

UNIVERSITY OF SOUTH CAROLINA  
SCHOOL OF MEDICINE  
DEPARTMENT OF NEUROPSYCHIATRY & BEHAVIORAL SCIENCE

## Clinical Rehabilitation Counseling Program

# Student Handbook

### **Master of Arts (M.A.) in Counseling and Rehabilitation Specialization: Clinical Rehabilitation**

*Begins Fall 2018*

### **Masters of Rehabilitation Counseling (MRC)**

*Phases out Fall 2020*

Website: <http://rehab.med.sc.edu/>

(Important updates: CACREP accreditation; 60 credit-hour degree program;  
changes in SC counselor licensure regulations, see page 2)

2019-2020

Rev. Aug.2019

The Rehabilitation Counseling program strives to accommodate students who have disabilities in accordance with both the spirit and legal requirements of the Americans with Disabilities Act (ADA). Students needing disability related accommodations must make their special needs known to the faculty beforehand to be certain that provision(s) can be made on a timely basis.

## Important Information for the 2019-2020 Student Handbook

**Accreditation Information:** On July 1, 2017, the Council for Accreditation of Counseling & Related Educational Programs (CACREP) assumed responsibility for carrying out the mission and vision of the Council on Rehabilitation Education (CORE). All graduate programs that were formerly accredited by CORE are now accredited by CACREP. The USC Rehabilitation Counseling Program was most recently accredited by CORE in 2012 and received a full 8-year accreditation (2012-2020).

- The 48 credit hour MRC degree is now accredited as a rehabilitation counseling program by CACREP through 2020.
- In 2019, we are in the process of seeking accreditation as a clinical rehabilitation counseling program for the 60 credit hour program.
- More information about CACREP is available at: <http://www.cacrep.org/?ref=core>.

**Certification:** Because our program is CORE/CACREP accredited, all students who have successfully completed 75% of their coursework and all graduates of the rehabilitation counseling program are eligible to take the exam administered by the Commission on Rehabilitation Counselor Certification (CRCC) that leads to the nationally recognized Certified Rehabilitation Counselor (CRC) credential. This credential is available to all students and program graduates, including those students who do not live in the state of South Carolina.

**Licensure:** Each state has its own licensing board with its own counselor licensure requirements. In 2018 and 2019, the SC Board of Examiners issued new regulations that update licensing and supervision requirements. As of August 2019, the licensing board's website is in transition and is not up-to-date. Information will soon be available at: <https://www.llr.sc.gov/cou/>. The 60 credit-hour master's degree includes the coursework and field experiences required for licensure eligibility in SC. We cannot confirm that the program meets the requirements for professional licensure in another state. **For students not living in South Carolina**, the contact information for licensure in specific states may be found at <https://www.counseling.org/knowledge-center/licensure-requirements/state-professional-counselor-licensure-boards>. Additional information may be found at the Academic Programs Professional Licensure website: [www.sc.edu/about/offices\\_and\\_divisions/provost/planning/academicprograms/state-authorization/professional-licensure-info.php](http://www.sc.edu/about/offices_and_divisions/provost/planning/academicprograms/state-authorization/professional-licensure-info.php) If a current student is considering relocating to another state after being admitted into the program, the student must contact the program director to discuss how the move may impact their ability to participate in academic courses (distributed learning) and clinical practicum (experiential learning) opportunities in a different state.

**Clinical Rehabilitation Counseling Program  
Student Handbook**

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## INTRODUCTION

### Purpose of the handbook

This manual contains vital information for students and faculty in the Clinical Rehabilitation Counseling Program regarding procedures, policies, requirements, and program content. This manual is not a contract. The program reserves the right to revise statements, policies, curriculum, and schedules as necessary.

Additional information affecting students is contained in other University publications, such as the Graduate Bulletin (<http://bulletin.sc.edu/>) and [USC Policies and Procedures Manual](#), maintained by the [Office of the Provost](#). (<http://www.sc.edu/policies/policiesbydivision.php>) .

[USC Policies and Procedures Manual](#), maintained by the [Office of the Provost](#), introduces you to the University of South Carolina Student Handbook and Policy Guide, a much more detailed guide to University-wide policies and procedures. Each student is expected to visit – and encouraged to electronically bookmark – the [USC Policies and Procedures Manual](#) website and explore the many links available to you.

IT IS THE RESPONSIBILITY OF THE STUDENT TO BECOME FAMILIAR WITH ALL PERTINENT UNIVERSITY POLICIES AND PROCEDURES IN THOSE RESOURCES.

### Organization of the handbook

The Handbook is organized in easy-to-navigate sections that begin with an overview of the Clinical Rehabilitation Counseling Program and the profession of counseling. From there, sections are arranged to coincide with the progression of the student through the program: from applying for admission and getting started, to preparing for graduation. In this Handbook, you will find information about distance education, important graduate student resources, curriculum, program advancement, and practicum and internship.

IT IS THE RESPONSIBILITY OF THE STUDENT to become familiar with the Handbook and its contents. Please take the time to read through the table of contents to gain an understanding of the breadth of information contained in the handbook.

# SECTION 1 – Overview of the Program

## Program Mission Statement

In keeping with the overall purpose and function of the counseling profession, and the clinical rehabilitation counseling specialization, the **mission** of the program is to enhance the quality of life of persons who have physical or mental disabilities, including addictions, or who are disadvantaged by cultural differences and educational and economic impoverishment, through educational, scholarly, and service activities and objectives. The **program objectives** include:

### *Education*

To provide high quality professional education that includes classroom learning, field experiences, and other applied learning opportunities to equip students with the skills and knowledge necessary for successful, effective, and responsible participation in a changing state and national counseling and rehabilitation environment. Specifically,

Education/Program Objective # 1. Students will demonstrate current knowledge and competencies required for successful practice in the field of professional counseling.

Education/Program Objective # 2. Students will be able to demonstrate specialized clinical and technical knowledge in working with individuals with disabilities to achieve their personal, social, psychological, and vocational goals.

### *Scholarship*

Through research and publication activities, to advance knowledge and understanding of the effects of disability on the lives of persons with disabilities, the effectiveness of programs and services for people with disabilities, and the role of individuals with disabilities in society, the workplace, and the world.

### *Service Objectives*

1. To provide consultation and training to agencies and programs to enhance the abilities of their personnel serving disabled and disadvantaged persons in South Carolina and throughout the southeast.
2. To provide clinical rehabilitation services while offering students the opportunity for hands-on learning under the supervision of qualified, experienced professionals.
3. To support the operations and activities of the Department of Neuropsychiatry and Behavioral Science, School of Medicine, and University.

### *Respect for Diversity*

To actively demonstrate respect for cultural and individual diversity in areas of education, scholarship, and service.

## Planning and Evaluation

The Clinical Rehabilitation Counseling program engages in an active process of planning and evaluation. We have an extensive program evaluation plan that assures the overall quality and

effectiveness of the M.A. program in relation to our mission and objectives. In addition, we engage in an assessment of specific student educational and learning objectives for our academic programs. Beginning in 2018-2019, the program's outcomes and program evaluation will be available on the rehabilitation counseling website.

### Master of Arts (M.A.) in Counseling and Rehabilitation Degree Description

The Program offers the Master of Arts (M.A.) in Counseling and Rehabilitation, with a specialization in clinical rehabilitation counseling. The degree is officially awarded by the Graduate School of the University of South Carolina. The M.A. is a 60 credit-hour professional degree and does not require a thesis. Twenty-four (24) credit-hours address CACREP content areas; fifteen (15) consist of additional classroom-based course work directed at additional knowledge and skill development; nine (9) credit-hours are specialization coursework; and three (3) credit hours of study are for an elective course selected on the basis of student interest and relevance to career objectives.

The remaining nine (9) hours include a clinical practicum and internship that consist of field placements and University-based supervision seminars. These activities are intended to facilitate the development and enhancement of the spectrum of counseling activities within the context of real practice settings, assuring adequate competency to fulfill professional roles upon graduation.

The program is accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP) as a rehabilitation counseling program. Students successfully completing the degree requirements are eligible to take the national certification exam for rehabilitation counselors and one of two examinations that lead to the Licensed Professional Counselor (L.P.C.) credential in the state of South Carolina. (Please see **Section 13** for more information about the CRC and LPC.)

### Certificate of Graduate Study (CGS) in Psychiatric Rehabilitation

The Certificate of Graduate Study in Psychiatric Rehabilitation is an 18 credit-hour program of specialized study. It is a cross-disciplinary program that introduces students from a wide variety of backgrounds and disciplines to the characteristics of severe long-term mental illnesses, assessment, treatment, rehabilitation methods and the recovery process. More information about the Certificate can be found by visiting the Rehabilitation Counseling Program webpage and/or asking the Student Services Coordinator or any member of the faculty.

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## Distance Education

Distance education is a system and process that connects learners and instructors with educational resources from a variety of geographically separate sites using a variety of different media. Students and instructors are separated from each other by either distance or time. Two-way communication exists between the learner, instructor, and other learners either through print or some form of electronic media.

Because the program is committed to strengthening the rehabilitation workforce across the primarily rural state of South Carolina, coursework for the Master of Arts (M.A.) Counseling and Rehabilitation can be completed via Distance Education. This creates exciting opportunities for students who do not live near USC-Columbia. **Students should be aware that the MA degree includes a substantial in-person component to complement distance learning.**

More detailed information about Distance Education is located in **Section 5** of the Handbook.

## School of Medicine Office of Student and Career Services

Most student questions can be answered by the Clinical Rehabilitation Counseling Faculty and Support Staff. Because the program is part of the USC School of Medicine, graduate students should also be aware of the School of Medicine Office of Student and Career Services. One of the main goals of the Office of Student and Career Services is to promote the development of outstanding future physicians, but the office is also available to other students in the School of Medicine. The Office is dedicated to providing student programs and services to encourage the emergence of student confidence, camaraderie, leadership, and self-discovery. The office supports students throughout their medical school education. The Office of Student Services is located in Building 3 at the School of Medicine main campus on Garners Ferry Road. Office hours are 8:00 a.m. until 5:00 p.m. Monday through Friday. The telephone number is (803) 216-3630 and the website is <http://studentservices.med.sc.edu/>

## SECTION 2 – The Counseling Profession

### The Counseling Profession

Professional counseling is a diverse and dynamic field that includes several specializations. The profession was born of a desire to use the science of human behavior to interact with individuals, couples and families in ways designed to help these individuals and groups of people to achieve their goals.

Because the field is so diverse and there are many different specialties in the field, the American Counseling Association, the flagship organization for Professional Counseling, put together a delegation of leaders in the field to develop a consensus definition for counseling. Over the course of years, these leaders labored, debated and detailed the multifaceted nature of the field and eventually agreed to a basic Consensus Definition of Counseling:

Counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals.

Counseling specialty areas, such as Clinical Rehabilitation Counseling, go on to further define the scope of their practice with more detailed descriptions of the work within that specialty.

### Clinical Rehabilitation Counseling

#### *Description*

Clinical rehabilitation counseling is a systematic process that assists persons with physical, mental, developmental, cognitive, and addiction-based disabilities in achieving their personal, career, and independent living goals through counseling activities. Clinical rehabilitation counselors help individuals deal with personal, interpersonal, and societal problems, plan careers, and find and maintain desired employment. Clinical Rehabilitation Counselors work with individuals, family members, organizations, and advocacy groups that address the environmental and social barriers that create obstacles for people with disabilities. They also collaborate with physicians, psychologists, therapists, educators, employers and others in assisting individuals with disabilities in pursuing their vocational and independent living goals.

The clinical rehabilitation counseling process involves communication, goal setting, and facilitating personal growth or beneficial change through advocacy, psychological, vocational, social, and behavioral interventions. Because obtaining and maintaining employment can present unique individual, societal, and environmental challenges for persons with disabilities, rehabilitation counselors work closely with employers and representatives of the business community to identify job opportunities and to make the work environment more accommodating. In effect, clinical rehabilitation counselors build bridges between persons with disabilities, their families, communities, and work places. Clinical rehabilitation counselors are uniquely qualified to provide vocational guidance and adjustment counseling to individuals with

disabilities and their families. Rehabilitation counselors are committed to supporting persons with disabilities in advocacy activities that empower them and allow them to achieve full citizenship.

Clinical rehabilitation counseling facilitates independence, integration, and inclusion of people with disabilities in the community by respecting the dignity and worth of all people. Rehabilitation counseling is dedicated to promoting equal justice based on a model of accommodation. This includes providing and equalizing the opportunity of individuals with disabilities to enjoy the rights and privileges that should be afforded to them.

### *Training*

Clinical rehabilitation counselors must have knowledge of the skills and techniques of professional counseling as well as the rehabilitation process. Interdisciplinary teamwork is emphasized in training, as is a holistic view of the individual and of the impact of disability. Counseling skills and competencies are learned within a systems framework that considers individuals in the context of their family and communities.

To counsel persons with disabilities, the clinical rehabilitation counseling profession draws on knowledge from several fields, including psychology, medicine, psychiatry, social work, sociology, education, law, and business. This broad knowledge base is a key to developing and implementing counseling and rehabilitation plans that enable persons with disabilities to successfully cope with their disabilities.

### *Scope of Practice*

#### *Professional Counseling*

The American Counseling Association (ACA) endorses the following scope of practice statement for professional counseling:

The independent practice of counseling encompasses the provision of professional counseling services to individuals, groups, families, couples and organizations through the application of accepted and established mental health counseling principles, methods, procedures and ethics.

Counseling promotes mental health wellness, which includes the achievement of social, career, and emotional development across the lifespan, as well as preventing and treating mental disorders and providing crisis intervention.

Counseling includes, but is not limited to, psychotherapy, diagnosis, evaluation; administration of assessments, tests and appraisals; referral; and the establishment of counseling plans for the treatment of individuals, couples, groups and families with emotional, mental, addiction and physical disorders.

Counseling encompasses consultation and program evaluation, program administration within and to schools and organizations, and training and supervision of interns, trainees, and pre-licensed professional counselors through accepted and established principles, methods, procedures, and ethics of counselor supervision.

The practice of counseling does not include functions or practices that are not within the professional's training or education.

(Source: <https://www.counseling.org/about-us/about-aca/press-room>, scroll down)

### *Rehabilitation Counseling*

As a specialty area in Professional Counseling, the scope of practice for rehabilitation counseling, put forth by the Commission on Rehabilitation Counselor Certification (CRCC) and by the American Rehabilitation Counseling Association (ARCA), is as follows:

Rehabilitation counseling is a systematic process which assists persons with physical, mental, developmental, cognitive, and emotional disabilities to achieve their personal, career, and independent living goals in the most integrated setting possible through the application of the counseling process. The counseling process involves communication, goal setting, and beneficial growth or change through self-advocacy, psychological, vocational, social, and behavioral interventions. The specific techniques and modalities utilized within this rehabilitation counseling process may include, but are not limited to:

- Assessment and appraisal;
- Diagnosis and treatment planning;
- Career (vocational) counseling;
- Individual and group counseling treatment interventions focused on facilitating adjustments to the medical and psychosocial impact of disability;
- Case management, referral, and service coordination;
- Program evaluation and research;
- Interventions to remove environmental, employment, and attitudinal barriers;
- Consultation services among multiple parties and regulatory systems;
- Job analysis, job development, and placement services, including assistance with employment and job accommodations; and,
- Provision of consultation about and access to rehabilitation technology.

