements. Please consult with the clinical coordinator for more information about this process.

In addition, all students should consider becoming National Certified Counselors (NCC) upon graduation from our CACREP-accredited master’s degree program to demonstrate their professional identity within the counseling field. There are numerous other credentials offered by state agencies and national boards that may be important to the careers of professional counselors. Students should discuss other credentials that might be uniquely important to them with their faculty advisor or with other members of the faculty who are familiar with available credentials.

If a student wishes to graduate meeting the requirements for both school counseling and
mental health counseling he or she must meet the degree requirements for both CACREP accredited concentrations. This would include meeting the curricular requirements for each concentration and a minimum of a 600 clock hour internship for each concentration, for a total of 1200 hours of internship. The awarding of the degree(s) must occur simultaneously.

PERSONAL COUNSELING

Counseling graduate students are encouraged by the faculty to seek personal counseling services during the time they are enrolled in the counselor preparation program. In keeping with the philosophy of counseling that counseling services can be helpful to all persons, not just individuals who have emotional or mental disorders, but also for individuals who are functioning effectively as well, graduate students are encouraged to learn about themselves from being a client in a counseling relationship. In addition to self-exploration, being a client provides counseling students with the opportunity to experience what they ask their clients to do, which helps counseling students empathize more fully with clients who seek counseling services.

Although counseling graduate students may engage in conversations with counseling faculty members regarding personal matters in the course of their studies, it is inappropriate for counseling faculty members to become a counselor for a counseling graduate student. Faculty members and counseling graduate students should maintain their roles as professor and student at all times and are not ethically allowed to engage in counseling or personal relationships.

ODU graduate students are entitled to free individual counseling sessions through ODU Counseling Services. Counseling students who seek services in the center should identify themselves as counseling graduate students so they will be assigned to mental health professionals who are not students themselves in the ODU Counseling Graduate Program. Privacy of counseling graduate students is insured by ODU Counseling Services staff members. Along with individual personal counseling, ODU’s Counseling Services office provides psychoeducational groups on topics of interest to graduate students and emergency mental health services.

In addition to counseling services provided to students on the ODU campus, counseling graduate students may seek counseling through private practitioners in the community. Students who seek counseling in the community may be eligible for third party reimbursement for counseling services if they have a personal health insurance plan that reimburses for such services. Students who seek private counseling services in the community are encouraged to utilize the services of Licensed Professional Counselors (LPCs).

Ph.D. PROGRAM COURSE PREREQUISITES AND PLAN OF STUDY

Prerequisites are required of all Ph.D. students. Prerequisites that have not been completed prior to beginning the Ph.D. program may be taken as a part of the Ph.D. program but will not count toward the 60 hours required.

See the list of prerequisites and required courses in the sample plan of study below. Each course is 3 credits unless otherwise indicated. The sample plan of study also provides a suggested order for taking doctoral coursework.

The course requirements for the doctoral program are also listed in the sample program of study plan below. A total of 60 credits is required.

A plan of study must be completed with your advisor during the first semester of your
Students are also expected to start the process for background checks during the first semester as well. If students have not completed their plan of study and show evidence their background checks were submitted a hold will be placed on the student’s account which will prevent registration until these two items have been completed.

(SAMPLE) COUNSELING Ph.D. PROGRAM OF STUDY FORM

Student Name: ______________________Advisor Name: ______________________

Semester Student Began Taking Courses after Being Admitted:

<table>
<thead>
<tr>
<th>X = completed</th>
<th>ODU Course Prefix &amp; Number</th>
<th>ODU Course Title</th>
<th>Univ where Course was Completed</th>
<th>Course Prefix, Number, &amp; Title at Other Univ if not a CACREP accredited program</th>
</tr>
</thead>
<tbody>
<tr>
<td>X COUN 601</td>
<td>Introduction to Counseling and Ethics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X COUN 631</td>
<td>Counseling for Lifespan Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X COUN 633</td>
<td>Counseling &amp; Psychotherapy Techniques</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X FOUN 611</td>
<td>Introduction to Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X COUN 642 or 644</td>
<td>Group Counseling and Psychotherapy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X COUN 645</td>
<td>Testing and Client Assessment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X COUN 648</td>
<td>Foundations of Career Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X COUN 650</td>
<td>Theories of Counseling and Psychotherapy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X COUN 655</td>
<td>Social and Cultural Issues in Counseling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X COUN 669</td>
<td>Practicum in Counseling (min of 100 hours)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>√ COUN 670</td>
<td>Introduction to Supervision in Counseling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X COUN 666/7/8</td>
<td>Internship (6 credits) (min of 600 hours)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Prerequisites

Students must either have completed equivalents of each of the graduate courses listed below or must take these graduate courses as a part of their Ph.D. Program of Study at ODU. The courses that have already been completed below do not have to be transferred to ODU.
## Ph.D. Program of Study
### COUNSELING Ph.D. PROGRAM DEGREE COMPLETION PLAN

### Required Courses for Area of Expertise (12 credits required)

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision Course - COUN 846</td>
<td>3</td>
</tr>
<tr>
<td>Teaching Course - COUN 820</td>
<td>3</td>
</tr>
<tr>
<td>Research Courses - FOUN 813 and 814</td>
<td>6</td>
</tr>
</tbody>
</table>

*Example - Counselor Education*

### Fall Semester 201

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 670</td>
<td>Intro to Supervision in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>COUN 820</td>
<td>Counselor Education Teaching and Practice</td>
<td>3</td>
</tr>
<tr>
<td>FOUN 814</td>
<td>Qualitative Research Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 9

### Spring Semester 201

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 846</td>
<td>Advanced Supervision in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>COUN 801</td>
<td>Current Issues in Counseling and Counselor Education</td>
<td>3</td>
</tr>
<tr>
<td>FOUN 722</td>
<td>Intro to Applied Stats and Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 9

Additional Tasks: Choose Advisory Committee Chair and two committee members

### Summer Semester 201

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 842</td>
<td>Advanced Counseling Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>FOUN 8__</td>
<td>Research Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 6

### Fall Semester 201

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOUN 813</td>
<td>Advanced Program Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>FOUN 8__</td>
<td>Quantitative Research Elective</td>
<td>3</td>
</tr>
<tr>
<td>COUN 844</td>
<td>Advanced Group Counseling</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours: 9

Additional Tasks: Presentation at a professional conference
Apply for dissertation research grant

### Spring Semester 201

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>COUN 869</td>
<td>Advanced Supervised Practicum in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>COUN 848</td>
<td>Multicultural Perspectives in Counselor Education,</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Supervision, and Research</td>
<td></td>
</tr>
<tr>
<td>COUN 835</td>
<td>Advanced Counseling Research Design and Assessment</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours:</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Additional Tasks:**
- Take Written Candidacy Exam & Take Oral Candidacy Exam
- Choose dissertation chair and committee members
- Presentation at a professional conference

### Summer Semester 201

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 868</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>COUN 899</td>
<td>Dissertation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours:</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**Additional Tasks:** Supervise master’s students and attend supervision

### Fall Semester 201

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 868</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>COUN 898</td>
<td>Dissertation Seminar</td>
<td>3</td>
</tr>
<tr>
<td>COUN 899</td>
<td>Dissertation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours:</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Additional Tasks:**
- Begin job search
- Supervise master’s students and attend supervision
- Defend dissertation proposal
- Collect dissertation study data

### Spring Semester 201

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 899</td>
<td>Dissertation</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours:</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**Additional Tasks:**
- Continue Job Search
- Complete dissertation writing
- Defend Dissertation
- Attend Graduation Ceremonies in May

In the event that this Program of Study is modified, a new Program of Study Form must be signed by the faculty advisor, Graduate Program Director, and the student, and the original must be filed in the student’s advising folder.

Advisor’s Signature: __________________________ Date: __________

GPD’s Signature: __________________________ Date: __________

Student’s Signature: __________________________ Date: __________
TRANSFER OF COURSES

The ODU Graduate Catalog allows up to 12 credits that were earned after the master’s degree was completed that are relevant to the ODU Ph.D. program in counseling to be transferred into the Ph.D. program. Post-master’s degree credits might have been earned at ODU or at other universities. Courses that were earned more than eight years prior to the intended Ph.D. degree graduation date must be validated through procedures established by the program.

CONTENT OF COURSES

In addition to the content of courses listed in the ODU Graduate Catalog, the following content will be covered in the courses listed below. The Included Content is content that is unique to the way the ODU doctoral program is structured. CACREP Required Content is content that must be taught in the course in order to meet CACREP accreditation requirements.

COUN 670 Introduction to Counseling Supervision
Catalog Description: This course provides an opportunity to learn one’s personal style for supervision, to have supervised field supervision experiences and to gain an understanding of the different models of supervision.
CACREP Required Content: Theories and practices of counselor supervision. Understands the purposes of clinical supervision. Understands theoretical frameworks and models of clinical supervision. Understands the roles and relationships related to clinical supervision. Understands legal, ethical, and multicultural issues associated with clinical supervision.

COUN 801 Current Issues in Counseling and Counselor Education
Catalog Description: The course will focus on the current issues in counseling to include the role of ethical and legal consideration in counselor education and supervision, social and cultural issues to include social change theory and advocacy action planning, and developmental counseling.
Included Content: Ethical and legal considerations in counselor education and supervision.
CACREP Required Content: Ethical and legal considerations in counselor education and supervision (e.g., ACA Code of Ethics, other relevant codes of ethics, standards of practice). Demonstrates the ability to develop and submit a program proposal for presentation at state, regional, or national counseling conferences. Understands theories and skills of leadership. Understands models, leadership roles, and strategies for responding to community, national, and international crises and disasters. Understands current topical and political issues in counseling and how those issues affect the daily work of counselors and the counseling profession. Demonstrates the ability to provide leadership or contribute to leadership efforts of professional organizations and/or counseling programs. Demonstrates the ability to advocate for the profession and its
COUN 820  Counselor Education Teaching and Practice
   Catalog Description: This course prepares students to teach counseling and related courses. Topics covered are learning theories, retention of material, motivation, classroom instructional strategies and techniques, and assessment of learning from the core learning expectations.
   Included Content: Instructional theory and methods relevant to counselor education. Simulated experiences related to teaching college courses.
   CACREP Required Content: Instructional theory and methods relevant to counselor education. Understands the major roles, responsibilities, and activities of counselor educators. Knows instructional theory and methods relevant to counselor education. Develops and demonstrates a personal philosophy of teaching and learning. Demonstrates course design, delivery, and evaluation methods appropriate to course objectives. Demonstrates the ability to assess the needs of counselors in training and develop techniques to help students develop into competent counselors.