Further information about the scope of practice and Codes of Professional Ethics can be found at the following sites:

Scope of practice as established by the Commission on Rehabilitation Counselor Certification (CRCC): <https://www.crc certification.com/crc-crcc-scope-of-practice>

### *Codes of Ethics*

Clinical rehabilitation counseling students will find that attention to ethical practice and ethical decision-making are integral parts of all clinical rehabilitation classes. You may directly access the Code of Ethics for the American Counseling Association (ACA) and the Commission on Rehabilitation Counselor Certification (CRCC) as follows:

- American Counseling Association Code of Ethics: <https://www.counseling.org/knowledge-center/ethics#2014code>
- Rehabilitation Counseling Code of Ethics: <https://www.crc certification.com/code-of-ethics-4>

## Impact of Clinical Rehabilitation Counselors

Program graduates are specialized professionals who assist persons with physical, mental, developmental, cognitive, addictions-based and other disabilities, as well as those who experience disadvantage. They help these individuals deal with personal, interpersonal, and societal problems; plan careers; pursue educational goals; and find and maintain employment. The counseling process involves communication, goal setting, and facilitating personal growth or beneficial change through advocacy, psychological, vocational, social, and behavioral interventions. Clinical rehabilitation counselors also work with individuals, organizations, and advocacy groups that address environmental and social barriers that create obstacles for persons with disabilities. In effect, they build bridges between persons with disabilities, their families, communities, and work places. They also collaborate with physicians, psychologists, and others in assisting persons with disabilities in pursuing their educational, vocational, and independent-living goals. Because employment is a major focus for persons with disabilities, clinical rehabilitation counselors work closely with employers and representatives of the business community to identify job opportunities and to make work environments more accommodating.

Major employers of clinical rehabilitation counselors in South Carolina include both public and private agencies, hospitals, and behavioral care settings such as the South Carolina Department of Mental Health, the South Carolina Vocational Rehabilitation Department, and the South Carolina Commission for the Blind. Other employers include a variety of addictions treatment agencies, local hospitals, and other care settings. Clinical rehabilitation counselors also serve as consultants to educational institutions, insurance companies, and industry. The profession of clinical rehabilitation counseling also has an important role in providing rehabilitation and transition services for school-aged children and adolescents, with focuses on transitioning from high school to college, or from education to employment. Also, geriatric services are provided to older persons who are experiencing changing lifestyles and health problems. Increasingly, workers injured on the job receive rehabilitation counseling services through private rehabilitation companies and employers' in-house disability management and employee assistance programs. Persons who have severe disabilities that limit opportunities for full-time competitive employment may also be assisted through independent-living service programs and supported employment arrangements developed and provided by rehabilitation counselors.

## Credentials for Clinical Rehabilitation Counselors

The most commonly acquired credentials for rehabilitation counselors include the Certified Rehabilitation Counselor (CRC) credential and the Licensed Professional Counselor (LPC) credential. Some rehabilitation counselors also see credentialing in areas such as life care planning, vocational expert, addictions, and others. The CRC and the LPC are described here.

### *Certified Rehabilitation Counselor (CRC) Credential*

The CRC is the national credential for rehabilitation counselors. Students in our program are eligible to take the CRC exam when they have completed 75% of the coursework and expect to

graduate within 12 months. Students taking the exam at this time would apply under Category G, a special eligibility category open only to students enrolled in a Master's degree program in Rehabilitation Counseling that is fully accredited by CACREP, which on July 1, 2017 assumed responsibility for functions previously performed by the Council on Rehabilitation Education (CORE). Students may also take the exam after graduation. See **Section 13** of the Handbook for more information about applying for the CRC credential.

### *Licensed Professional Counselor (LPC) Credential*

The 60 credit-hour MA degree includes coursework that enables students to pursue the Licensed Professional Counselor (LPC) credential in South Carolina. Licensed Professional Counselors provide counseling or psychotherapeutic services to children, adolescents, and adults individually, in groups, or organizations. Professional counselors also assist individuals in understanding and exploring possible solutions to interpersonal problems and conflicts, in identifying goals, making decisions, and planning a course of action reflective of the individual's interests, abilities, mental and emotional needs, and personal and social concerns. They may also select, administer, score, and interpret instruments designed to assess an individual's aptitude, abilities, achievements, interests, and personal characteristics, and use non-standardized methods and techniques for understanding human behavior in relationship to coping with, adapting to, and changing life situations. See **Section 13** of the Handbook for a list of courses that are required for eligibility to take the examination and more information about applying for the LPC credential in the state of South Carolina.

## SECTION 3 – Applying for Admission to the Program

### Recruitment

Consistent with the program’s mission and objectives, the Clinical Rehabilitation Counseling Program seeks to recruit, admit, and retain a diverse student body, the members of which are committed to providing the highest quality services to persons with disabilities and contributing to the profession of rehabilitation counseling. Recruitment activities are carried out by the program director and faculty on both state-wide and national levels, and with the assistance of the Advisory Council and through maintenance of an up-to-date program website.

### Application and Admissions Process

Applications for the Master’s in Counseling and Rehabilitation degree program are accepted throughout the year and eligible students may begin their study in Fall and Spring semesters. Prospective students interested in applying to the program should apply through the Graduate School.

Assistance throughout the application process is provided, as needed, by the program. Information about financial aid, resources for students with disabilities, and international student services are examples of guidance that an applicant may receive upon request. We also assist in facilitating communications with the Graduate School and other USC offices.

### *The Graduate School*

Graduate students are admitted through a cooperative effort between the Graduate School and the University’s colleges, schools, and departments. Admission requirements for the Master’s in Counseling and Rehabilitation degree program are consistent with the general standards of other programs in the Graduate School. Application is made to The Graduate School online (<http://gradschool.sc.edu/apply.htm>) and admission is granted by The Graduate School on the recommendation of colleges, schools, and departments. All required materials must be received by the Graduate School Office before interviews are scheduled for eligible applicants.

### *Application Requirements*

Applicants must possess a baccalaureate or higher degree from a college or university accredited by a regional accrediting agency. Applicants must also submit a complete application packet including official transcripts of college academic work, letters of recommendation, and official score(s) on the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT).

As part of the Graduate School application, applicants must submit a personal statement of intent. The letter should address the reason(s) for pursuing a career in rehabilitation counseling, relevant experience, career goals, and plans for completing the program requirements, if

accepted. Relevant experience refers to both volunteer and paid work experience involving the provision of services to persons with disabilities or other forms of disadvantage.

### *Admissions Criteria*

Several criteria are used in determining qualification for admission. Factors include undergraduate grade point average (GPA) and GRE or MAT scores, relevant experience, letters of recommendation, and personal attributes ascertained through an interview.

The desired GPA for program applicants is 3.0 or above and combined GRE scores of 300 (on the new scale). An applicant whose native language is not English is required to submit a satisfactory score on the TOEFL or the IELTS Intl. Academic Course Type 2 exam. The minimum acceptable score on the TOEFL is 80 Internet-based, or 570 paper-based.

Applicants are ranked according to academic potential and experience. Only those with indications of a strong academic and career potential are invited for interviews. Faculty further rate interviewees according to personal potential as a rehabilitation counselor, as demonstrated by interpersonal skills, philosophy, compatibility of personal career goals to professional counseling, evidence of desire to help, and interest in enhancing the lives of people with disabilities.

Those with the highest combined scores and ratings are admitted. Because the number of students who can be accommodated is limited, admission is on a competitive basis. Therefore, invitation to the interview session is not an indication of acceptance. Applicants are notified of the admission review outcome in writing 2-4 weeks following completion of the interviews.

Applicants not offered admission may apply for reconsideration. Applicants who are being reconsidered must compete with current applicants.

### *Non-Degree Admissions*

The program will consider the following applicants for non-degree admission:

- Qualified employees of supporting agencies, e.g., Vocational Rehabilitation and Department of Mental Health, who are upgrading their skills under agency sponsorship or recommendation.
- Persons who are licensed and/or certified counselors or related professionals pursuing continuing education credits to maintain their credentials.
- Master's program applicants whose academic qualifications fall below the expected level, but possess the outstanding qualifications that indicate potential to make a unique contribution to the field. Eligibility will be determined only after the application review process has been completed. Students in this category may take course work approved by the faculty. If the student obtains a "B" grade or higher in all courses, he or she will be recommended for degree program admission. Only 6 credit hours taken on a non-degree

basis can be applied to a USC graduate program. A separate application is available for non-degree applicants.

- Other students that desire to take a course with permission of the course instructor.

### *Consideration*

Applications are considered on a first-come, first-served basis.

### *Notification from the Graduate School*

Upon recommendation of the department, The Graduate School will review your credentials and make a formal recommendation. Official notice of an admission decision can only come from The Graduate School.

### **Financial Aid**

A number of fellowships and scholarships are available to qualifying students at the University of South Carolina. Other sources of financial aid include graduate assistantships, work-study programs, and loans. Additional information can be obtained from the Financial Aid Office and the Student Employment offices on the Columbia campus.

Program faculty can provide guidance for students in need of financial aid. Notices of available assistantships are posted in the Program office and faculty can direct students to other departments and programs that seek out rehabilitation counseling students to fill assistantships that involve counseling and disability-related duties.

### *RSA Scholarships*

The Rehabilitation Counseling Program offers scholarship programs for students pursuing the master's degree when funding is available. Since 1999, the Program has been awarded several long-term training grants by the Rehabilitation Services Administration (RSA). These grants made scholarships available to students interested in working in public vocational rehabilitation and job placement venues. The Program will continue to seek out RSA funding and other grants.

When available, scholarships are available for both full and part-time students. This financial aid component covers tuition (but usually **not** fees or books) and, upon availability of sufficient funds, provides an additional annual stipend for full-time students to assist with other expenses. The stipend amount is adjusted for part-time students, proportionate to the number of courses in which they are enrolled each semester.

Scholarship recipients are required to fulfill a post-graduation employment obligation or pay back the received support. The employment obligation entails working in a government or other not-for-profit program serving individuals with severe disabilities two years for each academic year support was received. A detailed RSA Scholars' Manual is available to all students. The RSA Scholars' Manual provides additional information about the terms of the scholarship and

the employment obligation. Before a scholar receives funds he or she must read the Manual and agree to the RSA guidelines.

### *Student Loans*

All students, including those receiving RSA scholarships, should be mindful of the cost of graduate school education. University and Health Profession fees, which can be substantial if you are unprepared, are generally NOT covered by the RSA scholarships. Other non-tuition expenses (textbooks, practicum student liability insurance, etc.) are not covered by RSA scholarships. Also, RSA funding can sometimes be delayed. The Program *strongly recommends* that students apply for loans and financial aid as a back-up to RSA scholarships.

## SECTION 4 – Getting Started in the Program

### Communication between Students and Faculty

The Clinical Rehabilitation Counseling program values ongoing and clear communication between students and faculty. We utilize several mechanisms to ensure that such communication occurs.

#### *Phone, Email, and In-person Appointments*

Faculty members and staff are available to you by telephone, email, and in-person through scheduled appointments. It is our policy to respond to student telephone calls and emails **within two working days** (Monday-Friday). Should you have difficulty reaching faculty or staff, you are encouraged to inform the program director.

#### *Listserv Information*

The USC Rehab LISTSERV is designed to provide a way for students, graduates of the Rehabilitation Counseling Program, practicing rehabilitation counselors, and friends of the program and profession, to keep up-to-date on the latest developments in the field, events of the program and the profession, and new job opportunities.

The Student Services Coordinator coordinates the LISTSERV announcements. **To receive program announcements, be sure that the Student Services Coordinator always has your most current email address!** Also, if you would like to post an announcement, simply address your email message to the Student Services Coordinator. The Student Services Coordinator will then select those messages which seem to be of interest to everyone on the list and are germane to the purpose of the LIST.

#### *Annual Program Meeting*

Each August, on the Monday immediately preceding the beginning of Fall classes, the Clinical Rehabilitation Counseling Program holds a day-long New Student Orientation & Continuing Student Meeting. This meeting is mandatory and serves as an important mechanism for communication between students, faculty, and staff. Program updates, advisement, and other sessions are held at this time. Students are informed of this meeting at the time of their interview and are reminded through listserv messages. It is each student's responsibility to arrange to attend this meeting.

#### *The Student Handbook*

The Student Handbook is an important mechanism of communication. It is updated annually and available on the program website for new and continuing students and for prospective students. We strive to ensure the Handbook is consistent with Graduate School policies and procedures

and provides up-to-date information about rehabilitation counseling organizations, certification, licensure, and other areas of importance to students.

The Student Handbook is also an important communication tool for matters related to curriculum, technology, policies and procedures related to advancement in the program. The Student Handbook directs you to relevant sections of the Graduate School bulletin and other important offices in the University (e.g., Financial Aid, Student Disability Services, Registrar, etc.).

### *Course Evaluations*

Students also have the opportunity to provide anonymous feedback to faculty by completing course evaluations at the end of each semester. We value your feedback and encourage you to take the time to complete these evaluations. (Note: Later on, after graduation, students have the opportunity to provide additional feedback about the entire program experience by completing the Survey of Program Graduates.)

### Computer/technical requirements

All students admitted to the master's degree program are required to have their own personal computer, printer, and Internet service provider before they begin classes. Students who attend class remotely must also have a WebCam and working microphone. Reliable high-speed Internet access (through cable or a phone company) is essential. Use of a smart phone, tablet, or similar handheld device as a sole means of accessing the Internet is insufficient, especially if you are a Distance Education student.

The program does not endorse any specific equipment or software or minimum processing speeds, hard drive space, or other specifications. However, it is safe to say that your computer should be "relatively new" and be able to run several programs simultaneously (e.g. be on the Internet and have Word documents open) and allow you to view videos clips. New and improved hardware and software are rapidly becoming available, which is why no specific recommendations can be made.

With regard to computer literacy, students must be comfortable using major programs, such as Microsoft Word, PowerPoint, and Excel. As a USC student, a good, working knowledge of Self-Service Carolina ([my.sc.edu](http://my.sc.edu)) and Blackboard are required. Additionally, students should be proficient using e-mail (including attachments), Internet search engines, and saving documents on portable storage devices (such as "flash" or "thumb" drives). Being able to install/uninstall and download software is necessary to participate in the distance education activities.

The counseling-related classes require that you have access to **password-protected** digital recording equipment. If you can borrow from someone, there is no need to invest in equipment. Early in the program, most ordinary digital cameras are sufficient (if they have a video-audio recording function). In later classes, a recording camera (such as you would use in making home movies or recording sporting events) will be more useful. Also, the program has built-in recording equipment in its counseling rooms. Students are welcome to use this equipment.

Graduate assistants are available to provide assistance in scheduling the rooms and using the equipment.