COUN 835  Advanced Counseling Research Design and Assessment
   Catalog Description: The doctoral-level course examines advanced topics and controversies in qualitative and quantitative counseling research; this integration of theoretical with applied counseling material will augment the department’s standard doctoral research offerings.
   Included Content: The processing of selecting a dissertation topic and formulating research questions, hypotheses, data collection methods, and data analysis methods. Models and methods of assessment and use of data.
   CACREP Required Content: Models and methods of assessment and use of data. Knows models and methods of instrument design. Demonstrates the ability to formulate research questions appropriate for professional research and publication. Demonstrates the ability to create research designs appropriate to quantitative and qualitative research questions. Demonstrates the ability to write grant proposals appropriate for research, program enhancement, and/or program development. Understands various methods for evaluating counseling effectiveness.

COUN 842  Advanced Counseling Theory and Practice
   Catalog Description: An in-depth study of selected counseling theories through the study of cases.
   Included Content: Theories pertaining to the principles and practice of counseling, career development, systems, and consultation.
   CACREP Required Content: Theories pertaining to the principles and practice of counseling, career development, group work, systems, consultation, and crises, disasters, and other trauma causing events. Knows the major counseling theories, including their strengths and weaknesses, theoretical bases for efficacy, applicability to multicultural populations, and ethical/legal considerations. Understands the research base for existing counseling theories. Understands the effectiveness of models and treatment strategies of crises, disasters, and other trauma-causing events. Demonstrates a personal theoretical counseling orientation that is based on a critical review of existing counseling theories. Demonstrates effective application of multiple counseling theories.

COUN 844  Practicum in Advanced Group Counseling
   Catalog Description: Development of group leadership skills through group
experiences in class and in the field.

Included Content: Theories pertaining to the principles and practices of group work. Students will lead master’s level growth groups under the supervision of the course instructor.

COUN 846  Advanced Counseling Supervision

Catalog Description: This course provides advanced training and skill development in supervision. Specific topics in supervision will also be examined. These include: Ethical and legal issues, multicultural competency in supervision; theories of counselor development; theories/models, processes, and skills in supervision.

Included Content: Multicultural, ethical, and legal issues in counselor supervision will be addressed. Each student may serve as a coach for master’s students who are learning counseling skills and are enrolled in COUN 633 or COUN 634 during that semester. Supervision of the students’ experiences as coaches will take place during class sessions.

CACREP Required Content: Demonstrates the application of theory and skills of clinical supervision. Develops and demonstrates a personal style of supervision.

COUN 848  Multicultural Perspectives in Counselor Education, Supervision, and Research

Catalog Description: Counseling doctoral students will study multicultural issues in counselor preparation graduate programs, counseling supervision, and counseling research.

Included Content: Current social and cultural issues, including social change theory and advocacy action planning. The role of racial, ethnic, and cultural heritage, nationality, socioeconomic status, family structure, age, gender, sexual orientation, religious and spiritual beliefs, occupation, physical, and mental status, local, regional, national, international perspective, and equity issues in counselor education programs, counseling supervision, and counseling research.

CACREP Required Content: Pedagogy relevant to multicultural issues and competencies, including social change theory and advocacy action planning. Understands ethical, legal, and multicultural issues associated with counselor preparation training. Demonstrates an understanding of case conceptualization and effective interventions across diverse populations and settings. Understands advocacy models. Identifies current multicultural issues as they relate to social change theories.

COUN 869  Advanced Supervised Practicum in Counseling (min. of 200 hours)

Prerequisites: COUN 801, COUN 820, COUN 742/COUN 842, COUN 744/COUN 844. This advanced supervised practicum in counseling experience will enable doctoral-level students to develop and/or refine advanced counseling skills and conceptually link counselor practice and supervision. Minimum of 200 hours.

Doctoral students are required to complete COUN 869 at a site which has received prior approval from the Graduate Clinical Coordinator. If the doctoral practicum is to be completed at the student’s current work site, CACREP requires that the practicum experience include new learning that is qualitatively different from the student’s occupational responsibilities. Sites that could be acceptable to the Graduate Clinical Coordinator would be sites where doctoral students could engage in direct counseling services in an organized, professional environment, and where there is a senior experienced counselor available as the on-site supervisor, preferably a doctoral-
level supervisor who holds a doctorate in counseling.

During the practicum experience, students must keep a log in which they record the number of hours they spend at the site, including the number of hours in which they are engaged in direct counseling services. A minimum of 200 hours must be logged during the semester, and a minimum of 80 of the 200 hours must be direct service. Doctoral students will discuss their practicum counseling experiences in individual and group supervision sessions they attend each week.

COUN 868  Internship in Counseling (6 credits) (minimum of 600 hours distributed over 2 semesters).

Catalog Description: This internship is designed to provide individual students with a planned program of advanced on-the-job professional experience in a college, school district, or community/agency setting. Internship assignments will be controlled and coordinated by a university instructor. Direct supervision is given by an experienced professional in the setting. Requirements for internship are listed below:

i. Doctoral internship will be comprised of a minimum of 100 hours of supervision provided by each doctoral student over the course of two semesters in which the student is registered for internship. Students must have completed COUN 670 and 846 prior to supervising.

ii. Doctoral students will be expected to garner at least 60 hours of teaching experience (equivalent of one course as instructor of record).

iii. Clinical experience threshold will be determined by students with their advisors, taking into account their extant level of experience in this domain.

iv. Students holding the LPC will not be able to waive practicum or internship requirements.

v. Advisors will document discussion with doctoral advisees about the structure of the advisees’ internship experience.

Included Content: The doctoral-level internship will consist of providing individual and group supervision to master’s level students, teaching undergraduate human services courses or assisting to teach master’s level counseling courses, and participating in professional activities related to counselor education such as conducting research projects with faculty members, presenting or co-presenting at conferences, and providing leadership in professional counseling associations. If doctoral students have had limited clinical counseling experiences prior to beginning their doctoral work, they may also be required to complete hours in a counseling setting to gain more counseling experience. See the description of the doctoral-level internship later in this handbook.

CACREP Required Content: Doctoral students are required to complete doctoral-level counseling internships that total a minimum of 600 clock hours. The 600 hours include supervised experiences in counselor education and supervision (e.g., clinical practice, research, teaching). The internship includes most of the activities of a regularly employed professional in the setting. The 600 hours may be allocated at the discretion of the doctoral advisor and the student on the basis of experience and training. If a student
wishes to take an additional internship to accrue 300 hours toward LPC requirements, this may be done by taking an additional internship course as an elective.

If doctoral students plan to use the hours they accumulate in their doctoral practicum and internship for applying to become Licensed Professional Counselors, they should log their hours according to rules of the LPC Board.

Old Dominion University’s registered and enrolled students who are required by their curriculum to participate in supervised and graded practica or periods of service outside the University at various internship sites are covered by liability insurance provided through the Commonwealth of Virginia. A copy of this certificate can be found in the Ph.D. Practicum and Internship Handbook (http://education.odu.edu/chs/docs/PhDPracticumandInternshipJan%202014.pdf).

**COUN 898  Dissertation Seminar** (all courses except COUN 868, 869, 899, and electives are prerequisites).

Catalog Description: This seminar is designed to assist students in making substantive progress in identifying and developing their dissertation proposal. Students will critically examine the current literature associated with their research interests and examine applicable conceptual constructs and methodologies.

Included Content: In this course, students will complete the first drafts of the first three chapters of their dissertation, which will be used for their dissertation proposal. Students who do not complete the first drafts of the first three chapters of their dissertation to the satisfaction of their advisor by the end of the semester must continue enrolling in dissertation seminar until they have accomplished that goal. Students must attend at least one counseling dissertation proposal meeting and at least one final dissertation defense the semester in which they are enrolled in COUN 898 (unless their work schedules conflict and they receive prior instructor approval). See the description of the dissertation seminar later in this handbook.

CACREP Required Content: Demonstrates professional writing skills necessary for journal and newsletter publication.

**COUN 899  Dissertation** (12 hours required)

Catalog Description: None.

Included Content: Doctoral students may register for dissertation hours at any point in their doctoral program. A student’s doctoral dissertation committee chair (or intended doctoral dissertation committee chair) will oversee the work of the student and will assign grades at the end of terms in which students register for COUN 899. Each term a student enrolls in dissertation credits, the student and his or her supervising faculty member should develop a concrete plan of work related to the student’s intended dissertation for the student for that time period. Students must take a minimum of 12 credits prior to graduation. Most students will complete more than 12 credits. Each semester a student is actively engaged in dissertation work under the supervision of a faculty member, he or she must register for COUN 899.

**BACKGROUND CHECK and CLEARANCE**

Old Dominion University requires a background clearance check of candidates interested in many of the professional education programs. Professional education programs have several field experiences which are required for continuance and
graduation from the program. The background clearance must be successfully completed by the end of their first semester for **ALL** students. A registration hold will be placed on your account until background checks are successfully uploaded in Leo. Candidates will be provided a field experience placement when the background check process is completed with resolution of any issues. The process to complete the ODU clearance background check is located at: [http://www.odu.edu/success/academic/teacher-education/placement/background-checks](http://www.odu.edu/success/academic/teacher-education/placement/background-checks). The ODU clearance process includes: an FBI fingerprint, a child protective service/social service review, and a Virginia State Police sex offender registry review. Students are advised to complete this clearance process immediately upon entry into the program since the clearance process takes a minimum of eight weeks to complete.

a. If you have had background checks completed within the last two years, you can submit a copy to TES by emailing them to Sherrie Deutsch at sdeutsch@odu.edu. She will confirm that the university can accept them. If the universality cannot, you will need to follow the steps outlined above to complete the necessary checks. You should submit to Sherrie Deutsch at sdeutsch@odu.edu 16 weeks prior to the first day of classes of the semester in which you enroll in practicum.

b. You can check Leo Online for your results. They will be located under your test scores. If your results have not been posted within 8 weeks of your submission, please contact Sherrie Deutsch at sdeutsch@odu.edu or 757-683-5179. A score of “1” is passing.

c. There will be no exceptions. Anyone who does not have satisfactory results on file will not be able to participate in Practicum/Internship.

d. It is essential that you read the instructions carefully and follow them accurately. Any delays in the processing of your background checks could result in deferring your application to the next semester. Please note there are specific instructions for candidates in the Hampton Roads area, outside the Hampton Roads area, and outside the state of Virginia.

e. Even if you have completed background checks at your work or site, you must do them through ODU too. If your work or site will release them, then you do not have to do them again. You need to submit them to Sherrie Deutsch as outlined in (a).

f. Once a candidate is cleared, ODU will not require an additional clearance unless there is a break in attendance that requires the candidate to go through the reactivation process with the admissions office.

g. If you completed the background checks for an observation for a class with ODU, you do not need to do them again as long as the results are in Leo Online.

h. School counseling students will receive a placement upon successful completion of the background check clearance process.
I. DOCTORAL PRACTICUM GOALS, OBJECTIVES, AND REQUIREMENTS

A. Goals
According to CACREP Standards, the purpose of this practicum is to develop and/or refine advanced counseling skills, which should conceptually link counselor practice to teaching and supervision.

B. Objectives
- Doctoral students will engage in direct and indirect counseling services in an organized, professional environment.
- Doctoral students will gain additional supervised clinical experience beyond their supervised experience in a master’s level degree program.
- Doctoral students will receive on-site supervision from a qualified professional (someone who is licensed as an LPC, LCSW, etc.) as well as university supervision from faculty in the ODU Counseling Department.
- Doctoral students will gain clinical experience in an environment the same as or similar to that in which their future master’s level supervisees will complete practicum and/or internship.

II. DOCTORAL INTERNSHIP GOALS, OBJECTIVES, REQUIREMENTS, AND EVALUATION

A. Goals
The purpose of the doctoral internship is to give Ph.D. students ample opportunities to experience, firsthand, the variety of counseling related responsibilities they will encounter as counselor educators, master clinicians, and administrators.

B. Objectives
- Doctoral students will provide at least 100 hours of individual/triadic supervision to master’s level practicum students.
- Doctoral students will obtain at least 60 hours by co-teaching a master’s level counseling course with a counseling faculty member.
- Doctoral students are also given the opportunity to complete hours in a counseling setting (in addition to the Advanced Practicum).
- Doctoral students will participate in professional activities related to counselor education, including but not limited to:
  1. Conducting research projects with faculty members
  2. Presenting or co-presenting at conferences
  3. Providing leadership in professional counseling associations

Please also see the Doctoral Practicum and Internship handbook on our website for more detailed information (https://www.odu.edu/chs)
REQUIRED FORMS

DIRECTIONS: Doctoral students are responsible for securing and completing the parts of the forms they can complete, signing and dating forms when necessary, and delivering forms to their advisor or the Graduate Program Director to be signed and filed. Students must bring forms that have been completed to advising appointments, oral candidacy exams, dissertation proposal meetings, and dissertation defenses. A Sample Program of Study Form and the Review of Student Progress Form are found in this handbook, the Application for Graduation Form is found on the ODU Registrar’s Office web page at [https://www.odu.edu/academics/graduation-commencement/graduation/graduation-candidates#tab203=2](https://www.odu.edu/academics/graduation-commencement/graduation/graduation-candidates#tab203=2), and the remainder of the forms are found on the web page for the ODU Office of Graduate Studies at [https://www.odu.edu/graduateschool/forms](https://www.odu.edu/graduateschool/forms).

<table>
<thead>
<tr>
<th>Form</th>
<th>Location Found</th>
<th>Date Due</th>
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<tbody>
<tr>
<td>Program of Study</td>
<td>This Handbook</td>
<td>After first advising appointment with your advisor</td>
</tr>
<tr>
<td>Transfer of Credit</td>
<td>G1/Graduate Studies</td>
<td>If transferrable credits were earned after completion of master’s degree, after first advising appointment with your advisor</td>
</tr>
<tr>
<td>Review of Student Progress</td>
<td>This Handbook</td>
<td>Yearly in April. Bring completed form to appointment with your advisor.</td>
</tr>
<tr>
<td>Appointment of Advisory Committee</td>
<td>D1/Graduate Studies</td>
<td>At the end of 2nd semester or if a committee member changes</td>
</tr>
<tr>
<td>Appointment of Dissertation Committee</td>
<td>D2/Graduate Studies</td>
<td>After passing written and oral candidacy exams and if a committee member changes.</td>
</tr>
<tr>
<td>Result of Doctoral Examination or Requirement – Research Skills Examination</td>
<td>D3/Graduate Studies</td>
<td>After completion of COUN 835 with a grade of B- or better.</td>
</tr>
<tr>
<td>Result of Doctoral Examination or Requirement – Candidacy Examination</td>
<td>D3/Graduate Studies</td>
<td>After successful completion of oral candidacy examination (form is not required after completion of the written candidacy examination – results of both exams are reported at the same time on the same form).</td>
</tr>
<tr>
<td>Result of Doctoral Examination or Requirement – Dissertation Prospectus</td>
<td>D3/Graduate Studies</td>
<td>After successful completion of dissertation proposal meeting.</td>
</tr>
<tr>
<td>Result of Doctoral Examination or</td>
<td>D3/Graduate Studies</td>
<td>After successful completion of dissertation defense. Bring to</td>
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<td>Requirement – Oral Dissertation Defense Examination</td>
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<tr>
<td>Application for Graduation</td>
<td>Registrar’s Office Website</td>
<td>First month of the semester before the semester of anticipated graduation (see Registrar’s calendar for deadline date).</td>
</tr>
<tr>
<td>Re-Validation of Out-of-Date Graduate Credit by Examination</td>
<td>G3/Graduate Studies</td>
<td>Required only if graduate students have courses on their degree programs that are out of date.</td>
</tr>
<tr>
<td>Doctoral Candidates 1-Hour Full-Time Notification</td>
<td>D4/Graduate Studies</td>
<td>Required only for graduate assistants who must be full-time students, but who have completed all courses required for their degrees and wish to register for only one credit.</td>
</tr>
<tr>
<td>Dissertation Delivery</td>
<td>D6/Graduate Studies</td>
<td>Submit to the Registrar’s office after all edits have completed and approved by dissertation committee chair, along with original and copies of dissertation for binding.</td>
</tr>
<tr>
<td>Leave of Absence from Doctoral Program</td>
<td>D7/Graduate Studies</td>
<td>Must be filed by doctoral students who do not register for any term (including summer) after successfully defending dissertation proposal.</td>
</tr>
<tr>
<td>Exception to Time Limits Allowed to Complete Doctoral Degree</td>
<td>D8/Graduate Studies</td>
<td>For doctoral students who wish to graduate more than eight calendar years from the date of beginning the initial course following admission to the doctoral program.</td>
</tr>
<tr>
<td>Advancement to Candidacy</td>
<td>D9/Graduate Studies</td>
<td>After successful dissertation proposal.</td>
</tr>
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</table>

**DOCTORAL STUDENT AREA OF EXPERTISE**

CACREP requires that doctoral students develop an area of professional counseling expertise. Ph.D. students will determine their area of expertise through discussions with their advisor. Students may decide to choose one of the following areas of expertise: counselor education, research, leadership in clinical mental health counseling, leadership in college counseling, leadership in school counseling or another area of expertise that can be approved by their advisor.

The dissertation topic must be closely related to the professional expertise area declared by the Ph.D. student. Professional expertise areas must reflect areas of expertise held by one or more full-time faculty members at ODU.
ADVISORS AND EXAMINATIONS

Early Dissertation Work

Although a Ph.D. student’s dissertation committee is not formed until after the student has successfully completed the written and oral candidacy examinations, students are encouraged to begin work on their dissertations at the beginning of their doctoral studies. The sooner a Ph.D. student chooses an area of counseling to study in his or her dissertation project, formulates a research question, and determines whether his or her dissertation will be quantitative or qualitative, the better chance the student will have of completing the Ph.D. degree in a timely manner. Once dissertation decisions are made, students can orient much of their doctoral studies toward formulating and improving their dissertation project.

Students may informally consult with any faculty member regarding their dissertation work prior to choosing an advisor or a dissertation committee chair. Even after students have chosen an advisor or a dissertation committee chair, they may continue to informally consult with other faculty members, and may request changes of advisors, committee chairs, or committee members, if appropriate.

A Ph.D. student’s dissertation must be related to his or her area of expertise within counseling. Areas of expertise include counselor education, clinical mental health counseling leadership, college counseling leadership, and school counseling leadership. The faculty member a student selects to chair his or her dissertation committee must be knowledgeable within the area of counseling the student plans to study.

Once a student has made preliminary decisions regarding his or her dissertation, and has identified a faculty member who the student probably will ask to chair the dissertation committee, the student may begin to work informally with that faculty member. Both the doctoral student and the faculty member will have the understanding that the student may change his or her mind about whom he or she will select to chair his or her dissertation up until the dissertation committee is formed, which occurs after the written and oral candidacy examinations have been successfully completed.

Students must take a minimum of 12 dissertation credits (COUN 899). However, doctoral students sometimes take more than 12 credits before they graduate. Students may register for COUN 899 credits at any point in their doctoral studies. They should negotiate with the faculty member who will be directing their dissertation work and should register for the number of dissertation credits that reflect the amount of dissertation work they plan to complete in a particular semester (for example, 1, 3, 4, 6, 9, or 12 credits). Faculty members devote substantial time to working with a student on his or her dissertation only during terms in which the student is enrolled in COUN 899 or COUN 898 (Dissertation Seminar). After students have successfully completed their written and oral candidacy exams and have successfully proposed their dissertations, they are admitted to candidacy. At this point, registering for one credit of COUN 899 can make them a full-time student at ODU. Those who hold graduate assistantships must be full-time students. In order to register for one credit and be a full-time student, Office of Graduate Studies Form D4 must be completed and filed. Students should bring that form
completed to the chair of their dissertation committee if they wish to take only one credit and still be a full-time student.