## Academic Advisement

Each student is assigned a program faculty member who serves as his or her advisor following admission. All matters pertaining to an individual student's progress and program of study are pursued through official advisement with the assigned advisor. Matters pertaining to *individual courses* must be pursued with the instructor of the course. Matters pertaining to registration, tuition, and university procedures must be pursued in accordance with USC policies and procedures. Students should meet at least one time each semester with their advisor to discuss progress, plan schedules, review the program of study, review professional development requirements, and to review required courses covered later in this Handbook. It is the graduate student's responsibility to set up these appointments with their advisor. Additional meetings can be scheduled, as needed.

## Program of Study

Every degree-seeking student must, in cooperation with their advisor, develop a written Program of Study (POS) that describes the courses the student will take and the projected timetable for taking the courses. After signing the POS, the student and advisor submit the POS to the program director for review and approval. The POS is then submitted to the Graduate School Office for approval by the Graduate Dean.

For students seeking the master's degree, a Program of Study (POS) should be filed in the second semester of study. A POS worksheet is included in the Appendices of the Handbook. Additional copies are available from the Rehabilitation Counseling Program office.

**IT IS THE STUDENT'S RESPONSIBILITY** to contact their advisor and set up an appointment time to develop the Program of Study.

### *Making Adjustments in Approved Programs of Study*

A need to revise an approved Program of Study may arise due to:

- A change in the student's focus or career objectives.
- Scheduling problems with one or more listed courses.
- A deletion of a listed course or addition of a pertinent new course.

A change in a student's program requires the agreement of all those who approved the original program. The Program of Study Adjustment Form (Form-POSA) should be completed. The request should specify the change being proposed (addition, deletion, substitution) and the course(s) involved. The reason for the request should be clearly stated. The modified program must still satisfy all degree requirements. The form must be signed by the student and the approval of the advisor, the program director, and the Graduate Dean are necessary for the change to be enacted.

Changes in the Program of Study should be made as soon as the need is realized, *not at the time of clearance for degree.*

## Professional Organizations

Professional development is an ongoing process. The student's graduate studies are only the beginning of a career-long learning experience. Professional development activities include participating in in-service training programs, attending professional conferences, and reading professional publications.

To lay a foundation for professional development, **the Program now requires that students join at least one of the main professional organizations for rehabilitation counselors.**

Options include the American Counseling Association (ACA) and its rehabilitation counseling division (ARCA) or the National Rehabilitation Counseling Association (NRCA). Another option is the National Rehabilitation Association (NRA) and its division Rehabilitation Counselors and Educators Association (RCEA). Student memberships are available at nominal rates. In addition to providing newsletters, journals and other benefits, membership makes students eligible for organizational sponsored professional liability insurance, which is required before engaging in practicum and internship clinical activities. Membership applications are available online.

A description of several clinical rehabilitation counseling organizations is included below:

### *American Counseling Association (ACA)*

<http://www.counseling.org/>

As the flagship organization for professional counselors, the American Counseling Association (ACA) is the world's largest non-profit organization for professional counselors. Student membership is available to those enrolled in a graduate counseling program. Dedicated to growth and enhancement of the counseling profession, the ACA offers many benefits and services, including the following:

- Continuing education opportunities (workshops, home study program, annual convention);
- Quality publications like the *Journal of Counseling & Development*; the monthly magazine, *Counseling Today*; and the electronic newsletter *ACAeNews*;
- Resources that bridge the gap between theory and practice (books, journals, videotapes, audiotapes, and software programs), all at special discounted prices;
- From Capitol Hill to agencies to state legislatures, ACA advocates for public policy and legislative issues that affect both counselors and clients;
- Nineteen (19) divisions representing specialized areas in counseling, four (4) regions within the U.S., and 56 state and international branches providing an opportunity to become professionally involved at the state and local level;
- Support through interactions with professionals who share similar activities and concerns.

### *American Rehabilitation Counseling Association (ARCA)*

<http://www.arcaweb.org/>

The American Rehabilitation Counseling Association (ARCA) is a division of the American Counseling Association (ACA). You can join ARCA without joining the ACA. The association promotes the advancement of the rehabilitation counseling profession through its publications, conferences, and other development activities. It also serves as an advocate for persons with disabilities. The major publication of the ARCA is the *Rehabilitation Counseling Bulletin*.

*National Rehabilitation Counseling Association (NRCA)*

<http://nrca-net.org/>

The National Rehabilitation Counseling Association (NRCA) is a former division of the NRA and is now an independent professional association for rehabilitation counselors. Rehabilitation counselors work in a variety of counseling and rehabilitative settings and assume a variety of different job titles. NRCA strives to accommodate the professional interests and needs of all rehabilitation counselors regardless of their work setting or job title. NRCA also dedicates itself to the pursuit of self-fulfillment of all persons with disabilities. NRCA provides opportunities for students to participate in professional activities and to interface with experienced practitioners in the field of rehabilitation counseling. NRCA provides its members with professional opportunities on the local, regional, and national levels through their Annual Professional Development Symposia, legislative information advocacy, and by having a Certification Maintenance Plan (CRC, CIRS, NCC). NRCA publishes the *Journal of Applied Rehabilitation Counseling*.

*National Rehabilitation Association (NRA)*

<https://www.nationalrehab.org>

Founded in 1925, the National Rehabilitation Association (NRA) is dedicated to improving the quality of life for persons with disabilities in the United States. Membership is comprised of rehabilitation professionals, including administrators, counselors, job placement specialists, support staff, vocational evaluators, instructors, and independent living providers, business and industry representatives. Also represented are psychiatrists and other physicians, nurses, physical and occupational therapists, social workers, psychologists, speech pathologists, specialists serving blind and deaf persons, hospital administrators, workshop and rehabilitation facility personnel, nursing home personnel, persons with disabilities, family members of persons with disabilities, and other interested citizens. NRA is the oldest, largest, and strongest advocate for persons with disabilities. It is proud to be called the “Voice of Rehabilitation.” The *Journal of Rehabilitation* is the organization’s major publication.

*Rehabilitation Counselors & Educators Association (RCEA)*

<http://www.rehabcea.org/>

Founded in 2006, The Rehabilitation Counselors & Educators Association (RCEA) is a division of the NRA. RCEA’s website describes the organization as a “rapidly-growing professional organization of rehab specialists who are dedicated to advancing the profession and strengthening the work of rehabilitation counselors and educators in all that they do.”

*Psychiatric Rehabilitation Association (formerly USpra)*

[www.uspra.org](http://www.uspra.org)

The Psychiatric Rehabilitation Association works to help advance the role, scope, and quality of services designed to facilitate the community readjustment of people with psychiatric disabilities. PRA continually seeks to improve the quality of psychiatric rehabilitation and recovery-oriented services and to strengthen the role of community-based psychiatric rehabilitation within the mental health service delivery systems. PRA is an association that brings together agencies, practitioners, families, and persons with psychiatric disabilities.

*International Association of Rehabilitation Professionals (IARP)*

<https://rehabpro.org/>

IARP is the premier association for professionals involved in private rehabilitation. Originally founded in 1981, IARP has more than 2,500 members representing diverse areas of private rehabilitation.

## Student Associations

*USC Rehabilitation Counseling Student Association (RCSA)*

The Program faculty sponsors a Rehabilitation Counseling Student Association. The association's purpose is to support the academic, professional, and personal growth of its student members. The student members promote networking, training, and consumer advocacy for individuals with physical and psychiatric disabilities. They also participate in community projects. The association facilitates the development of collegiality with faculty, in addition to serving as a peer support group.

*Medical Graduate Student Association (MGSA)*

The faculty of the School of Medicine sponsors the Medical Graduate Student Association (MGSA). The association's purpose is to provide service projects for the community, provide academic and social events for its members, and to promote unity among members. Membership in MGSA is limited to persons officially connected with the University as faculty, staff, or full-time graduate students. Students taking six (6) credit hours or more and who pay the University fee are considered full-time students.

*Chi Sigma Iota*

Chi Sigma Iota (CSI) is the international honor society for counselors-in-training, counselor educators, and professional counselors. Its mission is to promote scholarship, research, professionalism, leadership, excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the field of counseling. Membership in CSI is open to both students and graduates of counselor education programs. To be eligible for membership, students must complete at least one semester of full-time graduate level coursework in a counseling program, earn a grade point average of at least 3.5 or better on a 4.0 system, and be recommended by the University of South Carolina chapter of CSI, which is Upsilon Sigma Chi.

For more information, go to the USC Chapter website: [https://www.csi-net.org/group/upsilon\\_sigma\\_chi](https://www.csi-net.org/group/upsilon_sigma_chi)

## Student Awards

Each year, the **Distinguished Rehabilitation Counseling Student Award** is presented to an outstanding graduate by the Program faculty. The award is given to the graduate who has excelled in their academic work and has demonstrated strong leadership qualities through involvement in activities supporting the rehabilitation counseling profession, the Rehabilitation Counseling Program, and community agencies.

Also, the **Award for Clinical Excellence** is presented by the Rehabilitation Counseling Program Faculty to a student who has demonstrated exceptional interest and skill development in clinical work performed in their field experiences or in the assessment laboratory.

All August, December, and May graduates are considered by the faculty during the Spring semester review process. The awards are presented at the School of Medicine's Spring hooding ceremony or other appropriate University awards ceremony.

## SECTION 5 – Distributed Learning

### Introduction

Distributed learning is a system and process that connects learners and instructors with educational resources from a variety of geographically separate sites using a variety of different media. Students and instructors are separated from each other by either distance or time. Two-way communication exists between the learner, instructor, and other learners either through print or some form of electronic media.

Because the program is committed to strengthening the rehabilitation workforce across the primarily rural state of South Carolina, coursework for the Master's degree can be completed via Distributed Learning. This creates exciting opportunities for students who do not live near USC-Columbia. Students should be aware that the master's degree program *includes a substantial in-person component to complement distributed learning*.

With few exceptions, the courses in the distributed learning component of the program are “real time” courses. Students meet at a weekly designated class time and participate in real-time class with the instructor and with in-person students. Students are required to having working webcams and microphones to participate in the classes.

### In-person Attendance Requirements

All students are required to attend the Annual Student Meeting held each August on the Monday immediately before classes begin as well as Learning Community Development weekends in Fall and Spring semesters. These in-person meetings are held at the Columbia campus. Also, certain courses require additional in-person time during the semester. Your instructor will inform you of required dates of in-person attendance at the beginning of each semester.

In-person attendance requirements are essential and integral to the program and to students' development as rehabilitation counseling professionals. In many cases, they cannot be “made-up” or substituted. Missing one or more of the in-person attendance requirements may result in the delay of the student's progress in the program until the next time the missed requirement is offered.

### Technology

As mentioned in the previous section addressing computer and technical requirements, all students must have their own personal computer, printer, and Internet service provider before they begin classes. Students who attend class from remote locations are also required to have a WebCam and a working microphone. A high-speed Internet access (through cable or a phone company) is preferred instead of dial-up service. **Smartphones and most tablets are inadequate for success in this program. While these devices work well for consuming information, they do not allow for production of graduate level interaction and coursework.**

The program does not endorse any specific equipment or software or minimum processing speeds, hard drive space, or other specifications. However, it is safe to say that your computer should be “relatively new” and be able to run several programs simultaneously (e.g. be on the Internet and have Word documents open) and allow you to view videos clips. New and improved hardware and software are rapidly becoming available, which is why no specific recommendations can be made.

## Technology Support

Students should be aware of and utilize the many resources available through **Student Technology Resources** at USC. Resources include special computer purchase offers, technical assistance with your personal computer, free antivirus software, tips about your student email account, and more. Please visit and bookmark

[http://www.sc.edu/about/offices\\_and\\_divisions/division\\_of\\_information\\_technology/resources/software\\_hardware/](http://www.sc.edu/about/offices_and_divisions/division_of_information_technology/resources/software_hardware/)

## Class Formats

Distributed Learning class formats vary and are continually evolving. Some classes use a combination of real-time webinars and Blackboard postings and a few classes are conducted asynchronously (i.e., no formal class meeting time; students work on a weekly unit-by-unit basis and interact with other students through Blackboard postings). Occasionally, an instructor may have pre-recorded lectures for you to view as an adjunct to your weekly work.

## SECTION 6 – Important Graduate Student Resources

### Graduate Studies Bulletin – Electronic

The Graduate Studies Bulletin is the official document of record concerning graduate academic programs and regulations. The Bulletin is available online and all students are responsible for familiarizing themselves with the Bulletin. The link to the main page for the Graduate Studies Bulletin is <http://bulletin.sc.edu/>.

### USC School of Medicine Library – online access

The USC School of Medicine (SOM) Library (<http://uscm.med.sc.edu/>) is available to all SOM students, including students in the clinical rehabilitation counseling program. Current students will receive up-to-date information about how to get a USC SOM ID and account from the Student Services Coordinator or faculty.

Here are some links that will get you started:

1. [http://uscm.med.sc.edu/libguides.com/rehabilitation\\_counseling](http://uscm.med.sc.edu/libguides.com/rehabilitation_counseling) The Rehabilitation Counseling “LibGuide” was created by librarians for students and faculty at the USC School of Medicine. The guide leads you to journals, databases, books, evidence-based medicine resource specific to rehabilitation counseling and psychiatric rehabilitation.
2. <http://uscm.med.sc.edu/tutorials.asp> This website includes tutorials that introduce you to the basics of SOM library research.

### USC Libraries – additional information

Many graduate students in the clinical rehabilitation counseling program live outside the Columbia area and cannot easily visit the School of Medicine Library or the Thomas Cooper Library. A resource all students should be aware of is that the USC library system, including the Thomas Cooper library, can be accessed remotely by USC students and faculty members. You will write a number of research papers during your graduate studies, virtually all of which require you to locate professional journal articles from the fields of counseling, rehabilitation, disability studies, psychiatry, addictions, and more. Knowing how to access the USC library system remotely means that you will be able to search current professional journals and locate full-text articles (many in PDF format). While it takes some practice to learn to search the library from your computer, it is well worth the time. Here are some links that will get you started:

1. <http://www.sc.edu/library/> Under the heading “Research Tools,” select either “Articles, Databases & Indexes” or “Online Journal Collection.”
2. <http://www.sc.edu/library/pubserv/tutorial/> This website is a research tutorial that introduces you to the basics of library research.

## The USC Writing Center

The USC Writing Center is a valuable resource to students and faculty who may need assistance on a particular writing project. You will write many papers in graduate school; all will require proper grammar, spelling, and organization. Several will require special formatting (e.g., APA-style formatting). Many resources are available at the USC Writing Center's website, including an online tutorial that shows you how to search the USC libraries from your own computer. The staff of the USC Writing Center are also available to meet with you in-person and help you with specific projects or other writing needs.

The USC Writing Center's homepage can be found at <http://artsandsciences.sc.edu/write/students> . Please take the time to familiarize yourself with this important resource. (Note: Web addresses change periodically, but from the USC Home Page, you can always search for **USC Writing Center**.)

## Student Health Services – including Counseling and Psychiatry

Student Health Services, located on the main campus, offers counseling, support groups, and other resources to USC students and faculty. Services are confidential and usually provided at no cost. For more information about student health services, please visit <http://www.sa.sc.edu/shs/cp/> .

## USC Student Disability Resource Center

The USC Student Disability Resource Center (SDRC) is located on the main USC campus. Any student with a documented disability should contact the SDRC to make arrangements for accommodations. Prospective, new, and continuing students may also learn more about SDRC by visiting <http://www.sa.sc.edu/sds/> or [http://sc.edu/about/offices\\_and\\_divisions/student\\_disability\\_resource\\_center/](http://sc.edu/about/offices_and_divisions/student_disability_resource_center/)

## Office of Student Financial Aid and Scholarships

The Office of Student Financial Aid and Scholarships (SFAS) is located on the main USC campus. The SFAS website, <http://www.sc.edu/financialaid/> , includes Financial Aid Checklists for Graduate Students and helpful information about loans, scholarships, and student employment.

## SECTION 7 - Curriculum

### Degree

Master of Arts (M.A.) in Counseling and Rehabilitation, with a specialization in Clinical Rehabilitation Counseling

### Curriculum and Course Descriptions

An overview of the curriculum appears in the table below. Course descriptions begin on the following page.

<b>CURRICULUM</b>	
The 60 credit-hour curriculum includes thirteen (13) required courses, three (3) clinical rehabilitation specialization courses, a practicum, an internship, and one (1) elective.	
<b>Required Courses (39 Hours)</b>	
EDCE 510	Introduction to Counseling
RCON 605	Multiculturalism in Helping Professions
EDPY 705	Human Growth & Development
RCON 725	Career Theories and the World of Work
RCON 601	Helping relationships: Fundamentals of Counseling Practice
RCON 711	Theories and Techniques of Counseling
RCON 720	Group Counseling
RCON 714	Assessment in Counseling and Clinical Rehabilitation
RCON 702	Research and Program Evaluation in Counseling
RCON 704	Issues and Ethics in Clinical Rehab Counseling
NPSY 757	Psychopathology for Counselors
NPSY 758	Classification & Assessment of Mental Disorders
NPSY 760	Addictions Counseling and Rehabilitation
<b>Specialization Courses (9 credit hours)</b>	
RCON 700	Foundations of Clinical Rehabilitation Counseling
RCON 733	Psychosocial and Medical Aspects of Clinical Rehabilitation
RCON 734	Professional Issues in Clinical Rehabilitation (Case Management, Life Care Planning, Forensic Rehab)

<b>Field Experiences</b> (9 credit hours)	
RCON 880	Counseling Practicum (3 credits, 150 hours)
RCON 883	Clinical Rehabilitation Counseling Internship (6 credits, 600 hours)
<b>Electives</b> (3 credit hours)	
<i>A partial listing of electives includes:</i>	
RHAB 540	Assistive and Adaptive Technology
NPSY 763	LGBT Issues in Counseling and Rehabilitation
NPSY 761	Dual Diagnosis
RHAB 754	Counseling and Death Education

## Course Descriptions

*Required courses, 39 credit hours (listed alphabetically):*

### **EDCE 510: Introduction to Counseling**

Orientation to the profession of counseling including its historical, social, and cultural foundations.

### **EDPY 705: Human Growth & Development**

Overview of the contributions of the biological and social sciences to an understanding of the mental, emotional, social, and physical development from infancy through adulthood. Study of behavior problems.

### **NPSY 757: Psychopathology for Counselors**

Theoretical background for understanding causes, symptomatology, and preferred treatment approaches for disorders identified in DSM-IV, the standard reference of the American Psychiatric Association. Prepares students to diagnose and treat mental health conditions.

### **NPSY 758: Classification & Assessment of Mental Disorders**

Classification of mental disorders using the DSM-V, standard reference of the American Psychiatric Association, and the interpretation of formalized evaluations and appraisal techniques in achieving differential diagnoses.

### **NPSY 760: Addictions Counseling and Rehabilitation**

Theory, treatment, and psychological aspects of addictions to alcohol and other drugs.

### **RCON 601: Helping relationships: Fundamentals of Counseling Practice**

Development of communication skills necessary to foster and develop effective counseling relationships.

### **RCON 605: Multiculturalism in Helping Professions**

Concepts and procedures relating to disability and culture, covering relevant issues affecting racially and culturally diverse individuals with disabilities, as well as promoting sensitivity and competence. Includes implications for an array of helping professions.

### **RCON 702: Research and Program Evaluation in Counseling**

Foundations underlying research and assessment methodologies and their application to counseling. Research design, program evaluation, ethical principles in research, the scholarly research process, and statistical software packages.

### **RCON 704: Ethics in Rehabilitation Counseling and Helping Relationships**

Examines contemporary ethical concerns, issues, decision-making models, and best practices in rehabilitation counseling and the helping professions. Knowledge and awareness appropriate for master's-level professionals with a particular focus on working with people with disabilities or disadvantage. Application of knowledge across a range of helping relationships.

**RCON 711: Theories and Techniques of Counseling**

Individual counseling theories and techniques applied to a wide range of persons, including persons with a disability (emotional, psychosocial, mental, and physical) and disadvantaged persons.

**RCON 714: Assessment in Counseling and Clinical Rehabilitation**

Assessment in clinical rehabilitation, including assessment instruments, methods, materials, and interpretation as applied to a variety of rehabilitation clients. Concepts, skill development, and application of clinical rehabilitation assessment.

**RCON 720: Group Counseling**

Principles and practice of group counseling techniques applied to a wide range of persons, including persons with a disability (emotional, psychosocial, mental, and physical) or disadvantaged persons.

**RCON 725: Career Theories and the World of Work**

Career counseling theories, processes, and techniques, with emphasis on persons with disabilities and vocational placement. Identification of values, interests, abilities, and methods for obtaining, organizing, and utilizing career information to enable career success of persons with disabilities and disadvantage.

*Specialization courses (9 credit hours)*

**RCON 700: Foundations of Clinical Rehabilitation Counseling**

Origin, evolution, and future of the rehabilitation counseling profession. Role and functions, scope of practice, and practice settings of rehabilitation counselors.

**RCON 733: Psychosocial and Medical Aspects of Clinical Rehabilitation**

Medical and psychosocial aspects of chronic illness and disability, including physical, psychological, social, and educational impacts of disability. Functional limitations and impact on employment, family/social life, and daily living. Approaches to treatment, prevention, and an overview of adaptive measures to enhance functioning and overall quality of life.

**RCON 734: Professional Issues in Clinical Rehabilitation**

Professional issues and functions within the clinical rehabilitation process. Includes a detailed exploration of the case management process, independent provider status, expert witness status, forensic rehabilitation, life care planning, and managed care systems. Addresses emerging professional issues.

*Field Experiences (9 credit hours)*

**RCON 880: Counseling Practicum in Clinical Rehabilitation (3 credits, 150 hours)**

Supervised counseling experience in an approved institution or agency.

- Prerequisites: Consent of instructor. Official application must be submitted no later than the semester preceding enrollment.

**RCON 883: Clinical Rehabilitation Counseling Internship** (6 credits, 600 hours)

Supervised counseling experience in a work setting suitable for a clinical rehabilitation counselor.

*Elective* (3 credit hours)

**RHAB 540: Assistive and Adaptive Technology**

The use of Assistive technology as it relates to employment, education, communication, recreation, and mobility for individuals with disabilities. Explores types of assistive technologies, functional assessments, and resources through hands-on application, lectures, and discussions.

**NPSY 755: Fundamentals of Psychiatric Rehabilitation**

This course highlights severe mental illnesses and methods that facilitate recovery. A foundation for understanding psychiatric disability, the cultural and bio-psycho-social nature of mental disorders, treatment and rehabilitation is provided.

**NPSY 756: Vocational Implications of Psychiatric Disability** (Prerequisite - NPSY 755)

This course is directed at addressing employment-related needs of persons with severe long-term mental illness. The purpose is to make students knowledgeable of the unique vocational assessment needs of this population, as well as measures needed to assist them in obtaining and maintaining employment.

**NPSY 761: Dual Diagnosis**

Current research and models for rehabilitation of individuals with a substance abuse/dependency and other mental illness is the basis of this course. This course utilizes analyses of case studies.

**NPSY 763: LGBT Issues in Counseling and Rehabilitation**

This course examines contemporary issues related to the provision of effective counseling and rehabilitation services with the lesbian, gay, bisexual, transgendered (LGBT) population.

Note: Other elective courses may be selected, but approval of the student's advisor must be obtained.

## Coursework Sequencing and Annual Schedule of Rehabilitation Courses

Course sequencing schedules are available for the following options:

- Full-time students who begin in Fall semester
- Full-time students who begin in Spring semester
- Part-time students who begin in Fall semester
- Part-time students who begin in Spring semester

While most courses are offered at least 2 times per year, a number of classes are offered ONE time per year. Students are strongly encouraged to select and follow a Coursework Sequence and to be aware of those classes that meet one time per year. Students should also meet with their advisor when circumstances result in a change of pace for planned coursework.

Full-time students can complete the program in just under three (3) years if they include summer semesters. Part-time students generally complete the program in 3½ to 4 years. Course sequencing options are listed in the Appendices.

## Transfer Courses

Consistent with Graduate School policy, the program may accept up to 18 credit hours of course work from other accredited universities, if determined to conform to curriculum requirements, if the courses were not part of a completed degree program, and if the grade was B or better. Written requests to use transfer credits should be directed to the student's faculty advisor along with the course syllabus or other detailed description. Only faculty-approved courses can be used in the student's Program of Study. Note that a transferred course cannot be revalidated or considered for substitution if that course will be more than six years old at the student's graduation date. Please see also the Graduate Studies bulletin:  
<http://bulletin.sc.edu/>

## Revalidation of Outdated Courses

Outdated USC graduate courses (i.e., courses taken more than 6 years prior to completion of master's program) may be revalidated if the department concerned accepts revalidation for the particular course. Revalidation of a course requires that the student demonstrate a contemporary knowledge of the course content by passing an examination administered by a faculty member who currently teaches the course. Outdated *transfer* courses cannot be revalidated.

Permission to take a revalidation examination is secured on a Permit for Revalidation (GS-04) form by obtaining the approval of the head of the college or department concerned and the Graduate Dean. The prevailing fee must be paid to the Treasurer's Office before the exam is administered. Please see also the Graduate Studies bulletin:

<http://bulletin.sc.edu/>

[http://bulletin.sc.edu/content.php?catoid=9&navoid=1880#Revalidation\\_of\\_Out-of-Date\\_Courses](http://bulletin.sc.edu/content.php?catoid=9&navoid=1880#Revalidation_of_Out-of-Date_Courses)

If the student fails the revalidation examination, he or she is allowed one additional attempt to revalidate the course. The second examination, which is a different version of the first exam, can be taken no less than 30 days after the first examination. The student must re-apply for permission to revalidate (see previous paragraph) and pay the fee again. If the student does not pass the examination on the second attempt, he or she must enroll in and successfully complete the course again in order for the class to be considered current.

### Sustained Enrollment

After beginning coursework, a student who does not enroll in courses in a major semester (fall/spring) is dropped from the University rolls and must apply for re-admission to the program.

## SECTION 8 – Personal and Professional Development and Progression through the Program

The Code of Ethics and Standards of Practice of the American Counseling Association (2014) requires, in Section F.9.a (p. 15), that counselor educators evaluate students prior to, and throughout, the counselor training program. Counselor educators are also required to provide formative and evaluative feedback throughout a student's program of study.

The Code of Ethics also requires, in Section F.9.b., that counselor educators:

1. assist students and supervisees in securing remedial assistance when needed,
2. seek professional consultation and document their decision to dismiss or refer students for assistance, and
3. ensure that students have recourse in a timely manner to address decisions requiring them to seek assistance or to dismiss them and provide students with due process according to institutional policies and procedures. (p. 15)

This section addresses necessary dispositions and conduct expected of professional rehabilitation counselors, how dispositions and professional conduct is assessed, and the program's policies and procedures for students retention, remediation, and dismissal from the program. (This section applies to non-academic dispositions and conduct; please see section 11 for policies related to academic standards.)

### Rationale

Counselors must be able to establish collaborative relationships with a wide range of professionals and clients. Counselors must follow ethical standards that hold them to a high level of integrity, empathy, and concern for the welfare of others. Competent rehabilitation counselors must possess the emotional health required for sound judgment and clinical decision-making, and effective problem resolution, the prompt completion of all responsibilities associated with the assessment and counseling of clients, and the development of caring sensitive, and effective relationships with clients, their families, and significant others.

Counselors must be able to tolerate a full time workload and to function effectively under stress. They must be able to adapt to changing environments and to function in the face of ambiguities inherent in clinical practice. Counselors must be able to communicate effectively both verbally and in writing. They need to have the capacity to engage clients in order to elicit information and be able to observe clients, perceive nonverbal communications, and describe changes in affect and behavior.

Rehabilitation counselors must further be able to communicate effectively with other members of the rehabilitation community and effectively negotiate their way around typical clinical environments. They must routinely make logical diagnostic and treatment decisions, conduct assessments, analyze, integrate, and synthesize, and problem solve quickly, accurately, and

consistently. They must be proactively aware of their own limitations and strengths, seeking help and support when necessary and removing themselves from situations in which their own issues may negatively impact the lives of clients.

## Standards for Professional Conduct and Behavior

In light of these responsibilities, students admitted to the master's degree program must possess sufficient intellectual capacity, physical stamina, emotional stability, interpersonal stability, and communication skills to acquire the scientific knowledge, interpersonal and technical competencies, and clinical abilities required to effectively and competently provide services to clients. They must consistently demonstrate a level of personal and professional maturity that is in keeping with the minimum reasonable expectations for students in the early phases of their professional training and/or commensurate with the overall number of years of overall work in counseling-related employment. They are expected to demonstrate a level of self-awareness and personal insight that will allow them to receive feedback, internalize criticism, and continue on a path of personal and professional development.

Students enrolled in the program should conduct themselves in a professional manner. Conduct should be in conformity with the high moral and ethical standards of the profession as well as within the legal constraints of any law-abiding community.

## Faculty Conduct

The Code of Ethics for Rehabilitation Counselors applies to faculty as well as students. All program faculty members are expected to demonstrate respect and practice integrity in their professional relationships with students similar to that which is required of students who pursue certification as rehabilitation counselors. Should a student have concerns about faculty conduct that cannot be resolved with the faculty member directly, the student should speak with the supervisor of the faculty member. According to university policy, if a student has good reason not to attempt a resolution with the faculty, mechanisms are in place for students to address their concerns confidentially with the student ombudsman in the Division of Student Affairs and Academic Support (SAAS). SAAS is located in the Osborne Building on the main campus. Their website is <http://www.sa.sc.edu/>. Students may also refer to Policy STAF 6.27: Student Grievance Policy – Non-academic which can be located from the USC Policies and Procedures Manual, maintained by the Office of the Provost (<http://www.sc.edu/policies/policiesbydivision.php>).

## Evaluation Process

### *Regular faculty review*

Student progress in academic performance, dispositions, and professional growth is reviewed by all faculty members at regular faculty meetings and at the mid-point of each major semester. Faculty members may utilize a variety of tools to assess these characteristics. Faculty members also assess performance and professional development throughout the practicum and internship experiences with the feedback of site supervisors.