**Initial Advising of Ph.D. Students**

All newly admitted doctoral students will be advised by their assigned advisor during their first two semesters of study. The summer term is considered a semester. Prior to the student enrolling in his or her first semester, the advisor will determine which prerequisite courses have been completed and which must be taken as a part of the student’s Ph.D. program. The advisor also will determine whether credits completed after the student earned his or her master’s degree will transfer into the doctoral program. If transfer credits are approved, the advisor will file the Office of Graduate Studies Form G1 (Evaluation of Transfer Credits). Students should bring that completed form to the advising appointment if they wish to have courses transferred. It is unusual to approve more than 12 transfer credits. If it is anticipated that any of the doctoral student’s credits will be more than eight years old by the time the student graduates, the advisor, upon the student’s request, will arrange for the student to update those credits by taking an examination before the end of the student’s second semester, and will file the Office of Graduate Studies Form G3 (Re-Validation of Out-of-Date Credit by Examination). Students should provide their advisor with that completed form at the time it is determined that the out of date courses have been validated through examination.

By the end of the student’s first semester in the Ph.D. program, the student and advisor will establish the student’s program of study, which will include: a listing of all required courses, an indication of which semesters the student will complete those courses, and a schedule for completing all other requirements for the Ph.D. degree including written and oral candidacy examinations, the dissertation proposal, the oral examination of the final dissertation, and the requirement that the degree be completed within eight years of the beginning of the doctoral degree program of study after being admitted. The student’s program of study will be signed and dated by the advisor, the student, and the graduate program director. The original copy will be placed in the student’s advising folder. If changes are made to the program of study, a new program of study form must be completed, signed, and placed in the student’s advising folder.

**The Student’s Advisor**

Later in the student’s degree program, the student’s advisor may or may not be chosen by a doctoral student as his or her dissertation committee chair. The student’s advisor must be a full-time faculty member who is a member of the Counseling Graduate Program faculty and is certified for graduate instruction.

The student’s advisor serves a number of important functions for doctoral students. The student’s advisors should be consulted by students if they have any questions or problems related to their academic programs. While the student’s advisor can answer questions related to program requirements, students are expected to read the ODU graduate catalog, the Darden College of Education doctoral handbook, the ODU dissertation guide, and this handbook before asking questions.

At a minimum, the student’s advisor ensures that students have developed a reasonable plan for completing their degree programs. The student’s advisors should
serve as mentors for students by assisting them in further developing their identity as a professional counselor and adopting professional approaches to their work and interactions with others. The student’s advisor, as well as other faculty members, can also be very helpful in assisting students in finding employment as counselor educators or leaders in the counseling profession once they have completed their degree programs.

By ODU Office of Graduate Studies policy, each doctoral student must meet with his or her advisor annually and review the student’s progress toward completing his or her Ph.D. degree. In the Counseling Graduate Program, Ph.D. students must schedule an annual review appointment with his or her advisor during the month of April each year he or she is in the doctoral program (after having completed one full semester in the program; if a student has not completed a full semester by the first April in the program, the annual review appointment is not required). The doctoral student will complete the annual progress report and his or her advisor will add his or her comments and sign it after they have met and reviewed the form together. The annual progress report will be signed and dated by the faculty member and student and the original copy will be placed in the student’s advising folder. A copy of this form to be completed by doctoral students is included in the appendices of this handbook.

Faculty advisors (the Graduate Program Director, the student’s advisor, or dissertation committee chair) sign a number of important documents related to a student’s academic program. It is the student’s responsibility to initiate meetings with their faculty advisors in order to have documents completed and filed on their behalf. Students are asked to bring forms that are required completed to the degree possible to advising meetings, exams, or defenses. Students should be provided with a copy of all forms completed and signed by their faculty advisors and should request such copies for their own files if they are not offered.

In the event a Ph.D. program student or the faculty advisor believes it would be in the student's best interest for a different faculty member to serve as the student's advisor or dissertation committee chair, either may request that the Graduate Program Director reassign the student to a different full-time faculty member in the Counseling Graduate Program. Normally such requests for a change in faculty advisors will be granted unless there is no other full-time faculty member available in the Counseling Graduate Program to advise the student.

If requests are made and approved by the Graduate Program Director for changes in the student’s advisory, advisory committee members, dissertation committee chairs, or dissertation committee members, the student obtains necessary signatures and submits the appropriate form to the Graduate Program Director.

The Student’s Advisory Committee

Ph.D. program students have an advisory committee, which is chaired by the student’s advisor. The doctoral program committee grades the student’s written and oral candidacy examination (described below). Once students have been assigned to their advisor, they should meet with their advisor to determine who the members of their committee will be. Doctoral advising committees include the student’s advisor, who chairs the committee, and two additional full-time faculty members in the Counseling
Graduate Program. After a Ph.D. student and his or her advisor have determined which two eligible faculty members should serve on the student’s doctoral advising committee, the student should ask the faculty members if they are willing to serve and should report the response of the faculty members to their advisor. The student should then obtain the necessary signatures and turn it in to the Graduate Program Director to file the form.

Research Skills

The research skills requirement in the counseling Ph.D. program is met by students completing the research courses required in the program of study. When students complete COUN 835 (Advanced Counseling Research Design and Assessment) with a grade of B- or higher, they will have completed the research skills examination requirement. When they have completed this requirement, students must complete Office of Graduate Studies Form D3 (Result of Doctoral Examination or Requirement) and present it to the Graduate Program Director who will sign and file the completed form. The research skills examination requirement form must be submitted before students may take their written candidacy examination.

Written and Oral Candidacy Examinations

Students must pass written and oral candidacy examinations before a dissertation committee will be formed. Students are eligible to take the written candidacy examination when they have completed all of the required courses in their Ph.D. Program of Study except COUN 868, 898, and 899. They may also take the written candidacy exam if they are currently enrolled in required courses after the tenth week of the semester, with the approval of their advisor. Students must be registered for at least one semester credit the semester the exam is completed.

Candidacy Written Examination Process

Summary of Process:
1. Student and his/her advisor agree to a date for the exam that is at least three weeks away.
2. At least two weeks prior to the exam, the student’s advisor consults with the other two members of the student’s advisory committee, sets the date for the written exam, and makes arrangements for a place for the student to take the exam. The student’s advisor notifies the Graduate Program Director of the student’s exam.
3. The doctoral advising committee will compose the written candidacy exam. It will consist of a minimum of three questions based on CACREP section IV - doctoral learning outcomes. Students will not have access to the written candidacy examination questions prior to the scheduled time for the exam.
4. The student’s advisor monitors the exam or has a designee monitor the exam.
5. The student’s advisor sends the completed exam to committee members to be scored and notifies the student, other committee members, and Graduate Program Director of the results.
6. When the student is notified he or she has passed, the student completes Form D3, obtains their advisor’s signature, and submits the form to the Graduate Program Director.
The student’s advisor in consultation with the student will determine the day and four hour period the student will complete the written examination.

The doctoral student must be registered for at least one semester credit the semester or summer term in which he or she takes the written candidacy examination.

The student’s advisor will arrange for a place for the student to complete the examination where the student will not be disturbed and will have access to a computer to compose answers. On the day and time of the exam, the student’s advisor or his or her designee will monitor the student as he or she completes the exam. The student will deliver the computer generated or written exam to the student’s advisor or his or her designee at the end of the four hour examination period. Computer generated answers will be delivered to the student’s advisor via email attachment.

These instructions will be provided to students when they are given the candidacy examination questions to answer:

1. Read each question carefully and formulate your response to answer the specific question being asked.
2. Do not refer to any materials (including notes, texts, Internet, etc.) or consult with any other persons as you formulate your answers. Abide by the ODU Honor Pledge, Honor Code, and Monarch Creed, which can be found at [https://www.odu.edu/about/monarchcitizenship](https://www.odu.edu/about/monarchcitizenship).
3. If you have questions regarding the questions in your examination, contact your advisor or his or her designee, but do not contact anyone else. In the event you have questions and you are unable to contact your advisor or his or her designee immediately, you may request an extension of the time you have been given to turn in your answers.
4. Prepare your answers to the examination questions in a Word document (12 point Times New Roman) that is double spaced with margins of one inch or write your answers in legible hand writing. Indicate the number of each question being answered, but do not repeat the question.
5. Submit your answers to your advisor or his or her designee when your four hour writing period has passed.

The process for grading the examination will be as follows:

1. The student’s advisor will deliver copies of the student’s questions and answers to the other two committee members and will ask them to provide their votes on each separate question by no later than one week.
2. In the event a committee member believes he or she cannot grade one or more of the question answers because of a lack of expertise, his or her vote will be based on the one or two questions he or she does grade. Committee members will vote pass or fail on each question in the examination. Students must receive two ‘pass’ votes on each question in order to pass the written candidacy examination. If any questions do not receive two ‘pass’ votes, the student must arrange for another time to retake the question(s) that were not given a ‘pass’ grade.
3. Committee members will read the paper within one week of receipt and will report to the student’s advisor their pass or fail vote. If no vote is submitted
within one week of receiving the paper and an extension of time to grade the paper has not been requested by a committee member and approved by the student’s advisor, the vote of that committee member will be recorded as an abstention. Two committee members voting pass are required for the student to pass each question of the written candidacy examination.

4. The student, the two committee members, and the Graduate Program Director will be notified of the results of the student’s examination by the student’s advisor no later than the next day after the one week period.

Once the written candidacy examination has been passed, the student will complete the top part of the Office of Graduate Studies Form D3 (Result of Doctoral Examination or Requirement) which may obtained at http://www.odu.edu/ao/gradstudies/forms/index.shtml. The student will obtain his or her advisor’s signature and deliver the form to the Graduate Program Director who will then sign, obtain necessary signatures, and submit the form to the appropriate offices.

If a student fails the written candidacy examination, he or she must take and pass a second written examination within one year. Failure to take a failed written examination within one year or a failure on a second administration of the written examination will result in the student’s dismissal from the doctoral program.

**Oral Candidacy Examination**

The oral candidacy examination occurs after successful completion of the written candidacy examination. The student’s advisor (i.e., Chair of the Advisory Committee) will collect questions from other advisory committee members related to the written candidacy examination responses. Questions may function to clarify the student’s written responses or apply or expand upon material found in any of the three questions chosen by the student as part of the exam. After the student’s advisor collects these questions from committee members, the advisor schedules a meeting with the student to present the questions in an interview format. The meeting should last no longer than one hour. Students will not have access to the oral candidacy examination questions prior to the scheduled meeting.

Successful completion of the oral candidacy examination is based upon the advisor’s determination the follow-up questions to the written candidacy examination were appropriately and comprehensively addressed.