### *Guidelines for evaluative review*

Rehabilitation Counseling Program students demonstrate their level of professional maturity through their regular interactions with students, faculty, colleagues, and clients encountered throughout the program. It is expected that students will demonstrate high levels of personal and professional integrity in their interactions, show compassion for others, and demonstrate respect for themselves, colleagues, faculty, staff, and clients. Personal coping styles, problem resolution skills, communication patterns, ability to receive feedback or criticism, willingness to seek assistance and guidance when needed, attitudes towards authority, motivation and capacity for self-direction, flexibility, and propensity for creative and analytical thinking are among the many characteristics important to counseling that can be observed through formal and informal interactions.

Evaluation of the personal and professional conduct of students may include, but are not limited to, the following general and specific considerations:

1. Concern for the welfare of others
  - a. Demonstrate a professional attitude and demeanor in all academic and experiential activities associated with the Program.
  - b. Respectful behavior in all verbal and nonverbal interactions with other students, faculty, and staff.
  - c. Respect for, understanding of, and adherence to standards of confidentiality in all academic and clinical activities.
  - d. Willingness to defer on matters pertaining to personal convenience when the good of the group is impacted.
2. Concern for the rights of others
  - a. Demonstrate a considerate and cooperative spirit in interactions with faculty staff colleagues, and members of the rehabilitation community.
  - b. Respect for the process of scholarly debate in which individuals have a right to express opinions and ideas without fear of personal reprisals.
  - c. Treat faculty, staff, and other students with equality regardless of race, religion, gender, sexual identity, disability, or socioeconomic status.
  - d. Assume an equitable share of academic or program related duties.
3. Responsibility to duty
  - a. Necessary duties effectively and promptly, follow through their completion, and notify designated individuals of questions or concerns.
  - b. Utilize chains of command in clarifying expectations, dealing with grievances or resolving problems.
  - c. Be punctual and present at classes, meetings, conferences, and off-site academic and clinical obligations.
  - d. Notify faculty and field supervisors (or other designated alternate field supervisor) of absence or inability to attend to duties.

- e. See assigned clients as scheduled and, under the supervision of your field and faculty supervisors, assume responsibility to their treatment.
  - f. Ensure the ability to be promptly located at all times when involved in clinical activities.
4. Trustworthiness
- a. Demonstrate truthfulness and intellectual honesty in communications with faculty, staff, other students, and clients.
  - b. Demonstrate an ability to accept responsibility for and establishment of priorities for meeting multiple demands and for completing necessary work.
  - c. Discern when supervision or advice is needed.
  - d. Maintain confidentiality of client information.
5. Professional Demeanor
- a. Maintain agency and industry standards of personal appearance, attire, and hygiene for academic, clinical, or field placement activity.
  - b. Maintain emotional stability and equilibrium under the pressures of emergencies, fatigue, professional or academic stress, and personal problems.
  - c. Demonstrate personal responsibility in the use of alcohol and prescription drugs, taking purposeful actions to avoid impairment while being engaged in academic and clinical activities.
6. Demonstration of individual characteristics required for the practice of rehabilitation counseling.
- a. Ability to make logical, diagnostic, and therapeutic judgments.
  - b. Ability to identify areas in which personal issues may intrude upon the practice of counseling.
  - c. Ability to communicate effectively with clients, supervisors, faculty members, and peers.
  - d. Ability to establish professional relationships.
  - e. Ability to be perceptive, introspective, and insightful in professional and academic relationships.
7. Adherence to professional ethics and practice guidelines set forth by the Commission on Rehabilitation Counselor Certification (CRCC) and/or American Counseling Association (ACA).

#### *Student Participation in Evaluation Process*

At designated points throughout a student's program of study, each student conducts a self-evaluation of professional dispositions and behaviors. Students then meet with a designated faculty member to discuss the student's self-evaluation and the faculty evaluation. Faculty work with students to identify areas in which professional development may be further strengthened and/or areas in which growth is needed.

## Personal and Professional Development and Progression

In addition to the academic progression standards required by the University, students must meet professional development standards as described in this section. Faculty members bring areas of concern to a student's attention at the earliest possible time and assist the student in developing a strategy to improve.

### *Remediation*

Students who display dispositional difficulties that interfere with professional development and professional practice may be referred to remediation. Completion of prescribed remedial measures to correct deficiencies will be followed by reassessment by faculty. Remediation may include, but will not be limited to additional course work, independent study, and/or personal counseling, depending on the nature of the deficiencies. Students will not be permitted to continue with regular program course work until correction of the deficiencies has been satisfactorily demonstrated.

### *Cancellation of Registration Privileges*

Non-academic reasons for cancellation of a student's registration privilege (formerly referred to as dismissal) may occur if a student:

1. fails to demonstrate one or more professional characteristics after receiving feedback from faculty and having the opportunity to correct the problem behavior;
2. fails to demonstrate the ability to practice counseling competently and safely;
3. demonstrates unprofessional behaviors that disrupt other students or the functioning of the program;
4. demonstrates unprofessional behaviors during practicum and internship; and/or
5. refuses to engage productively with faculty to correct deficiencies.

### *Procedures, including appeals*

Procedures for cancellation of registration privileges for matters related to professional development are as follows:

1. The recommendation of cancellation of registration privileges for matters related to professional development may be initiated only after due consideration by the Rehabilitation Counseling Program faculty as a whole, with the program director remaining neutral while the faculty considers the student's situation.
2. The faculty will make a recommendation to the program director. The recommendation will include details of the nature of the deficiencies, how and when the concerns were brought to the attention of the student, and efforts to remediate the difficulty.
3. If the program director concurs with faculty, the program director will inform the student, in writing, of all specifics pertaining to the nature of the pending action.
4. The program director will then review the specifics of the pending action with the program's Promotion and Professional Responsibility Committee. The Committee may conduct a hearing with the student if deemed necessary.

5. The Committee will inform the student, in writing, of its decision.
6. Students may appeal the decision to the Dean of the USC Graduate School.
7. Should cancellation of registration privileges be recommended, the faculty will work with the student to explore alternate professional options that may be suitable to the student.

### Promotion and Professional Responsibilities Committee

The rehabilitation counseling program is a graduate program within the USC School of Medicine's Department of Neuropsychiatry and Behavioral Science. Therefore, the Program's Promotion and Professional Responsibility Committee will consist of the School of Medicine Associate Dean for Medical Education and Academic Affairs *or their designated representative*, the Chair from the Department of Neuropsychiatry and Behavioral Science *or their designated representative*, and the Clinical Rehabilitation Program Faculty.

The Committee will handle issues pertaining to professional conduct and/or promotion to Counselor-in Training status. The Committee will adjudicate all charges pertaining to noncompliance with the Program's standards for personal and professional conduct and behavior.

## SECTION 9 – Advancement to Practicum and Internship

### Professional Development Portfolio

Over the course of the program, students will develop a professional portfolio with the guidance of faculty. The development of this portfolio will assist students in their personal career planning through looking at each student's unique career development, their own professional strengths and weaknesses, their career interests, and the student's developing professional interests as reflected in their past employment, academic work, and field placement experiences. **This process is mandatory.** The steps in the process lead to readiness for practicum and internship. Failure to participate as required in Portfolio development can result in delay or failure to advance to Practicum and Internship.

### Promotion from Student to Counselor-in-Training Status

#### *Faculty Review*

Faculty routinely reviews the progress of students at the end of each semester and concerns are brought to the attention of students at the earliest possible time. (The process of ongoing review is addressed in more detail in Section 8 – Personal and Professional Development and Progression through the Program.)

In addition to the routine review, upon completion of all prerequisite course work and prior to enrollment in RCON 880 (practicum) students' academic standing and professional development will undergo an in-depth review to determine if the student has made sufficient progress in the mastery of their counseling skills and other coursework to continue to the next level of training. Minimally, students should have demonstrated mastery (a grade of "B" or higher) of all required courses taken to date and displayed conduct consistent with the expectations set forth in [Section 8](#).

At the time of faculty review, the student's faculty advisor will present a progress report at a faculty meeting or meeting of the Promotion and Professional Responsibility Committee in special cases. Supporting documentation may include, but is not limited to, academic transcripts, disposition assessments, and letters of commendation or complaint. All faculty members will have the opportunity to exchange additional information regarding the student's performance.

#### *Faculty Decision*

After the faculty has met to evaluate a student's request to move to counselor-in-training status, the faculty may make the following recommendations:

- Proceed with Pre-Practicum Assessment (see next sub-section).
- Recommend completion of prescribed remedial measures to correct deficiencies, which will be followed by reassessment by faculty. (Please see Section 8 for procedures related to remediation.)

- Recommendation of cancellation of registration privileges (formerly referred to as dismissal from the program). (Please see Section 8 for procedures related to cancellation of registration privileges for non-academic reasons.)

Students not recommended for advancement may request an opportunity to meet with the Promotion and Professional Responsibility Committee and present additional information for consideration. The student will be informed of the outcome in writing. The outcome at this time will be the final outcome at the level of the student's academic unit and the School of Medicine.

Further appeal of academic decisions should be made, in writing, to the Dean of the Graduate School. Information about this process can be found in the USC Policies and Regulations under the Graduate Academic Regulations (Appeal of Academic Decisions).

[http://bulletin.sc.edu/content.php?catoid=78&navoid=2271#Appeal\\_of\\_Academic\\_Decisions](http://bulletin.sc.edu/content.php?catoid=78&navoid=2271#Appeal_of_Academic_Decisions)

### *Student Preparation*

By mid-point of the semester preceding the practicum and/or internship, students should prepare a Practicum Application Form and submit the form to the Practicum Coordinator. The application form is available from the practicum coordinator and is included in the Practicum Information Packet. All pre-requisite courses listed on the form should be taken prior to the Practicum semester. In some instances, an exception may be granted, for example, if a student can provide evidence of course knowledge acquired during work or other experience.

When completed applications are received, copies will be provided to the applicant's advisor and Program Director. At that time, the student and their advisor will work cooperatively in exploring possible placement sites. This process should include a discussion of the student's professional objectives, strengths, and challenges. This exploration phase should coincide with the Portfolio process.

### *Pre-Practicum Assessment*

The Pre-Practicum Assessment will include an assessment of the student's clinical skills, knowledge of counseling theories, and overall academic preparation. As part of this process, students will submit an audio recording of a counseling session prior to the Pre-Practicum Faculty Meeting (PPFM). The audio recording is submitted to the Coordinator of Field Experiences.

### *Pre-Practicum Faculty Meeting (PPFM)*

Students will meet with the full faculty the semester before entering Practicum and/or Internship. The purpose of this meeting is to discuss the student's readiness to advance to Practicum and/or Internship. At the meeting, the student will discuss their career plans, identify a field placement that best matches the student's learning needs and interests, and verbalize any concerns that the student may have about progress. Faculty members will also provide the student with feedback and share any concerns about progress.

## SECTION 10 – Practicum and Internship

Students must successfully complete a 150-hour Practicum and a 600-hour Internship as part of the Master of Arts in Counseling and Rehabilitation degree program. The Student Handbook provides basic information and policies and procedures related to the Practicum and Internship. In addition, a detailed handbook for both Practicum and Internship is available to students and site supervisors.

### Student Professional Liability Insurance

Prior to enrolling in Practicum (RCON 880) or Internship (RCON 883), students must obtain professional liability insurance. Insurance must be maintained over the course of both field experiences. Liability insurance can be purchased through professional counseling associations which offer insurance to students at nominal rates. In order to qualify for the insurance, the student must be a member of the sponsoring professional organization. Students not providing evidence of insurance will not be permitted to enroll in RCON 880 (Practicum) and/or 883 (Internship).

### RCON 880 - PRACTICUM (3 Credit Hours)

#### *Overview*

The rehabilitation counseling practicum provides students with a supervised counseling experience in a human service, rehabilitation, or educational setting in order to develop skills, knowledge, and behaviors appropriate for professional counselors.

#### *Student Eligibility*

In addition to meeting the requirements outlined in the preceding section of the Handbook (Advancement to Practicum and Internship), students are eligible to participate in the practicum when they have completed all required coursework necessary for performing a variety of counseling activities including, but not limited to, intake interviewing, administration, scoring, and interpretation of select functional and vocational assessment instruments, assisting clients in establishing and implementing goals, assessing client progress, providing supportive counseling, conducting psycho-educational sessions, client follow-up activities, and serving as a disability community service information resource.

#### *Field Experience Procedures*

In accordance with CACREP accreditation standards, students must participate in a minimum of 100 clock hours of Practicum activities during the semester-long experience. However, because of previous counseling licensure laws in SC, students are required to attain **150 hours** of Practicum experience. (This law changed in 2018; however, the program continues to require 150 clock hours of practicum experience.) Students are also required to maintain a detailed log of their field experience to serve as a basis for seminar discussion and to verify practicum time

accrued. The time must be documented in the student's log. Field experience time must be verified by the field site supervisor.

Field experiences are carried out under the direction of a qualified field site supervisor in collaboration with designated Program faculty. Students are familiarized with the field site facilities, mission, programs, policies, and clients. They observe service activities and interact with staff. Following orientation, students will work with select clients, providing services assigned by the supervisor. Activities may include, but are not limited to, assessment, individual counseling, group counseling, psychoeducational activities, and consultation. Students may have the opportunity to participate in staff conferences, in-service training, research, and other activities. Students are required to meet at least 1 hour per week with the field supervisor.

At mid-term and semester end, the field supervisor (who must hold at least a master's level counseling degree) and the student will each complete a student evaluation form to be returned to the faculty supervisor. Following completion of the Practicum experience, students must complete an Agency Placement Evaluation form. (Note: All forms and additional information are available in the Practicum and Internship Information Packet for Students and Site Supervisors; the Packet is available electronically and provided to each student.)

Field experiences are augmented by weekly supervision seminars conducted by faculty. Experiences are shared, problems explored, and consultation and guidance provided. Audiotapes of student-client sessions are used to facilitate learning. In class, students also complete additional training and practice on topics including ethics, case presentations, multicultural counseling, and other clinical issues.

#### *Remediation, suspension of placement, or removal from placement*

A field placement can be suspended or terminated at the request of the field/site supervisor, or based on the assessment of the faculty supervisor. Ultimately, it is the responsibility of the faculty supervisor to determine if students are making satisfactory progress in the development of their clinical skills and personal and professional development.

Students not making satisfactory progress in the development of practicum/internship counseling skills and/or professional development will be notified at the earliest possible time by the faculty supervisor. Interventions will be individualized to the student's situation and may include remedial plans, temporary suspension of the field placement, or removal from the placement.

Suspension of and/or removal from the field placement may also occur when students fail to display personal and professional conduct as described in the Student Handbook, the Carolina Creed, the ACA Code of Ethics, and/or the CRCC Code of Ethics. The nature and severity of the conduct will determine a subsequent course of action.

#### *Student Learning Outcomes*

During Practicum, the student will:

- Discuss specific human service agencies and the client services process as it exists in these agencies.
- Demonstrate, through the use of acquired counseling skills, an understanding of client problems and approaches for addressing these.
- Identify and describe the differences in values, beliefs, and behaviors of individuals who are different from themselves.
- Demonstrate skill in:
  - Promoting open communication in order to identify client strengths, needs, and problems.
  - Facilitation of client awareness, client involvement and client action within and beyond the counseling session.
- Demonstrate problem solving behaviors as they relate to:
  - Identifying barriers to personal adjustment and other client needs.
  - Identifying assets, needs, and preferences.
  - Formulating goals and sub-goals throughout the counseling process.
  - Implementing preferred alternatives, and evaluation of progress toward the accomplishment of goals.
- Demonstrate familiarity with a variety of community resources.
- Engage in a variety of professional activities.

*Expectations of Students, University Faculty, Site Supervisors, and Sites*

The following expectations apply to both Practicum and Internship

*Student Expectations*

- Students should carry themselves as professionals throughout the clinical training experience.
- Students are expected to dress and act professionally and in a manner that meets or exceeds the expectations of the site.
- Students should call their site if they will be late or absent for any reason.

*Faculty Supervisor Expectations*

- Faculty supervisors send prepared students to practicum sites.
- Faculty supervisors are responsible for assisting and monitoring the professional development and growth of the student.
- Faculty supervisors meet with the student and site supervisor to discuss student progress and to provide feedback that will aid in the student's professional growth.
- Faculty supervisors guide the student in using the supervision process effectively and constructively.
- Faculty supervisors provide the student with an opportunity to discuss client cases, issues, and relevant professional concerns as a part of the supervisory process.

*Site Supervisor Expectations*

- Site supervisors are responsible for selecting and supervising individualized learning activities for practicum students.
- The majority of the student's time should be spent providing direct services consistent with the above examples for clients.
- Site supervisors regularly provide students with feedback about their performance, and consult with the Practicum/Internship Coordinator when problems emerge.
- Supervisors complete student evaluation forms at the mid-point of the practicum/internship experience and at the end of the semester.

### *Site Expectations*

- Opportunities to learn about the site and its philosophy, history, rules, and guidelines.
- Opportunities to learn about, observe, and practice professional skills, such as:
  - Individual and group counseling
  - Administrative procedures
  - Review and evaluation of case files and documentation
  - Interaction with and utilization of community resources
  - Assessment and testing
  - Job development and placement
- Availability of site supervisors to supervise students (including day-to-day supervision as well as at least one hour per week of individual supervision by the site supervisor).
- Adequate resources to enable students to function on a professional level.
- Opportunities for students to benefit from the knowledge and experience of, as well as the opportunity to work with, staff members.

### *Site Supervisor Qualifications*

For both Practicum and Internship, site supervisors must have (1) a minimum of a master's degree, preferably in counseling, or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; (4) knowledge of the program's expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision.

Additionally, site supervisors must be able to provide evidence of possessing effective communication and other interpersonal skills, knowledge of disability/rehabilitation concepts, leadership skills, and an understanding of the supervision process. Evidence may be presented through records of experience and education, and recommendations of persons familiar with their performance and who are qualified to evaluate required competencies.

**(Reminder: Practicum policies and procedure, all forms, and additional information are available in the Practicum and Internship Information Packet for Students and Site Supervisors; the Packet is available electronically and provided to each student and to each site supervisor.)**

## RCON 883 - INTERNSHIP (6 Semester Credit Hours)

### *Overview*

All candidates for the Master of Arts in Counseling and Rehabilitation degree program are required to complete a supervised Clinical Rehabilitation Internship. In general, internships are designed to provide students the opportunity to demonstrate and improve both foundational knowledge and skills developed in the classroom and practicum. Student internships should incorporate advanced competencies representative of the role and functions of professional clinical rehabilitation counselors.

The internship course adheres to the requirements of the national accrediting body, the Council on the Accreditation of Counseling and Related Educational Programs (CACREP). Briefly, the standards require a minimum of six hundred (600) clock hours of supervised field experience, with at least 240 hours direct service. Students may meet this minimum within the full semester time frame (15 weeks at 40 hours per week) or over two full semesters (20 hours per week for 80 hours). Variations from these schedules can be arranged with the Internship Coordinator when special situations arise.

### *Student Eligibility*

Students enroll in RCON 883 for six (6) credit hours upon completing all other required courses, including their practicum. Faculty will review student progress during practicum to determine the student's readiness to move to internship.

### *Internship Policies/Procedures*

Some students may continue their internships at the site where their practicum experience was completed. Other students may choose different sites for the practicum and the internship. In either case, students need approval of the faculty Internship Coordinator in order to start logging internship hours.

Students are required to meet at least 1 hour per week with the field site supervisor. At mid-term and semester end, the field supervisor (who must hold at least a master's level counseling degree) and the student will each complete a student evaluation form to be returned to the faculty supervisor. Following completion of the Internship experience, students must complete an Agency Placement Evaluation form. (Note: All forms and additional information are available in the Internship Information Packet for Students and Site Supervisors; the Packet is available electronically and provided to each student.)

The student will also:

1. Attend group supervision every week and other scheduled appointments throughout the semester with the faculty internship supervisor.

2. Maintain a daily log of your activities including time spent on the various assigned tasks. Copies of logs must be provided to faculty supervisors on a weekly basis.
3. Prepare and send to the Program faculty supervisor all periodic reports requested.
4. Complete an Agency Placement Evaluation form at the end of the semester and return it to the faculty supervisor. (This is the same form used in Practicum.)

Students not making satisfactory progress in the development of internship knowledge or clinical skills will be notified at the earliest possible time by the Internship Coordinator. Interventions will be individualized to the student's situation and may include remedial plans, temporary suspension of the field placement, or removal from the placement. In any of these cases, the student will be informed in writing.

At the end of the internship, the student, faculty member, and field supervisor will meet to review the internship and the student's performance. A final grade will not be reported until all internship evaluation forms have been received by the faculty supervisor.

#### *Remediation, suspension of placement, or removal from placement*

A field placement can be suspended or terminated at the request of the field/site supervisor, or based on the assessment of the faculty supervisor. Ultimately, it is the responsibility of the faculty supervisor to determine if students are making satisfactory progress in the development of their clinical skills and personal and professional development.

Students not making satisfactory progress in the development of practicum/internship counseling skills and/or professional development will be notified at the earliest possible time by the faculty supervisor. Interventions will be individualized to the student's situation and may include remedial plans, temporary suspension of the field placement, or removal from the placement.

Suspension of and/or removal from the field placement may also occur when students fail to display personal and professional conduct as described in the Student Handbook, the Carolina Creed, the ACA Code of Ethics, and/or the CRCC Code of Ethics. The nature and severity of the conduct will determine a subsequent course of action.

#### *Student Learning Outcomes*

In Internship, students will engage in all of the Practicum Learning Outcomes, and in addition will:

- Provide effective, evidence-based rehabilitation counseling services that promote client self-understanding and self-development in the service of facilitating change so that clients may attain and maintain desired goals (e.g. independent living, competitive employment).
- Utilize basic and advanced counseling skills necessary to establish and maintain a helping relationship.

- Gain experience assessing and treating clients with more serious problems as categorized in standard diagnostic nomenclature
- Develop and implement individualized service plans that reflect principles of client choice and self-determination and include theory-based and evidence-based counseling and rehabilitation services.
- Describe the philosophical basis and rationale for selected intervention strategies with specific clients.
- Assist clients in developing skills, developing strategies for success and satisfaction, and making needed behavioral changes to achieve their rehabilitation goals.
- Identify and respond to issues arising from diversity including disability, culture, gender, sexual orientation, and age.
- Apply case management skills to manage and provide services to a caseload of clients.
- Assist clients to access needed community services based on knowledge of community resources and advocacy for services.
- Identify functional aspects of disabilities, including mental illness, in counseling and develop and implement client services including arranging accommodations as needed.
- Identify and implement strategies for collaboration with advocates and other service providers including providing consultation and/or advocacy with community agencies, medical and health professionals, employers, and other community resources.
- Identify ethical concerns, engage in ethical decision making, and practice according to ethical standards in rehabilitation counseling practice setting.
- Use individual and group supervision effectively to promote personal and professional growth as a counselor including discussing purpose, roles and need for supervision.

**NOTE: Internship policies and procedure, all forms, and additional information are available in the Practicum and Internship Information Packet for Students and Site Supervisors; the Packet is available electronically and provided to each student and to each site supervisor.**

## SECTION 11 – Policies Addressing Academics

### Student Academic Responsibilities

#### *Rule of Academic Responsibility (including Academic Honesty)*

All students enrolled in the Rehabilitation Counseling Program are members of the student body of the University of South Carolina and are, therefore, subject to the regulations found in the [USC Policies and Procedures Manual](#), maintained by the [Office of the Provost](#) a publication of the University's Division of Student Affairs. The USC Policies and Procedures Manual contains a description of the procedures for administration of the Rule of Academic Responsibility and other important University policies.

<http://www.sc.edu/policies/policiesbydivision.php>

Students enrolled in all School of Medicine programs adhere to the University Rule of Academic Responsibility, in its entirety. The following excerpt highlights its importance: It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this rule or who knowingly assists another to violate this rule shall be subject to discipline. A violation of the Rule of Academic Responsibility or other USC policies may result in suspension or dismissal from the University.

#### *Incomplete Grade Policy*

Incomplete grades will be issued in accordance with the University of South Carolina Policy (a portion of which is included below):

The grade of I (incomplete) is assigned at the discretion of the instructor when, in the instructor's judgment, a student is prevented from completing a portion of the assigned work in a course because of an illness, accident, verified disability, family emergency, or some other unforeseen circumstance. The student should notify the instructor without delay and request an extension of time to complete the course work, but the request for a grade of incomplete must be made to the instructor before the end of the term. The instructor will determine, according to the nature of the circumstance and the uncompleted requirements, how much additional time, up to 12 months, will be allowed for completing the work before a permanent grade is assigned. ... After 12 months an I (incomplete) grade that has not been replaced with a letter grade is changed permanently to a grade of F or to the backup grade indicated by the faculty member on the Assignment of Incomplete Grade form.

As allowed by the Graduate School, the USC policy is supplemented with the following by the Clinical Rehabilitation Counseling Program:

1. It is the responsibility of each student to be familiar with the full grading and incomplete policy (available in the online Graduate Studies Bulletin).
2. Students who have **two or more** incomplete grades will not be permitted to enroll in additional courses until all are satisfactorily completed.

3. Students carrying incompletes in coursework may not advance to Practicum until permanent grades are assigned.

### *Class Attendance*

Student attendance is considered an essential part of all coursework whether the course is offered in person or through distance education. Instructors must ensure that students have attended enough classes to gain mastery of subject matter. In graduate-level courses, instructors have the prerogative to determine attendance policies and to assign a lowered grade or a failing grade in the event of excessive absences. Some instructors follow the undergraduate guideline that absence from more than 10% of classes, whether excused or un-excused, is excessive. Your instructor will inform you of the attendance policies for each class. Be sure to be knowledgeable about the expectations.

### Academic Standards for Graduation

Academic Standards for Graduation are those of the USC Graduate School:

At the time of graduation, the student's graduate cumulative grade point average (GPA) must be at least 3.00 (B) on a 4.00 scale. Additionally, the student's average on all grades recorded on the program of study for courses numbered 700 or above must be at least 3.00 and all courses listed on the program of study must be at least 3.00.

### Academic Standards for Progression

The Academic Standards for Progression are those of the USC Graduate School:

Graduate courses may be passed for degree credit with a grade as low as C, but a degree-seeking student must maintain at least a B (3.00 on a 4.00 scale) cumulative grade point average. Some programs stipulate that no grade below B can be applied to a core course. Programs may cancel a student's registration privilege if the student fails to make adequate progress toward degree as defined by the program's academic policies. A student's registration privileges may also be cancelled for failure to meet academic standards as defined by The Graduate School.

In addition to the above policy and as allowed by Graduate School policy, the rehabilitation counseling program stipulates that:

1. Students whose GPA falls below 3.0 are placed, by the Graduate School, on academic probation. The program follows the Graduate School policy that students are allowed **two** semesters to bring the GPA up to 3.0. If the GPA is not at 3.0 or above at the end of the two additional semesters, the student's registration privileges will be cancelled. The exception to the two-semester allowance is that, per USC Graduate School policies, when the GPA falls below 3.0 as a result of a conversion of an Incomplete grade, the student will have **one** semester to bring the GPA to 3.0 or above before cancellation of registration privileges.

Students should refer to the full text of the USC Graduate Bulletin policy regarding academic standards for progression.

2. If the student earns a below B grade in a required course, the student must repeat the course before they are allowed to graduate. Students should be aware that the new grade will be listed on the student's transcript along with the old. Below B grades cannot be removed from the transcript.
3. If the student earns a below B grade or an Incomplete in a **counseling** course (RCON 601, 711, 720) or in a clinical rehabilitation specialization course, they will not be permitted to enroll in the practicum (RCON 880) or internship (RCON 883) courses until the course is repeated and a grade of B or better is earned.
4. The Program may cancel the registration privileges of a student who fails to master any required course in a second attempt.
5. Students must demonstrate mastery of clinical competencies in practicum as evidenced by earning a grade of B or better. If a grade of less than B is earned in the practicum course, the student will be required to repeat the practicum course and will not be permitted to enroll in the internship course.
6. Students must have earned B's or better in **all** required classes *before he or she will be permitted to take the Program's comprehensive assessment*. This policy is based on the fact that it is unlikely the student would be able to satisfactorily complete the examination without having mastered the course material.
7. Students must have a GPA of 3.0 or higher to take the comprehensive examination.
6. The Program may cancel the registration privileges of a student who fails to satisfactorily complete the comprehensive assessment in accordance with the prevailing program policies.
8. The Program may cancel the registration privileges of degree-seeking or non-degree seeking students who meet the "4 C's Rule." The 4 C's Rule means that when a student earns any combination of grades that are the equivalent of 4 C's, registration privileged will be canceled. Grade equivalents are as follows:
  - C or C+ = 1 C
  - D or D+ = 2 C's
  - F = 4 C's
9. Students whose registration privileges have been cancelled due to the "4 C's Rule" may re-apply to the program after one full calendar year. Re-applying means the student will be considered for admission, but does not mean that the student will be accepted into the program.

10. The Program may cancel registration privileges if a student does not complete the required courses within a six (6) year time limit established by the Graduate School and is not able to successfully revalidate courses.

### Inactive Status

After beginning coursework, a student who does not enroll in courses for a major semester (fall/spring) is dropped from the University rolls and must apply for re-admission to the program.

## SECTION 12 – Preparing for Graduation

### Comprehensive Assessment

A comprehensive assessment must be successfully completed by candidates for a Master's Degree. In the rehabilitation counseling program, the assessment can be completed any time after students have completed their practicum and no later than the semester in which the student plans to graduate.

The program's comprehensive assessment is typically an essay examination that taps major content areas from various aspects of your master's program. An alternate format for the comprehensive assessment involves a case presentation by the student during which the student addresses major content areas including counseling, disability studies, vocational issues, and clinical rehabilitation practice.