The student’s advisor will communicate the results of the examination immediately to the student and report to the Graduate Program Director within one day.

Once the oral candidacy examination has been passed, the student will complete the top part of the Office of Graduate Studies Form D3 (Result of Doctoral Examination or Requirement) which can be obtained at http://www.odu.edu/ao/gradstudies/forms/index.shtml. The student will obtain her or his advisor’s signature and deliver the form to the Graduate Program Director who will then sign, obtain necessary signatures, and submit the form to the appropriate offices. At the same time, if the form has not been submitted previously, the student will submit a second D3 indicating the successful completion of the student’s research requirement.
This top part of this form will be completed by the student and will be delivered to the Graduate Program Director.

If a student fails the oral candidacy examination, she or he must take and pass a second oral examination prior to the end of the next semester. The written candidacy examination does not have to be retaken if it was passed earlier. Failure to retake a failed oral examination by the end of the next semester or failing to pass the oral exam on the second administration will result in the student’s dismissal from the doctoral program.

THE DISSERTATION COMMITTEE

As soon as possible after the student has successfully completed his or her written and oral candidacy examinations, the student should ask a faculty member to chair his or her dissertation committee if he or she has not already done so. The student’s advisor could be asked to serve in this role, but the student could ask another eligible faculty member to chair his or her dissertation committee. Once a faculty member has agreed to chair a student’s dissertation committee, the student and that faculty member should select additional eligible faculty members to serve as members of the student’s dissertation committee. See the requirements below regarding eligibility for service on dissertation committees. Once committee members have been agreed upon, students should ask faculty members if they are willing to serve. Once agreement to serve has been obtained, the student should inform his or her doctoral committee chair and the student should complete the Office of Graduate Studies Form D2 (Appointment of Doctoral Dissertation Committee), obtain the necessary signatures, and turn it in to the Graduate Program Director to file the form.

Dissertation committee chairs and members assist doctoral students in developing their research proposals for their dissertation. A student may select his or her dissertation committee chair to serve in the role as methodologist. The student must consult with his or her chair when selecting a methodologist should the chair not serve in that role. In addition, the committee approves the research proposal and the final product.

Each dissertation committee shall include at least two committee members who are graduate certified in addition to the Ph.D. dissertation committee chair. In unusual circumstances, a student’s Ph.D. dissertation committee may include more than three committee members, but it is recommended that only three be appointed.

The dissertation committee chair and advisor must be graduate certified and must be a member of the Counseling Program. Each dissertation committee shall have a committee member who has expertise in quantitative or qualitative research methods (known as the methodologist), depending on the approach the student plans to use in his or her dissertation. The Ph.D. committee chair may serve as the methodologist. Usually that committee member is a faculty member who teaches quantitative or qualitative research courses.

At least one of the dissertation committee members must be a faculty member from a graduate program outside the Counseling program. Human Services faculty may serve on dissertation committees as the third member. Adjunct faculty are not allowed to serve on dissertation committees.
Information regarding requirements of individuals for being certified as ODU graduate faculty members should be reviewed prior to asking an individual to serve on a dissertation committee. No more than one-third of the dissertation committee members may be external to the university. In the event an individual agrees to serve on a dissertation committee who is not currently a member of the ODU Graduate Faculty, the Graduate Program Director must request approval of the individual as a Graduate Faculty member. The individual must provide the Graduate Program Director with a copy of his or her vitae and an official copy of his or her transcript from the university that awarded his or her terminal degree.

Problems with Scheduling
Meetings with Faculty Members

Faculty members have a multitude of responsibilities including teaching courses, conducting their own research, consulting outside the university, performing community service, and serving on university committees. As a result, their schedules are very full. Meetings with faculty advisors (including the Graduate Program Director, Doctoral Student Advisors, and Doctoral Dissertation Committee Chairs) should be scheduled well in advance. Students may make appointments with their faculty advisors by contacting them by email or by calling them at their university offices. In the event a faculty member is not available when the student calls, students may leave messages by calling the department office at 757-683-3326 or by placing a note in the faculty member's mailbox in the department office located in Room 110 of the Education Building. In the event a faculty member is not responsive to reasonable requests from students for meetings, students should consult the Graduate Program Director to determine whether a new dissertation committee chair should be selected and appointed. Any complaints about faculty members failing to perform their duties should be filed with the Chair of the Department of Counseling and Human Services.

SEQUENCE OF COURSE OFFERINGS

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Courses may be accessed in LEO online or from the FOUN program

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*Please check EFL program as FOUN class offerings change from time to time*

**REGISTRATION FOR COURSES**

Doctoral students will develop a written plan for completing their degree (including a schedule for registering for courses throughout the degree program), with their advisor early in their first semester. This plan can be modified as needed, but any changes should be reviewed and approved by the faculty advisor.

Students may register for courses each term without consulting their faculty advisor. Faculty advisors may be contacted for registration advice if problems arise. If students are following the schedule of course completion developed previously with their faculty advisor, there should be no need for additional consultation regarding course selection. An exception to this would be when the sequence of course offerings are changed, such as those described above.

Full-time ODU professors have the authority to determine whether a student will be admitted to filled classes they are teaching. Students should contact the professor directly if they wish to enroll in a filled class. In the event an adjunct professor is teaching a filled counseling class, request for admission to that class should be directed to the Graduate Program Director.

Students who wish to enroll in more than 12 credit hours in the Fall or Spring semester or more than 9 hours in a Summer term must request permission prior to registering from the Graduate Program Director. A signed form is required to complete registration when taking more than 12 credits in Fall or Spring or more than 9 credits in Summer.

**TIME LIMIT FOR DEGREE COMPLETION**

All requirements for a doctoral degree must be completed within eight calendar years from the date of beginning the initial course following admission to the doctoral program. Exceptions to this time limit must be approved by the Graduate Program Director and the college dean, and Office of Graduate Studies Form D8 (Exception to Time Limits Allowed to Complete Doctoral Degree) must be completed and filed by the Graduate Program Director. Academic credits older than eight years at the time of graduation must be validated by an examination before the work can be applied to a doctoral degree. See the “Policy on Validation of Out-of-Date Graduate Credit.” Students whose graduate study is interrupted for military service will be granted an extension of time for the period of their military service, not to exceed five years.
CONTINUOUS ENROLLMENT REQUIREMENT

After successfully defending their dissertation proposal, doctoral students must register for at least one credit each term (fall, spring, and summer) until they graduate. Normally, Ph.D. students will register for at least 3 credits of dissertation each term they are doing work on their dissertation after their dissertation proposal has been approved. Special permission from the Graduate Program Director must be obtained to register for fewer than 3 credits of dissertation in any semester in which dissertation credits are earned. Doctoral student candidates who fail to register each term without requesting and receiving a leave of absence may be dismissed from the doctoral program.

A candidate who finds it necessary to be excused from registration for a semester must report formally, before the beginning of the semester, to the dissertation committee and the Graduate Program Director and request by petition a leave of absence using Graduate Form D7 (Leave of Absence from Doctoral Program). A leave of absence may not exceed one year and may not be repeated. During a leave of absence, the candidate will not be entitled to assistance from the dissertation committee or to the use of university facilities. The granting of a leave of absence does not change the candidate’s responsibility for meeting the time schedule for the completion of degree requirements.

Ph.D. students must be enrolled in at least one credit the semester in which they graduate. COUN 999 or GRAD 999 may be used to fulfill this requirement.

COMPLETING THE DISSERTATION

There are a number of steps related to completing dissertations. This section outlines the process students will use in completing their dissertations.

The Dissertation Seminar Course and the Dissertation Prospectus

The prospectus and the final dissertation must utilize American Psychological Association (APA) style for final products (not for submission to refereed journals for review). The style of writing and the references are to conform to APA style. Specific guidelines regarding the format and style of the dissertation are provided later in this section.

The prospectus for the dissertation in the Counseling Graduate Program is the first three chapters of the dissertation. The information regarding the proposed study is written in future tense and the literature review chapter is written in past tense (to conform to APA style). For the final dissertation, after the dissertation study has been completed, the future tense used in chapter three will be changed to past tense.

During the term students are enrolled in COUN 898 (Dissertation Seminar), they will complete the first draft of the first three chapters of their dissertation. Students will complete this task according to the schedule developed by the faculty member who is teaching COUN 898. The faculty member teaching COUN 898 will defer to the specifications and expectations of the student’s dissertation committee chair, or the
faculty member the student intends to chair his or her dissertation committee. Students and their dissertation committee chairs or intended dissertation committee chairs must plan to meet on a regular basis during the semester in which the student is enrolled in COUN 898. In addition, dissertation committee chairs or intended dissertation committee chairs must be willing to provide students with regular feedback on their writing as they complete sections of the three chapters of the dissertation that they will complete during the semester. The faculty member who teaches COUN 898 will provide feedback to students on their chapter drafts. However, a student should follow the directives of his or her dissertation committee chair or intended dissertation committee chair in the event there are conflicts in the feedback of the faculty member who teaches COUN 898 and their chair or intended chair.

In the event a student completes COUN 898 without completing the first draft of the first three chapters of his or her dissertation, the student will be awarded a grade of Incomplete if the student has made some progress toward completing the draft. If progress has not been made at an acceptable level, the student will receive a grade of Incomplete. In the event a student does not complete the first draft of the first three chapters the semester after receiving a grade of Incomplete, the Incomplete grade will be changed to a grade of Unsatisfactory and the student will have to register for COUN 898 again and pay additional tuition the next time it is offered. The student will continue enrolling in COUN 898 and paying additional tuition until the first draft of the first three chapters of the dissertation are completed to the satisfaction of the faculty member who is teaching COUN 898 that semester.

The Dissertation

Doctoral students should follow some of the guidelines for dissertations that are published by the ODU Office of Graduate Studies. These guidelines can be found at https://www.odu.edu/content/dam/odu/offices/graduate-studies/thesis-dissertation/docs/thesis_dissertation_guide.pdf. The cover page of the dissertation should conform to university policy. Counseling dissertations must conform to the Publication Manual of the American Psychological Association, latest edition. In the event there are conflicts in guidelines published by the Office of Graduate Studies and this handbook, the guidelines published in this handbook should be followed. If these outlines conflict with APA guidelines, follow these handbook outlines.

Chapter VI is a manuscript taken from the dissertation study. Sometimes, a number of manuscripts may be developed from one dissertation. Chapter VI is only one manuscript. Chapter VI should be a manuscript that reports the major findings of the dissertation study. Unless the circumstances dictate otherwise, the doctoral student will be the first author and the dissertation committee chair will be the second author. It is possible to include other committee members as additional authors, but including additional authors is not necessary in the normal course of events and is appropriate only if others have made significant contributions to the dissertation study. The title of chapter VI should be “Manuscript.” The title of the refereed journal to which the manuscript will be submitted should be identified on the title page for the chapter.

Human Subjects Approval

Before students may begin to collect data for their dissertation study, they must
submit an application to conduct the study to the either the Darden College of Education Review of Human Subjects Committee or the ODU Institutional Review Board (IRB) and receive permission to proceed. Because of the nature of some counseling dissertation studies, particularly survey studies, it is possible a study may be exempt from review. Exemptions may be granted by the college committee. When applications for exempt research are possible, applications may be filed with the Darden College of Education Human Subjects Review Committee. Students should read the procedures and carefully review the appropriate forms to determine whether they should request an exemption, a review waiver, a waiver of informed consent, or an expedited review before completing and submitting their applications.

Students usually complete and submit their human subjects approval request to the appropriate committee after their dissertation proposal has been formally approved by their committee because the dissertation project plan may change after the proposal meeting. If a student wishes to seek approval prior to successfully defending his or her dissertation proposal, the student must obtain approval from his or her dissertation committee chair. The college committee requires that dissertation proposals have been approved by the dissertation committee prior to being considered for exempt status. The university committee will review applications prior to dissertation proposals having been approved by the dissertation committee.

**The Dissertation Proposal Meeting**

Once the dissertation committee chair is satisfied with the student’s draft of the first three chapters, the chair will schedule the dissertation proposal meeting. The chair will ensure the other faculty members are available for the meeting and will secure a time and place for the meeting to be held. The dissertation committee chair will place an announcement in the university wide announcements inviting the university community to attend and will invite department full-time and part-time faculty members and all current counseling doctoral students via e-mail to the proposal meeting. The announcement will include the proposed dissertation title, a three or four sentence summary of the proposed study (abstract), and the date, time, and location of the proposal meeting, and the names of the dissertation committee members (with the methodologist identified).

The student will provide the committee members, through an e-mail with an attachment, a complete draft of the dissertation proposal a minimum of two weeks prior to the scheduled dissertation proposal meeting. If all committee members inform the dissertation committee chair that they are willing to review the document sooner than two weeks, the student will provide the complete draft by the date agreed upon by the committee members. A complete draft of the dissertation proposal will include the title page, a table of contents, chapters I, II, and III, references, and any appropriate appendices.

All counseling doctoral students who have not yet defended their dissertation proposals are encouraged to attend so that they can appropriately prepare for their own proposal defense when that time arrives. The dissertation proposal defense is a formal academic event and should not include any social or ceremonial activities. Family and friends are welcome to wait outside the proposal room.
At the proposal meeting, the dissertation committee chair will introduce the student, the other committee members, and guests. The student will be asked to briefly summarize his or her proposed study and then will answer any questions posed by dissertation committee members. The dissertation committee chair may, at his or her discretion, ask if any guests have comments to make regarding the dissertation proposal. The committee chair may ask other committee members or the doctoral student making the dissertation proposal to respond to comments from guests. The dissertation committee members will then confer in a closed meeting regarding the dissertation proposal and will determine by majority vote whether the student may proceed with the study and, if so, which modifications the student must make in his or her proposal plan or document. In the event the dissertation proposal is not accepted by majority vote, the student will work with the dissertation committee chair in preparing another proposal document and another dissertation proposal meeting will be scheduled once the dissertation committee chair is satisfied with the revised proposal. After the committee has completed its deliberations, the results will be announced verbally to the student and any guests who are in attendance.

After the dissertation proposal meeting has ended, the dissertation committee chair will notify the Graduate Program Director of the results. The doctoral student will complete the form, obtain necessary signatures, and submit Graduate Studies Form D3 (Result of Ph.D. Examination or Requirement) to the Graduate Program Director who will sign and file the completed form. Note that a student is not allowed to defend her or his dissertation proposal and final dissertation in the same semester.

**Completion of the Dissertation Research Project**

Once doctoral students have passed the candidacy examination, have obtained human subjects approval, and their dissertation committee has approved their dissertation proposals, they may collect the data for their dissertation research projects. Students should work closely with their dissertation committee chairs throughout the time they are collecting and analyzing their data and writing their final three dissertation chapter drafts.

**The Dissertation Defense**

A dissertation defense is the student’s formal final oral examination for the Ph.D. degree. The formal defense should not be scheduled by the dissertation committee chair until he or she is satisfied with the dissertation document and believes that the other dissertation committee members will be satisfied with it as well. The defense is a formal academic event and should not include any social or ceremonial activities.

Doctoral students and their dissertation committee chairs should take note each semester of the deadline for holding dissertation defenses for students who wish to graduate that semester. Completed dissertations with completed forms must be submitted to the Office of Graduate Studies no later than the last day of classes of the semester in which the student expects to graduate. To ensure that students graduate the semester that they plan to graduate, it may be necessary to schedule dissertation defense dates no less than three weeks in advance of the last day of classes for that semester. If final dissertation copies are not submitted to the Office of Graduate Studies by the last day of classes, students will not graduate that semester, and will have to wait until the end of the next semester. Any exceptions to this policy must be requested from the Registrar’s
Office by the chair of the student’s doctoral committee.

Once the dissertation committee chair is satisfied with the student’s draft of the completed dissertation, the chair will schedule the dissertation defense meeting. The chair will ensure the other faculty members are available for the meeting and will secure a time and place for the meeting to be held. The dissertation committee chair will place an announcement in the university wide announcements inviting the university community to attend and will invite department full-time and part-time faculty members and all current counseling doctoral students via e-mail to the proposal meeting. The announcement will include the dissertation title, a three or four sentence summary of the study (abstract), and the date, time, and location of the proposal meeting, and the names of the dissertation committee members (with the methodologist identified).

The student will provide the committee members, through an e-mail with an attachment, a complete draft of the dissertation a minimum of two weeks prior to the scheduled dissertation defense. If all committee members inform the dissertation committee chair that they are willing to review the document sooner than two weeks, the student will provide the complete draft by the date agreed upon by the committee members. A complete draft of the dissertation will include all required sections with blank pages reserved for acknowledgments (which will be inserted after the defense) and a dedication (if the student wishes to dedicate his or her dissertation).

All current counseling doctoral students will be invited to dissertation defenses and will be encouraged to attend so that they can appropriately prepare for their own dissertation defense when that time arrives. The dissertation defense is a formal academic event and should not include any social or ceremonial activities. Family and friends are welcome to wait outside the defense room.

At the dissertation defense, the dissertation committee chair will introduce the student, the other committee members, and guests. The student will be asked to briefly summarize his or her dissertation study and then will answer any questions posed by dissertation committee members. The dissertation committee chair may then ask if any guests have comments to make regarding the dissertation. The committee chair may ask other committee members or the doctoral student making the dissertation defense to respond to comments from guests. The dissertation committee members will then confer in a closed meeting regarding the dissertation defense and will determine by majority vote whether the student passed the dissertation defense, and, if so, which modifications the student must make in his or her dissertation document. In the event the dissertation defense is not passed by majority vote, the student will work with the dissertation committee chair in preparing another dissertation document and another dissertation defense date and time will be scheduled once the dissertation committee chair is satisfied with the revised dissertation. When a dissertation defense is not passed by the committee, the dissertation defense will be declared to be either failed or continued. When a dissertation defense is continued, a failure is not reported, but instead the defense event is continued until a later date when a new or revised document has been prepared by the student and reviewed by the committee. In the event a dissertation defense is failed, by Office of Graduate Studies policy, the dissertation committee may vote to drop the doctoral student from the program, or may agree to a re-examination no earlier than three months after the first examination. After the committee has completed its
deliberations, the results will be announced verbally to the student and any guests who are in attendance.

Doctoral students must bring with them to the doctoral defense Office of Graduate Studies Forms D5 and D3 (Doctoral Dissertation Acceptance and Processing and Result of Doctoral Examination or Requirement). The student will deliver both signed forms to the dissertation committee chair, who will then obtain the additional necessary signatures and will submit the forms to the Graduate Program Director. If the dissertation defense is continued, the form will not be submitted until after the dissertation defense has been completed at a later date.

The dissertation chair will review the final dissertation with changes that have been made as agreed upon by the dissertation committee and will provide the student with final approval. Students will follow all ODU procedures for applying for graduation and submitting their final dissertations to the Registrar’s Office. Please follow these guidelines for submitting your electronic dissertation to the registrar’s office: https://www.odu.edu/content/dam/odu/col-dept/al/docs/electronic-submission-guidelines.pdf

GRADE APPEALS

In the event a student believes that a final grade for a course is unfair, the procedure for appealing a grade that is set forth in the ODU Graduate Catalog must be followed. Only final grades in courses may be appealed.

SUSPENSIONS

In addition to the academic probation and suspension policy in the ODU Graduate Catalog, degree-seeking students in counseling graduate programs who earn a grade of C+ or lower (which includes grades of U) in a graduate course in their academic program are considered to be making unsatisfactory academic progress. In the event a student earns one or two grades of C+ or lower in a semester or summer term, the student is required to meet with the Graduate Program Director prior to the beginning of the next semester or summer term or during the early part of the next semester or summer term to discuss reasons and to develop strategies in an attempt to avoid additional unacceptable grades. Upon earning a third grade of C+ or lower in a graduate course, a student will be academically suspended from the program and may not register for additional graduate courses in the counseling program. Suspended students who wish to be considered for reinstatement in the graduate program must follow the procedures set forth in the ODU Graduate Catalog.

The ODU Graduate Catalog states that students who have less than a 3.0 graduate grade point average on courses earned at ODU will be placed on probation and may be suspended if conditions set forth in the catalog are not met.

Doctoral students who do not meet the requirement for continuous enrollment and do not have a leave of absence approved previously will be suspended from the degree program.
Doctoral students who fail the candidacy examination or the doctoral final examination (oral defense of the dissertation) twice will be suspended from the degree program.

All of the suspensions listed above are administrative in nature and there is no appeal for students who have been suspended for the reasons listed above. Students are notified by the Graduate Program Director that they have been suspended from the program and the Dean of the College and Registrar will be notified of such suspensions.