#### *Signing up for the Assessment*

Students must sign up to complete the comprehensive assessment. Contact the Student Services Coordinator to sign up during your last semester of enrollment. If you have any further questions regarding the comprehensive assessment, please contact your advisor.

#### *Comprehensive Assessment Review Guide*

A Comprehensive Assessment Review Guide is available to students electronically and an in-person review is offered at Distance Education weekend meetings.

### Application for Degree

All candidates for degrees and certificates must file formal applications with the Dean of the Graduate School during the academic term in which the graduation is anticipated. Applications must be filed by the due date specified by the Graduate School. Applications submitted after the announced deadline requires a supporting letter from the student's Graduate Director along with a special processing fee. Deadlines are indicated in the Master Schedule for each term. Any application received after the deadline which lacks the supporting letter or processing fee will be regarded automatically as having been submitted for the following term. The Application for Degree or Certificate at the Graduate School is completed online through Self Service Carolina.

### Endorsement policy

After graduation, students often request recommendations for credentialing and employment from faculty. The clinical rehabilitation counseling program is specifically and carefully designed to prepare graduates to enter work and professional settings. Further specialized preparation is essential for graduates to become effective and fully functioning professionals. Therefore, any faculty endorsements can be given only for professional positions and position levels appropriate to the respective counseling program completed by the graduate.

## SECTION 13 – Credentials for Rehabilitation Counselors

### Certified Rehabilitation Counselor (CRC) Credential

The CRC is the national credential for rehabilitation counselors and the application and testing process is administered by The Commission on Rehabilitation Counselor Certification (CRCC). Students in our program are eligible to take the CRC exam the final year of their graduate studies. Category G is a special eligibility category open to students enrolled in a Master's degree program in Rehabilitation Counseling that, as of July 1, 2017 was fully accredited by the Council on Rehabilitation Education (CORE) and thereafter accredited by the Council on Accreditation of Counseling and Related Programs (CACREP) as a rehabilitation counseling program. Category G is also open to students enrolled in clinical rehabilitation counseling programs accredited by CACREP.

To be eligible under Category G, a student must:

1. Have completed 75% of the course work toward the Master's degree by February 1 (for the March test), June 1 (for the July test) or September 1 (for the October test) in order to be considered eligible to sit for the CRC examination for which application has been made.
2. Prior to Graduation: Have completed an internship of 600 clock hours supervised by an on-site CRC or by a faculty member who is a CRC. The internship must have been in rehabilitation counseling and the intern must have provided direct rehabilitation counseling services to individuals with disabilities.
3. Graduate within 12 months of the application deadline date.

Students who apply before the corresponding deadline and who meet all Category G requirements may sit for the CRC examination on the next scheduled administration date.

*If you graduate prior to the application deadline, your application will be considered under Category A.*

#### *CRC Deadline Schedule*

The CRC examination is administered three times a year (in March, July, and October). Application deadlines are approximately 5 months prior to the test. The certification calendar can be found in the CRC Certification Guide (available online at <https://www.crccertification.com/about-crc-certification>)

#### *Applications*

Application packets for the CRC exam are available online at <https://www.crccertification.com/forms-fees> (Select "Applicants," then Select "Application and Fees").

### Licensed Professional Counselor (LPC) Credential

After graduation, students interested in obtaining the LPC licensure credential may submit an application and documentation of educational experience to the Center for Credentialing & Education (CCE). CCE is an affiliate of the National Board for Certified Counselors (NBCC) and has been contracted by the SC Board of Examiners to approve an applicant's eligibility to register for one of the national counselor examinations. The Board accepts either the National

Counselor Examination (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE) for the licensure examination.

Upon successful mastery of the examination verified by notification by the SC Department of Labor Licensing, and Regulation (LLR), Division of Professional and Occupational Licensing, Board of Examiners for Licensure of Professional Counselors, the student will receive their license to be a Licensed Professional Associate (LPC-A).

LPC-A's must complete two calendar years of post-master's degree work experience in which they accrue 1,350 hours of client contact (approx. 20 hours per week) and 150 hours of clinical supervision. During this time, the student will be working under the supervision of a Licensed Professional Counselor-Supervisor (LPC/S) or supervisor candidate. After two years and successful completion of direct contact hours and clinical supervision, LPC-A's are eligible for LPC status.

Application packets are now available at the Center for Credentialing & Education's (CCE) website. <http://www.cce-global.org/Assets/StateLicensure/SC-LPCapp.pdf>

For additional information about the LPC, examination dates, and other details about this license, please visit the website of the SC Board of Examiners for Licensure of Professional Counselors, Marriage and Family Therapists and Psycho-Educational Specialists:  
<https://llr.sc.gov/cou/>

### **Required Coursework**

As of 05/25/2018, the SC Board of Examiners issued new regulation that updates licensing requirements. Regulation Document #4795 states, in part, the following:

All applicants must:

- Show evidence of completion from a counseling program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) at the time of graduation; or
- Submit evidence of successful completion of a graduate degree with a minimum of forty-eight (48) graduate semester hours primarily in counseling or related discipline [from a SACS-accredited University.] On one's graduate transcript the applicant must demonstrate successful completion of one (1) 3-hour graduate level course in each of the following areas:
  - a. Human Growth and Development
  - b. Social and Cultural Foundations
  - c. Helping Relationships
  - d. Groups
  - e. Lifestyle and Career Development
  - f. Appraisal
  - g. Research and Evaluation
  - h. Professional Orientation
  - i. Psychopathology and/or Diagnostics, and
  - j. Practicum – a minimum of one (1) one hundred (100) hour counseling practicum; and

- k. Internship – of at least six hundred (600) hours under the supervision of a qualified licensed mental health practitioner that included experience assessing and treating clients with more serious problems as categorized in standard diagnostic nomenclature

The LPC content areas and corresponding MA/MRC degree coursework are in the table below.

LPC Content Area	MA Corresponding Course
Human Growth and Development	EDPY 705 Human Growth and Development
Social and Cultural Foundations	RCON 605 Culture and Disability or RHAB 705 Culture and Disability
The Helping Relationship	RCON 711 Counseling Theories and Practice or RHAB 711 Counseling Theories and Practice
Groups	RCON 720 Group Counseling or RHAB 720 Group Counseling
Lifestyle and Career Development	RCON 725 Career Theories and the World of Work or RHAB 713 Career Counseling and Development
Appraisal	RCON 714 Rehabilitation Assessment or RHAB 714 Rehabilitation Assessment
Research and Evaluation	RCON 702 Introduction to Research & Program Evaluation or RHAB 702 Introduction to Rehabilitation Research
Professional Orientation	RCON 700 Introduction to Rehabilitation Counseling or RHAB 700 Foundations of Rehabilitation Counseling
Psychopathology and/or Diagnostics	NPSY 757 Psychopathology for Counselors and/or NPSY 758 Class. & Assessment of Mental Disorders

#### IMPORTANT NOTES FOR ALL STUDENTS REGARDING COUNSELOR LICENSURE

**State licensing regulations change and vary from state to state.** As a program, we do our best to stay up-to-date with SC’s requirements. When we learn of changes, students are alerted via the Rehabilitation Program Listserv.

Please be aware that the Student Handbook is **not** an official representation of the SC Licensing Board or the boards of any other state. If you are interested in professional licensure, please engage in ongoing research about educational and experiential requirements for eligibility.

Also, be aware that successful completion of the MA/MRC degree program is only the first step in becoming licensed. Other requirements, such as supervised work experience as described above, commonly exist and may vary with each licensing organization.

# APPENDICES

## *Professional References*

ACA Code of Ethics – Preamble  
CRCC Code of Ethics – Preamble

## *Selected Program Documents*

Program of Study  
Course Sequencing  
Student Learning Outcomes

## ACA Code of Ethics

The most current ACA Code of Ethics was approved by the ACA Governing Council in 2014. This was the first addition of the code to cover the use of social media with clients. The full document is 24 pages in length and only the preamble is included here in your Student Handbook. All students will read and discuss the Code of Ethics, in its entirety, in the Introduction to Rehabilitation class, in the Ethics course, and again in Practicum. Students will also find that references to ethical practice and various elements of the ACA Code of Ethics are addressed in each course in the curriculum.

Students can locate the ACA Code of Ethics at the following website:

[https://www.counseling.org/docs/default-source/ethics/2014-code-of-ethics.pdf?sfvrsn=2d58522c\\_4](https://www.counseling.org/docs/default-source/ethics/2014-code-of-ethics.pdf?sfvrsn=2d58522c_4)

### ACA Code of Ethics – Preamble

The American Counseling Association (ACA) is an educational, scientific, and professional organization whose members work in a variety of settings and serve in multiple capacities. Counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals.

Professional values are an important way of living out an ethical commitment. The following are core professional values of the counseling profession:

1. enhancing human development throughout the life span;
2. honoring diversity and embracing a multicultural approach in support of the worth, dignity, potential, and uniqueness of people within their social and cultural contexts;
3. promoting social justice;
4. safeguarding the integrity of the counselor–client relationship; and
5. practicing in a competent and ethical manner.

These professional values provide a conceptual basis for the ethical principles enumerated below. These principles are the foundation for ethical behavior and decision making. The fundamental principles of professional ethical behavior are

- **autonomy**, or fostering the right to control the direction of one’s life;
- **nonmaleficence**, or avoiding actions that cause harm;
- **beneficence**, or working for the good of the individual and society by promoting mental health and well-being;
- **justice**, or treating individuals equitably and fostering fairness and equality;
- **fidelity**, or honoring commitments and keeping promises, including fulfilling one’s responsibilities of trust in professional relationships; and
- **veracity**, or dealing truthfully with individuals with whom counselors come into professional contact.

## Code of Professional Ethics for Rehabilitation Counselors

The most current Code of Ethics for Rehabilitation Counselors was adopted in June 2016 by the Commission on Rehabilitation Counselor Certification and applies to all Certified Rehabilitation Counselors. The Code became effective on January 1, 2017.

The full document is 40 pages in length and only the preamble is included here in your Student Handbook. All students will read and discuss the Code of Ethics, in its entirety, in the Introduction to Rehabilitation class, in the Ethics course, and again in Practicum. Students will also find that references to ethical practice and various elements of the Code of Ethics are addressed in each course in the curriculum.

Students can locate the Code of Ethics for Rehabilitation Counselors at the following website:

[http://www.crc certification.com/pages/crc\\_ccrc\\_code\\_of\\_ethics/10.php](http://www.crc certification.com/pages/crc_ccrc_code_of_ethics/10.php) .

### PREAMBLE

#### PURPOSE

The Code of Professional Ethics for Rehabilitation Counselors, henceforth referred to as the Code, is designed to provide guidance for the ethical practice of rehabilitation counselors.

The basic objectives of the Code are to: (1) promote public welfare by specifying ethical behavior expected of rehabilitation counselors; (2) establish principles that guide ethical behavior of rehabilitation counselors; (3) serve as an ethical guide designed to assist rehabilitation counselors in constructing a professional course of action that best serves those utilizing rehabilitation counseling services; and (4) serve as the basis for the processing of alleged Code violations by certified rehabilitation counselors.

#### VALUES AND PRINCIPLES

Rehabilitation counselors are committed to facilitating the personal, economic, and social independence of individuals with disabilities. In fulfilling this commitment, rehabilitation counselors recognize diversity and embrace a cultural approach in support of the worth, dignity, potential, and uniqueness of individuals with disabilities within their social and cultural context. They look to professional values as an important way of living out an ethical commitment. The primary values that serve as a foundation for this Code include a commitment to:

- respecting human rights and dignity;
- ensuring the integrity of all professional relationships;
- acting to alleviate personal distress and suffering;
- enhancing the quality of professional knowledge and its application to increase professional and personal effectiveness;
- promoting empowerment through self-advocacy and self-determination;
- appreciating the diversity of human experience and appreciating culture;
- emphasizing client strengths versus deficits;
- serving individuals holistically; and
- advocating for the fair and adequate provision of services.

These values inform principles. They represent one important way of expressing a general ethical commitment that becomes more precisely defined and action-oriented when expressed as a principle. The fundamental spirit of caring and respect with which the Code is written is based upon six principles of ethical behavior:

- **Autonomy:** To respect the rights of clients to be self-governing within their social and cultural framework.
- **Beneficence:** To do good to others; to promote the well-being of clients.
- **Fidelity:** To be faithful; to keep promises and honor the trust placed in rehabilitation counselors.

- **Justice:** To be fair in the treatment of all clients; to provide appropriate services to all.
- **Nonmaleficence:** To do no harm to others.
- **Veracity:** To be honest.

### **COMMITMENT TO CULTURAL DIVERSITY**

Rehabilitation counselors are aware that all individuals exist in a variety of contexts and understand the influence of these contexts on an individual's behavior. Rehabilitation counselors are aware of the continuing evolution of the field, changes in society at large, and the different needs of individuals in social, political, historical, environmental and economic contexts. The commitment involves providing respectful and timely communication, taking appropriate action when cultural diversity issues occur, and being accountable for the outcomes as they affect people of all races, ethnicities, genders, national origins, religions, sexual orientations, or other cultural group identities.

### **CLIENTS/EVALUEES**

The primary obligation of rehabilitation counselors is to clients, defined as individuals with or directly affected by a disability, who receive services from rehabilitation counselors. At times, rehabilitation counseling services may be provided to individuals other than those with disabilities. In some settings, clients may be referred to by other terms such as, but not limited to, consumers. When employed to render an opinion for a forensic purpose, rehabilitation counselors do not have clients. In a forensic setting, the evaluatee is the person who is being evaluated. If a section or standard in the Code does not seem to be relevant to forensic practice, rehabilitation counselors should nevertheless adhere to the spirit of the Code.

## Selected Program Documents and Forms

Program of Study  
Course Sequencing  
Student Learning Outcomes

**Program of Study**  
**MASTER'S DEGREE IN COUNSELING AND REHABILITATION**

Name: \_\_\_\_\_ USCID: \_\_\_\_\_  
Last name First name Middle name

Address: \_\_\_\_\_  
Street Apt., if any City, State Zip

Degree: Master of Arts Major: Counseling & Rehab. Specialization: Clinical Rehab Counseling  
Track or

Admitted to program: \_\_\_\_\_ Foreign language required: N/A  
Date: Date completed:

Other requirements: Comprehensive Assessment

**PROGRAM OF COURSES**

In the spaces provided below, list all courses for which you request approval in your master's degree (including thesis, if required) program. Do not list courses not specifically required for the master's program. Note that any course on this program which exceeds the **6 year limit** (before the degree is awarded) must be revalidated or replaced with another course.