At any point in the program, if a faculty member has serious concerns about any of the following: a student’s behavior, a student’s competency as a counselor in training, or the personal or professional characteristics of a student that are not appropriate for a counselor in training, the faculty member shall, after confidential consultation with one or more full-time faculty members in the program, initiate the process outlined below. The following steps shall be taken:

1. The faculty member will first have a conference with the student (unless the faculty member has concerns about his or her personal safety). If the student is agreeable, an additional full-time faculty member should attend the conference with the student.
2. If the faculty member is not satisfied at the conclusion of the conference with the student, the faculty member will send a confidential memo to the Graduate Program Director outlining the faculty member’s concerns about the student and summarizing the conference that took place with the student.
3. The Graduate Program Director will then call a confidential faculty meeting to discuss the concerns.
4. The full-time faculty will discuss the situation in a confidential meeting. The faculty can decide to take no action or can consider any recommendation they believe is appropriate for the situation. Some possible recommendations include asking the student to participate in personal counseling or some other self-reflective, change-oriented experience; asking the student to take additional course work to complete the degree; asking the student to take a leave of absence from the program for a period of time, or asking the student to permanently withdraw from the program (possibly with suggestions regarding more appropriate areas of study for the student).
5. The Graduate Program Director and the student’s advisor will then meet with the student and inform him or her of the concerns that were discussed and the faculty’s recommendations regarding the matter.
6. If the student does not voluntarily agree to follow the recommendations provided by the faculty, the student may request a hearing.
7. If the student requests a hearing, the Graduate Program Director will prepare a written document for the student which summarizes the concerns that were raised, the process the faculty used in discussing the concerns, and the recommendations the faculty developed. The document will state that the faculty will request that the hearing panel require the student to take the recommendations of the faculty.
8. If the department chair is not a member of the counseling faculty, he or she will administer the appeal. If the department chair is a member of the counseling
faculty, he or she will select a Graduate Program Director from another program in the department to administer the appeal.

(9) The person who administers the appeal will appoint a committee from the department. The committee will consist of two faculty members from programs that are not counseling and one graduate student from the counseling program. Both the Counseling Graduate Program Director and the student will have the right to challenge, for valid cause, any or all of the members of the committee, and in that event replacements will be appointed and no further challenge will be permitted. The committee will be asked to decide whether to require the student to take the recommendations of the faculty. If the faculty recommended that the student take a leave of absence, the committee will determine whether the student should be suspended for a period of time. If the faculty recommended that the student withdraw permanently from the program, the committee will determine whether the student should be suspended from the program. The committee will hear the Counseling Graduate Director, the Counseling program faculty member or faculty members who initiated the concern about the student, the student, and other pertinent witnesses. The hearing will be taped, but the tapes will be erased after one year following disposition of the case. The committee, after careful deliberation, will make its recommendation to the person administering the appeal, who will relay the information to the Counseling Graduate Program Director and the student.

(10) If either the Counseling Graduate Program Director or the student believes that the established procedures for the appeal have not been followed, an appeal for a rehearing may be to the Dean of the College of Education. The only basis for appeal will be the failure to have been provided due process as prescribed by the policy.

STUDENT COMPLAINT PROCEDURE

Although the University and its Colleges have a variety of procedures for dealing with student-initiated complaints, including grade appeals, general harassment, sexual harassment complaints, disability accommodations, and discrimination, those procedures generally have not covered student complaints about faculty conduct in the classroom or other formal academic settings. The University recognizes that the instructor has the authority to maintain appropriate classroom behavior and respects the academic freedom of the faculty (see Board of Visitors Policy 1403: Academic Freedom). The University will not normally interfere with content or style of teaching activities. The University recognizes the responsibility to establish procedures for addressing student complaints about faculty conduct that is not protected by academic freedom and not addressed in other procedures (see Board of Visitors Policy 1502: Student Rights and Freedoms).

I. General Provisions Procedures
   A. Determination of Appropriate Procedure. The student is responsible for filing the complaint under the proper procedure. Complaints should only be filed using this procedure if there is no other provision available. Failure to follow the appropriate procedures may result in the complaint not being heard.
   B. Student Complaints and Concurrent Procedures
      The act of filing a complaint under this procedure will not normally delay any pending process or procedure involving the student and/or faculty
member. Normally, any concurrent process or procedure will move forward independently of the student complaint, though it may be delayed for good cause as determined by the appropriate University official(s).

C. Retaliation
No student who files a complaint under this procedure shall be subject to any form of retaliation by any person, department, program or college.

II. Procedures
A. STEP 1 - Informal Resolution. Students must first attempt to resolve complaints informally. Given the nature of complaints covered by this procedure, it is expected that in all but the most unusual circumstances, students will first raise the issue with the faculty member. In the event this is not feasible, the student will contact the Department Chair. In instances where there is no Department Chair, the student should contact the Program Director.

B. STEP 2 - Formal Complaint. If the issue is not resolved informally, the student may contact the Department Chair or Program Director if there is no Chair. In instances where the Chair is the subject of the complaint, the student should contact the Dean of the College to which the chair is assigned. The student must contact the Chair (or Program Director if there is no Chair or Dean if the Chair is the subject of the complaint) within 30 business days of the action from which the complaint arises or the complaint will be barred. The Chair or Dean has the discretion to accept a complaint filed after this deadline for good cause.

The complaint must be in writing and contain:

a. The student’s name and University Identification Number
b. The faculty member’s name and the course subject area prefix and number
c. A detailed description of the nature of the complaint
d. A detailed description of attempts at informal resolution with the faculty member and Chair
e. A detailed description of the relief sought

C. STEP 3 – Investigation. The Chair may designate a faculty member to investigate the complaint. If the Chair is the subject of the complaint, the student shall contact the academic Dean who will designate a faculty member to investigate the complaint. The person investigating the complaint will meet, either independently or collectively, with the student and the person who is the subject of the complaint within 10 business days from the filing of the complaint. The decision should be issued in writing to the student and the faculty member within 20 business days of the date the complaint is filed. The complaint process is not intended to be an adversarial hearing and both the interviews of the student and the faculty member will usually be conducted without the other present.

D. STEP 4 - Appeal Procedure. If the student is not satisfied with the resolution in Step 3, the student may file a formal appeal with the appropriate academic Dean. The appeal must be filed within five business days after the decision in Step 3 has been sent. The Dean has the discretion to accept a complaint filed after this deadline for good cause.

The appeal must be in writing and contain:

a. The student’s name and University Identification Number
b. The faculty member’s name and the course subject area prefix and number


c. A detailed description of the nature of the complaint

d. A detailed description of attempts at resolution with the faculty member and Chair or Program Director

e. A detailed description of the relief sought

f. A copy of the Chair’s (or Program Director’s) finding and supporting documents. (No new information is permitted.)

1. The Dean shall provide the faculty member and Chair or Program Director a copy of the appeal.

2. The Dean may consider the appeal or appoint a faculty member to consider the appeal. The person appointed shall not have been involved as a decision maker in Steps 1-3 above.

3. The person considering the appeal shall review the materials and issue the finding within 30 business days from the date the appeal is filed. The review of materials will generally occur outside the presence of the complainant and respondent, and it will be limited to a review of the record. The person considering the appeal may interview any person, such as the original decision-maker, as needed.

4. The person making the decision shall first determine whether the conduct in question is protected by academic freedom and whether the student’s complaint is best addressed by this process.

5. At the end of the review, a written decision will be issued. A copy of the decision will be sent to the complaining student, the faculty member, and the Chair or Program Director.

6. The decision by the designee of the Dean is final.

- Approved by the president

May 13, 2011

INTERNATIONAL COUNSELING INSTITUTES

Students in the Counseling Graduate Program at ODU have the rare opportunity to study abroad during their degree programs and earn academic credits that count toward their degrees. The institutes offered by the Counseling Graduate Program at ODU include rich multicultural experiences in foreign countries. Institutes are led by ODU counseling faculty. The cost of these institutes can be computed in students’ expenses toward receiving student loans. ODU graduate assistants who have their tuition paid by the university can reduce the cost of the institute by the amount of tuition for a 3 credit course. Most professors accommodate students’ absences during the institutes, but permission to miss classes must be secured from individual instructors. Detailed information on all of the five international counseling institutes may be viewed at http://odu.studioabroad.com/index.cfm?Program_Type_ID=1&Program_Name=counseling&pt=%7F&pi=%7F&pc=%7F&pr=%7F&FuseAction=Programs.SearchResults&SimpleSearch=1.
PROFESSIONAL ASSOCIATIONS

Doctoral students are expected to join and participate in appropriate professional associations while they are completing their Ph.D. degrees. At a minimum, students should belong to the American Counseling Association and the divisions that represent their specialties in counseling. Those doctoral students who plan to remain in Virginia for their careers should also join the Virginia Counselors Association and its divisions. If invited, students are encouraged to join ODU’s chapter of the counseling honorary society, Chi Sigma Iota.

ENDORSEMENTS

Students seeking endorsements from program faculty related to jobs, credentials, or other professional activities will receive endorsements that reflect the expertise they gained in their Ph.D. program.

OUTSTANDING DOCTORAL STUDENT AWARD

The Counseling Graduate Program presents an Outstanding Master’s Counseling Student Award and an Outstanding Doctoral Counseling Student Award. Both awards recognize a student for his or her outstanding academic performance, outstanding professional capabilities, exceptional professional and service activities and leadership, and demonstration of exceptional personal qualities and attitudes in the professional counseling context. Both awards are presented to a graduating student. Recipients of both awards will be selected in April of each year; graduates from the previous August and December, and upcoming May, graduation dates will be eligible.

Selection Process and Criteria

The outstanding doctoral student will be selected from the graduating doctoral students earning the 5 highest overall GPAs within the graduate program at ODU. The GPD or a designee will provide this list to program faculty (in the case of a tie in GPA, more than 5 names will be provided). Program faculty will discuss the nominees and the award recipient will be determined by a majority vote. Ordinarily, one student will be selected. In exceptional circumstances, a maximum of two students may be selected for the award.

The following criteria should be considered (beyond exemplary doctoral transcripts):

- Demonstrated academic and intellectual excellence.
- Examples: Faculty descriptions of exceptional dissertation topics, research, and success; Substantial posters or presentations at professional meetings; substantial research activities with faculty outside dissertation project; publications; receipt of academic awards; etc.

Demonstrated professional excellence.
• Examples: Unusually strong accolades from field supervisors; working successfully in unusually demanding clinical roles and setting, such as agency director; or work with unusually challenging clientele; exceptional volunteer work in clinical settings; receipt of professional awards; etc.

Demonstrated leadership and/or service excellence.
• Examples: Leadership roles in local, regional, state, or national professional organizations; exceptional leadership activity in CSI or other Department or Program settings; notable leadership in local or other advocacy or political roles; exceptional contributions to ODU community in assistantship or other roles; receipt of leadership awards; etc. – all beyond those normally expected of successful ODU doctoral students.

Demonstrated excellence pertaining to interpersonal and intrapersonal qualities and attitudes associated with professional counseling.
• Examples: Faculty descriptions of exceptional qualities observed; field supervisor reports of exceptional qualities observed; peer comments of exceptional qualities; comments of exceptional qualities from students, supervisees, clients, etc.; receipt of related recognitions or awards; etc.
Ph.D. ANNUAL PROGRESS REPORT FORM
COUNSELING
OLD DOMINION UNIVERSITY

Student’s Name: ____________________________________________

The student’s advisor’s Name: _________________________________

Date of Interview: _______________  (Must be completed by April 1 each year.)

Courses Completed
Have you performed adequately in courses you completed during the past year?
If no, provide information and plans for remediation below.

Performance in Assistantship
If you have an assistantship, have you performed adequately during the past year?
Describe any oral or written evaluations you have received this past year. If problems
have existed this past year, provide information and plans for remediation below.

Program of Study
Does the signed program of study in your advising folder need to be modified in
any way? If yes, complete a new Ph.D. Program of Study Form, obtain signatures, and
give the original to the Graduate Program Director to be placed in your advising folder.

Projects
Are you involved in any projects related to your doctoral degree program, but are
not a part of a course or assistantship assignments? If yes, describe below. If additional
projects are suggested or changes in project activities have been suggested to you,
describe these suggestions below.

Conference Attendance and Programs
Have you presented programs at any professional conferences in the past year?
Do you have any conference program proposals pending?  If yes, describe below.
Mentors
Who do you consider to be your mentors? List below. If additional mentors have been suggested to you, list their names below.

Candidacy Examination
When do you anticipate taking your written and oral candidacy examinations?

Time Management
How are you managing your time? If suggestions for changes have been offered to you, describe these suggestions below.

Obtaining Employment
What are your plans for obtaining employment after completing your Ph.D. degree? Summarize any suggestions you have been given related to obtaining employment after completing your degree.

Advisor’s Comments
Advisor should summarize the meeting with the advisee below based on the information on this form.

The student’s advisor’s Signature: __________________________ Date: __________

Student’s Signature: __________________________ Date: __________

File this original completed and signed form in student’s advising folder and give a copy to student.
FACULTY PROFILES

Below are photos and background summaries of the full-time faculty members in the Counseling Graduate Program. Each faculty member also has a web page.

Dr. Jude Austin
jaustin@odu.edu

Jude Austin II, Ph.D., NCC, professor of Counseling and Human Services (since July 2016). I am originally from Lafayette, Louisiana. Prior to serving in the professoriate, I was a professional and Olympic soccer player. I am passionate about helping students develop therapeutic presence. My research interests reflect that passion, which includes developing therapeutic presence, collective integrity of counseling faculty, psychophysiology of the therapeutic relationship, and counseling pedagogy.

Dr. Christine Berger
cberger@odu.edu

Dr. Christine Berger is an assistant professor of counseling. Dr. Berger holds an NCC and an LCPC in Maryland. She received her Ph.D. in Counselor Education and Supervision from Loyola University Maryland in 2009. Dr. Berger’s webpage can be viewed at https://www.odu.edu/directory/people/c/cberger.
Dr. Nina W. Brown is a Professor and Eminent Scholar of Counseling. Her scholarship interests include group counseling and psychotherapy, narcissism, and psychoeducational groups. Dr. Brown received her Ed.D. from The College of William and Mary. She is a Licensed Professional Counselor (LPC) and National Certified Counselor (NCC). Dr. Brown’s webpage can be viewed at https://www.odu.edu/directory/people/n/nbrown.

Dr. Jennifer Del Corso jdelcors@odu.edu

Dr. Jennifer Del Corso, PhD, LPC is a Lecturer at Old Dominion University in the Graduate Counseling Program and an Adjunct Professor in the ODU Athletic Department. Jennifer consults with professional and collegiate football players working through career transitions and has published and presented extensively nationally and internationally in the area of career adaptability, work traumas and career counseling. She currently serves on the Editorial Board for Global Journal of Counselling and Guidance, serves as a Board member of the Hampton Roads Youth Foundation, and counsels families and couples at Peninsula Pastoral Counseling Center.
Dr. Emily Goodman-Scott

egscott@odu.edu

Dr. Emily Goodman-Scott is an Assistant Professor of Counseling at Old Dominion University. Her primary research interest is in school counseling including school counseling professional identity, preparation, and practice; counseling children with special needs; prevention, such as positive behavioral interventions and supports; and growing interest in school counseling consultation. She earned both a Ph.D. and M.A.Ed. from Virginia Tech and a B.S. from James Madison University. Dr. Goodman-Scott is a licensed school counselor in Virginia, a Licensed Professional Counselor in Virginia, a Nationally Certified Counselor, a Nationally Certified School Counselor, and an Approved Clinical Supervisor. Dr. Goodman-Scott’s webpage can be viewed at https://www.odu.edu/directory/people/e/egscott.

Dr. Tim Grothaus
tgrothau@odu.edu

Dr. Tim Grothaus is an Associate Professor of Counseling and Department Chair for Counseling and Human Services. His scholarship areas include school counseling, multicultural and social justice issues, and supervision. Dr. Grothaus received his Ph.D. in counseling from the College of William and Mary. He is certified as a school counselor and is a National Certified Counselor (NCC), National Certified School Counselor (NCSC), and Approved Clinical Supervisor (ACS). Dr. Grothaus’ webpage can be viewed at https://www.odu.edu/directory/people/t/tgrothau.
Dr. Kaprea Johnson  
kfjohnso@odu.edu

Dr. Kaprea F. Johnson is an Associate Professor of Counseling. Her major scholarship interests include school counseling (K-12), school – community collaboration, violence and delinquency prevention interventions, the development of pro-social norms and behaviors, and social – cultural issues in counseling. Dr. Johnson received her Ph.D. from The Pennsylvania State University. She is a National Certified Counselor (NCC) and a certified school counselor. Dr. Johnson’s webpage can be viewed at 2015-2016 Master's Handbook final.docxhttps://www.odu.edu/directory/people/k/kjohn099.

Dr. Gulsah Kemer  
gkemer@odu.edu

Dr. Gulsah Kemer is an Assistant Professor of Counseling. Dr. Kemer's primary research interests include counselor training, clinical supervision, and supervisor development/training. Dr. Kemer received her Ph.D. in Counseling and Counselor Education from the University of North Carolina Greensboro. She is a National Certified Counselor (NCC) and Approved Clinical Supervisor (ACS). Dr. Kemer's webpage can be viewed at http://www.odu.edu/directory/people/g/gkemer.
Dr. Garrett McAuliffe

gmcaulif@odu.edu

Dr. Garrett McAuliffe is a Professor of Counseling and University Professor. His major areas of expertise and interest include multicultural competence in counselors including sexual orientation, gender, social class, and religion; counselor skills and personality factors; constructivist/post-modern thinking and counseling; the teaching of counseling using experiential, feminist, and egalitarian methods; career transition and career decision-making; ethnicity and counseling; working with sexual minority youth; and cognitive development and expertise in professional workers and managers. Dr. McAuliffe received his Ed.D. from the University of Massachusetts. Dr. McAuliffe’s webpage can be viewed at http://education.odu.edu/chs/directory/mcauliffe.shtml.

Dr. Jeff Moe jmoe@odu.edu

Dr. Jeff Moe is an Associate Professor of Counseling. He received his Ph.D. in Counselor Education & Supervision from the University of Toledo in 2007. His primary research interest is sexual and gender diversity in counseling, including applying strengths-oriented perspectives to work with lesbian, gay male, bisexual, and transgender clients. He has also written about consultation theory, counselor education practice, and the counseling needs of underserved populations. Dr. Moe is a licensed professional counselor in Virginia and Texas. He is also a National Certified Counselor and Certified Clinical Mental Health Counselor with the National Board for Certified Counselors. Dr. Moe’s webpage can be viewed at https://www.odu.edu/directory/people/j/jmoe.
Dr. Ed Neukrug  
eneukrug@odu.edu

Dr. Ed Neukrug is a Professor of Counseling. His major scholarship areas include professional issues in counseling, ethics, testing and assessment, counseling theories and skills, and family counseling. He has written eight books and dozens of articles. Dr. Neukrug received his Ed.D. from the University of Cincinnati. He is a Board Certified Human Service Professional (BC--HSP), National Certified Counselor (NCC), a Licensed Professional Counselor (LPC), and a Licensed Psychologist in Massachusetts.  
His webpage can be viewed at  https://www.odu.edu/directory/people/e/eneukrug.

Dr. Woody Schwitzer  
aschwitz@odu.edu

Dr. Alan (Woody) Schwitzer is a Professor of Counseling. His major scholarship areas of interest and specialties include university and college student adjustment, development, learning, and counseling, as well as diagnosis, case conceptualization, and treatment planning. Dr. Schwitzer received his Ph.D. in Counseling Psychology from Virginia Commonwealth University. He is a Licensed Psychologist. Dr. Schwitzer’s webpage can be viewed at https://www.odu.edu/directory/people/a/aschwitz.
Dr. Christopher Sink is a Professor and the Batten Endowed Chair of Counseling and Human Services. His research agenda includes topics examining social-emotional development of children and youth, program evaluation, outcomes-based comprehensive school counseling programs, research and psychometric methods in counselor education, positive psychology, and spirituality. Dr. Sink received his Ph.D. from the University of California, Riverside. He is a Licensed Mental Health Counselor (WA) and National Certified Counselor (NCC). Dr. Sink’s ODU webpage can be viewed at https://www.odu.edu/directory/people/c/csink and his professional webpage at https://sites.google.com/site/chrissinkwebsite/.