Department	Course number	Abbreviated Course Title		Date completed	Credit hours	Grade	Where Taken (if not USC)
KEY: Core = CACREP core area; Couns. = Counseling Continuum; Spec. = Clinical Rehab Specialization							
<b>Required Coursework (48 cr. hrs.)</b>							
EDCE	510	Intro to Counseling	Core		3		
RCON	601	Helping Relationships	Core/Couns		3		
RCON	700	Foundations Clinical Rehab Couns	Spec.		3		
RCON	733	Med/Psychosocial Aspects of Rehab.	Spec.		3		
RCON	605	Culture and Disability	Core		3		
EDPY	705	Human Growth & Development	Core		3		
RCON	725	Career Theories World of Work	Core		3		
RCON	704	Ethics in Rehab & Helping Relationships			3		
RCON	711	Theories & Techniques of Counseling	Couns		3		
RCON	714	Assessment in Cslg & Clinical Rehab	Core		3		
NPSY	757	Psychopathology for Counselors			3		
RCON	720	Group Counseling	Core/Couns		3		
RCON	734	Professional Issues in Clinical Rehab	Spec.		3		
NPSY	760	Addictions Counseling & Rehab.			3		
NPSY	758	Classification & Assessment			3		
RCON	702	Research & Program Evaluation	Core		3		
<b>Field Experiences (9 cr. hrs.)</b>							
RCON	880	Counseling Practicum			3		
RCON	883	Internship in Clinical Rehab Couns.			6		
<b>Electives (3 cr. hrs.)</b> Select ONE; list no more than one below							
					3		
					<b>60</b>		

**Approved:**

\_\_\_\_\_  
Student signature (required) Date Graduate Director of School or Department Date

\_\_\_\_\_  
Major Professor or Advisor Date Dean of the Graduate School Date

## COURSE SEQUENCING

### **M.A. in Counseling and Rehabilitation Specialization in Clinical Rehabilitation**

#### PROGRAM OF STUDY

60 cr. hours

1. EDCE 510: Introduction to Counseling
2. RCON 605: Culture and Disability **SPRING**
3. EDPY 705: Human Growth & Development
4. RCON 725: Career Theories and the World of Work
5. RCON 601: Helping relationships: Fundamentals of Counseling Practice
6. RCON 720: Group Counseling
7. RCON 714: Assessment in Counseling and Clinical Rehabilitation
8. RCON 702: Research and Program Evaluation in Counseling **FALL**
  
9. RCON 711: Theories and Techniques of Counseling
10. RCON 704: Issues and Ethics in Clinical Rehab Counseling **SUMMER**
11. NPSY 757: Psychopathology for Counselors
12. NPSY 758: Classification & Assessment of Mental Disorders (Prereq: NPSY 757)
13. NPSY 760: Addictions Counseling and Rehabilitation
14. RCON 700: Foundations of Clinical Rehabilitation Counseling **FALL**
15. RCON 733: Psychosocial and Medical Aspects of Clinical Rehabilitation
16. RCON 734: Professional Issues
  
17. RCON 880: Counseling Practicum in Clinical Rehabilitation (3 credits)
18. RCON 883: Internship in Clinical Rehabilitation Counseling (6 credits)
  
19. Elective

Offered one time per year

#### COLOR KEY

Counseling skills continuum

Clinical Rehab specialization

Other required courses

**FULL-TIME  
Start in Fall  
(8 semesters)**

**YEAR 1**

**FALL**

EDCE 510: Introduction to Counseling

RCON 601: [Helping relationships: Fundamentals of Counseling Practice](#)

RCON 700: [Foundations of Clinical Rehabilitation Counseling](#)

**SPRING**

RCON 733: [Psychosocial and Medical Aspects of Clinical Rehabilitation](#)

RCON 605: Culture and Disability

EDPY 705: Human Growth & Development

**SUMMER**

RCON 725: Career Theories and the World of Work

RCON 704: Issues and Ethics in Clinical Rehab Counseling

**YEAR 2**

**FALL**

RCON 711: [Theories and Techniques of Counseling](#)

RCON 714: Assessment in Counseling and Clinical Rehabilitation

NPSY 757: Psychopathology for Counselors

**SPRING**

RCON 720: [Group Counseling](#)

RCON 734: [Professional Issues](#)

Elective

**SUMMER**

NPSY 760: Addictions Counseling and Rehabilitation

NPSY 758: Classification & Assessment of Mental Disorders (Prereq: NPSY 757)

*PRE-PRACTICUM ASSESSMENT*

**YEAR 3**

**FALL**

RCON 702: Research and Program Evaluation in Counseling

RCON 880: [Counseling Practicum in Clinical Rehabilitation \(3 credits\)](#)

**SPRING**

RCON 883: [Internship in Clinical Rehabilitation Counseling \(6 credits\)](#)

*COMPREHENSIVE ASSESSMENT PROJECT*

**PART-TIME  
Start in Fall  
(12 semesters)**

**YEAR 1**

**FALL**

EDCE 510: Introduction to Counseling

**RCON 700: Foundations of Clinical Rehabilitation Counseling**

**SPRING**

**RCON 601: Helping relationships: Fundamentals of Counseling Practice**

RCON 605: Culture and Disability

**SUMMER**

EDPY 705: Human Growth & Development, or

RCON 704: Issues and Ethics in Clinical Rehab Counseling

**YEAR 2**

**FALL**

**RCON 733: Psychosocial and Medical Aspects of Clinical Rehabilitation**

RCON 725: Career Theories and the World of Work

**SPRING**

**RCON 711: Theories and Techniques of Counseling**

RCON 714: Assessment in Counseling and Clinical Rehabilitation

**SUMMER**

EDPY 705: Human Growth & Development, or

RCON 704: Issues and Ethics in Clinical Rehab Counseling

**YEAR 3**

**FALL**

NPSY 757: Psychopathology for Counselors

RCON 702: Research and Program Evaluation in Counseling

**SPRING**

**RCON 720: Group Counseling**

NPSY 758: Classification & Assessment of Mental Disorders (Prereq: NPSY 757)

*PRE-PRACTICUM ASSESSMENT*

**SUMMER**

NPSY 760: Addictions Counseling and Rehabilitation

**YEAR 4**

**FALL**

**RCON 880: Counseling Practicum in Clinical Rehabilitation (3 credits)**

**RCON 734: Professional Issues**

**SPRING**

**RCON 883: Internship in Clinical Rehabilitation Counseling (3 credits)**

Elective

**SUMMER**

**RCON 883: Internship in Clinical Rehabilitation Counseling (3 credits)**

*COMPREHENSIVE ASSESSMENT PROJECT*

**FULL-TIME**

**Start in Spring (9 semesters, graduate in Fall)**

**Assumptions:** 3 classes/major semester, 2 in summer, and Internship at 3 cr/3cr (b/c of Summer)

**YEAR 1**

**SPRING**

EDCE 510: Introduction to Counseling

[RCON 601: Helping relationships: Fundamentals of Counseling Practice](#)

RCON 605: Culture and Disability

**SUMMER**

RCON 725: Career Theories and the World of Work

RCON 704: Issues and Ethics in Clinical Rehab Counseling

**FALL**

[RCON 700: Foundations of Clinical Rehabilitation Counseling](#)

[RCON 733: Psychosocial and Medical Aspects of Clinical Rehabilitation](#)

EDPY 705: Human Growth & Development

**YEAR 2**

**SPRING**

[RCON 711: Theories and Techniques of Counseling](#)

RCON 714: Assessment in Counseling and Clinical Rehabilitation

NPSY 757: Psychopathology for Counselors

**SUMMER**

NPSY 760: Addictions Counseling and Rehabilitation

NPSY 758: Classification & Assessment of Mental Disorders (Prereq: NPSY 757)

**FALL**

[RCON 720: Group Counseling](#)

RCON 702: Research and Program Evaluation in Counseling

Elective

*PRE-PRACTICUM ASSESSMENT*

**YEAR 3**

**SPRING**

[RCON 734: Professional Issues](#)

[RCON 880: Counseling Practicum in Clinical Rehabilitation \(3 credits\)](#)

**SUMMER**

[RCON 883: Internship in Clinical Rehabilitation Counseling \(3 credits\)](#)

**FALL**

[RCON 883: Internship in Clinical Rehabilitation Counseling \(3 credits\)](#)

*COMPREHENSIVE ASSESSMENT PROJECT*

**FULL-TIME**

**Start in Spring (8 semesters, graduate in Summer)**

**Assumptions:** 3 classes/major semester, 2 in summer, 1 semester with one extra course [either 4 in major semester or 3 in summer], and Internship at 3 cr/3cr (b/c of Summer)

**YEAR 1**

**SPRING**

EDCE 510: Introduction to Counseling

[RCON 601: Helping relationships: Fundamentals of Counseling Practice](#)

RCON 605: Culture and Disability

**SUMMER**

RCON 725: Career Theories and the World of Work

RCON 704: Issues and Ethics in Clinical Rehab Counseling

**FALL**

[RCON 700: Foundations of Clinical Rehabilitation Counseling](#)

[RCON 733: Psychosocial and Medical Aspects of Clinical Rehabilitation](#)

[RCON 711: Theories and Techniques of Counseling](#)

*EDPY 705: Human Growth & Development\* (here, or in Summer, or in another major semester)*

**YEAR 2**

**SPRING**

[RCON 720: Group Counseling](#)

RCON 714: Assessment in Counseling and Clinical Rehabilitation

NPSY 757: Psychopathology for Counselors

**SUMMER**

NPSY 760: Addictions Counseling and Rehabilitation

NPSY 758: Classification & Assessment of Mental Disorders (Prereq: NPSY 757)

*PRE-PRACTICUM ASSESSMENT*

**FALL**

[RCON 734: Professional Issues](#)

[RCON 880: Counseling Practicum in Clinical Rehabilitation \(3 credits\)](#)

RCON 702: Research and Program Evaluation in Counseling

**YEAR 3**

**SPRING**

Elective

[RCON 883: Internship in Clinical Rehabilitation Counseling \(3 credits\)](#)

**SUMMER**

[RCON 883: Internship in Clinical Rehabilitation Counseling \(3 credits\)](#)

*COMPREHENSIVE ASSESSMENT PROJECT*

**PART-TIME  
Start in Spring  
(12 semesters)**

**YEAR 1**

**SPRING**

EDCE 510: Introduction to Counseling

[RCON 601: Helping relationships: Fundamentals of Counseling Practice](#)

**SUMMER**

RCON 725: Career Theories and the World of Work

**FALL**

[RCON 700: Foundations of Clinical Rehabilitation Counseling](#)

[RCON 733: Psychosocial and Medical Aspects of Clinical Rehabilitation](#)

**YEAR 2**

**SPRING**

RCON 605: Culture and Disability

[RCON 711: Theories and Techniques of Counseling](#)

**SUMMER**

RCON 704: Issues and Ethics in Clinical Rehab Counseling

**FALL**

RCON 714: Assessment in Counseling and Clinical Rehabilitation

NPSY 757: Psychopathology for Counselors

**YEAR 3**

**SPRING**

[RCON 720: Group Counseling](#)

NPSY 758: Classification & Assessment of Mental Disorders (Prereq: NPSY 757)

*PRE-PRACTICUM ASSESSMENT*

**SUMMER**

NPSY 760: Addictions Counseling and Rehabilitation

**FALL**

[RCON 734: Professional Issues](#)

RCON 702: Research and Program Evaluation in Counseling

**YEAR 4**

**SPRING**

EDPY 705: Human Growth & Development

[RCON 880: Counseling Practicum in Clinical Rehabilitation \(3 credits\)](#)

**SUMMER**

Elective

[RCON 883: Internship in Clinical Rehabilitation Counseling \(3 credits\)](#)

**FALL**

[RCON 883: Internship in Clinical Rehabilitation Counseling \(3 credits\)](#)

*COMPREHENSIVE ASSESSMENT PROJECT*

## **Student Learning Outcomes<sup>1</sup>**

### *Master of Arts in Counseling and Rehabilitation*

**Program Goal 1** – Students will demonstrate knowledge and competencies required for successful practice in the field of professional counseling.

**Learning Outcome Area 1** – Professional Counseling Orientation and Ethical Practice

Curriculum: EDCE 510, RCON 704

- Describe the history and philosophy of the counseling profession and its specialty areas.
- Identify ethical and culturally relevant strategies for promoting resilience and optimal development and wellness across the lifespan.

**Learning Outcome Area 2** – Social and Cultural Diversity

Curriculum: RCON 605 (Culture), RCON 734

- Describe how student-centered and client-centered cultural factors may influence the counseling relationship across a variety of helping settings.

**Learning Outcome Area 3** – Human Growth and Development

Curriculum: EDPY 705, NPSY 757

- Apply theories of individual development across the lifespan
- Identify psychosocial and psychoeducational strategies for promoting resilience and optimal development and wellness across the lifespan.

**Learning Outcome Area 4** – Career Development

Curriculum: RCON 725, RCON 883

- Identify and apply theories and models of career development and career decision-making.

**Learning Outcome Area 5** – Counseling and Helping Relationships

Curriculum: RCON 601 and RCON 711

- Demonstrate the intentional use of interviewing and basic counseling skills.
- Discuss and demonstrate counseling theories and related techniques.

**Learning Outcome Area 6** – Group Counseling and Group Work

Curriculum: RCON 720, RCON 880

- Plan and carry out purposeful counseling group activities.

**Learning Outcome Area 7** – Assessment and Testing

Curriculum: RCON 714, NPSY 758

- Understand and describe the basic concepts of standardized and non-standardized testing and other assessment techniques.

**Learning Outcome Area 8** – Research and Program Evaluation

Curriculum: RCON 700, RCON 702

- Interpret and report the results of scholarly research
- Describe and apply the steps of program evaluation.

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<sup>1</sup> The Learning Outcomes for the MA program are systematically evaluated through the procedures established by the Office of Institutional Assessment and Compliance (OIAC). Each LO has criterion measures, an evaluation methodology, and mechanisms for reporting results and a plan for using the results. The entire document for the program is more than 20 pages in length and available upon request.

## CLINICAL REHABILITATION SPECIALIZATION

**Program Goal 2** – Students will be able to demonstrate specialized knowledge in working with individuals with disabilities to achieve their personal, social, psychological, and vocational goals.

**Learning Outcome Area 9** – Foundations and contextual dimensions of specialization in clinical rehabilitation

Curriculum: RCON 700, 734

- Describe the history and development of the rehabilitation counseling profession and the roles and functions of clinical rehabilitation counselors.
- Identify, understand, and strategically utilize community services and resources related to the provision of individualized rehabilitation services.

**Learning Outcome Area 10** – Assessment and comprehensive treatment and rehabilitation planning

Curriculum: RCON 714, RCON 733,

- Select and utilize screening and assessment strategies that are reliable and valid for persons with disabilities.
- Develop a comprehensive individualized rehabilitation plan for a person with a disability.

**Learning Outcome Area 11** – Addictions and Mental Health

NPSY 760, NPSY 757, NPSY 758

- Describe the neurobiological basis for addiction and co-occurring disorders.
- Identify and address the functional effects of the symptoms of mental disorders on the educational, vocational, cultural, and social experiences of individuals.
- Conceptualize and write-up a formal diagnosis using current classification systems, such as the Diagnostic and Statistical Manual of Mental Disorders (DSM).

**Learning Outcome Area 12** – Practice

Curriculum: RCON 880 and 883

- Utilize career- and work-related assessments, including job analysis and transferrable skills analysis.
- Demonstrate an understanding of client concerns and develop approaches for addressing these in a community-based rehabilitation setting.
- Develop and implement individualized service plans that reflect principles of client choice and self-determination and include theory-based and evidence-based counseling and rehabilitation services.