

# Lindenwood University

Professional and School  
Counseling Program

School Psychological Examiner  
Handbook



LINDENWOOD  
UNIVERSITY

Revised January 2008

# Lindenwood University

## Professional and School Counseling Program

### School Psychological Examiner Handbook

January 2008

This handbook is published through the Lindenwood University Professional and School Counseling Program, Lindenwood University Cultural Center, 400 North Kingshighway, Suite 301, St. Charles, Missouri 63301. This handbook is for information purposes only and does not constitute a contract. Although the handbook was prepared with the latest information available at the time of publication, information is subject to change without notice. It is recommended that the reader consult with the Program Coordinator or Division Dean for any changes that may occur after the publication date of this document.

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## Student Responsibilities

The School Psychological Examiner Handbook is intended to assist and inform students in the Professional and School Counseling Program at Lindenwood University. It is essential that students read and become aware of all program policies and procedures. It is the responsibility of each student to be familiar with the contents of the School Psychological Examiner Handbook and, if necessary, to seek clarification of any information by contacting an appropriate advisor.

The Professional and School Counseling Program must continue to meet the requirements of the Missouri Committee for Professional Counselors and the Missouri Department of Elementary and Secondary Education. This is an ongoing process; therefore, the Program reserves the right to change or revise any information, policy, or procedure. Revised information may supersede, modify, or eliminate existing information. Students can access updates on the Professional and School Counseling Program website, [www.lindenwood.edu/academics/counseling](http://www.lindenwood.edu/academics/counseling).

Program completion is the responsibility of each student. Students must maintain an up-to-date advising sheet (Program Planner). It is recommended students review their Program Planners at the close of each trimester.

## Mission Statement

The Professional and School Counseling Programs at Lindenwood University develop students' potential as professional or school counselors or school psychological examiners. We recognize the uniqueness of human beings and are dedicated to helping students obtain the knowledge, skills, and experience necessary to facilitate their development as counseling professionals. We prepare students to be ethical, reflective practitioners for work in school and/or mental health settings with individuals, groups, and families. The Programs are designed to meet the academic requirements toward licensure as a Professional Counselor and/or for recommendation for certification as a School Counselor or School Psychological Examiner.

## Graduate School Admission

The standards of admission to the Lindenwood University Professional and School Counseling Program are selective, yet flexible. Program applicants are expected to have a sound undergraduate academic background, and each applicant's records are carefully examined to determine whether or not the student has the potential to be successful at Lindenwood. To be considered for admission, students should submit an application packet that includes:

- \_\_\_\_\_ A completed and signed application form
- \_\_\_\_\_ \$30.00 application fee (non-refundable)
- \_\_\_\_\_ Official transcripts from the school granting the undergraduate degree and  
from any graduate school(s) attended
- \_\_\_\_\_ Current resume

The completed application packet should be submitted to Graduate Admissions located in the Welcome Center on Lindenwood University's main campus.

### *Transfer of Credit*

Students may transfer course work from another accredited college or university if the grade received in each course was an A or B and the course is equivalent to the course offered at Lindenwood University. The student is responsible for providing course descriptions and syllabi that demonstrate the content of the course. Courses that are not equivalent to program requirements at Lindenwood University will not substitute for a required course in a student's program of studies at Lindenwood University.

### *Residency Requirement*

Students with a Master's degree from another institution who wish to transfer to Lindenwood University with the intention of seeking a recommendation for certification as a School Psychological Examiner must meet the requirements outlined by the Missouri Department of Elementary and Secondary Education. It is expected that students seeking certification only (non-degree seeking) will complete a minimum of 15 hours in residence at Lindenwood University.

## Program Requirements

Students seeking School Psychological Examiner Certification must hold a Master's degree in Counseling, Education, Psychology, or Educational Psychology from an approved college or university. The Program requires 27 hours of coursework, including 3 hours (150 clock hours) of Internship. Equivalent coursework completed as part of the student's Master's degree requirements may count toward the School Psychological Examiner Certification requirements, thereby reducing the total number of hours required. The curriculum for School Psychological Examiner Certification is presented later in this handbook (see Program Planner in Appendices) and in the Professional and School Counseling Handbooks.

The School Psychological Examiner Certification Program culminates with the completion of 3 credit hours of Internship in Diagnostic Assessment. Students must have completed the specific course prerequisites and have at least a 3.0 cumulative GPA to begin Internship. Students must receive a grade of A or B in their Internship course. A grade of C will necessitate repeating the Internship course. A grade of F in an Internship course will result in dismissal from the program.

## Internship Requirements

Students pursuing School Psychological Examiner Certification at Lindenwood University must complete one trimester of Internship in Diagnostic Assessment (IPC 586). During the Internship experience, the student will engage in the activities of a School Psychological Examiner under the supervision of a certified School Psychological Examiner and a Lindenwood University faculty member. Internship in Diagnostic Assessment requires a minimum of 150 clock hours of field work that includes administration of formal and informal assessments, interpretation of formal and informal assessments, and verbal or written diagnostic summaries. The Internship experience is intended to develop the following competencies: methods and/or techniques of interpretation of tests; analysis and diagnosis of learning problems including special consideration of low incidence populations; interpretation of formal and informal diagnostic assessments and their application for prescriptive instruction; utilization of knowledge of classroom environments, psychological principles, and test data to plan for the management of children with special needs; diagnostic interviewing techniques; process of staffing with other professionals to develop instructional strategies; and administration and interpretation of the Wechsler and Binet (MO DESE).

It is the student's responsibility to secure his or her Internship site. The student should begin the process of arranging an Internship site at least one trimester prior to the term in which he/she plans to begin the Internship. To begin the process, the student should contact the school or district in which he or she is interested in doing his or her Internship. School districts vary with respect to the requirements for accepting students for Internship. The student must inquire about and comply with the requirements of the district.

The student must submit a completed Internship in Diagnostic Assessment application packet. Students can find the Internship in Diagnostic Assessment application and instructions on the Professional and School Counseling Program's website, [lindenwood.edu/academics/counseling](http://lindenwood.edu/academics/counseling). Students will not be allowed to enroll in Internship in Diagnostic Assessment until the completed Internship application packet has been submitted and approved. The Internship application packet includes: the Internship in Diagnostic Assessment Approval Form; the Internship in Diagnostic Assessment Preparation Form, a background check (if required by the school/district), a copy of TB test results (if required by the school/district), and proof of student liability insurance (if required by the school/district).

The completed Internship in Diagnostic Assessment application packet must be submitted to the student's faculty advisor by *June 1* to begin Internship for the *Fall Trimester*. The completed Internship Application Packet must be submitted to the student's faculty advisor by *November 1* to begin Internship for the *Spring Trimester*. Internship is not offered during the Summer Trimester.

Students are expected to act in a professional manner and abide by the ethical principles of the American Counseling Association (ACA) and the American School Counselors Association (ASCA). Students are expected to be present at their Internship sites during the hours for which they have been scheduled to work; be punctual for appointments with students or supervisors and other scheduled meetings; be prepared to submit all school/district reports and records; and be respectful toward students, parents, staff, and any individuals with whom they have contact. **Failure to follow these expectations may result in dismissal from the program.**

## Policies and Procedures

### *Advising*

Upon admission to the Professional and School Counseling Program, the student is expected to schedule a meeting with a faculty member to register for his or her first term of classes. Graduate students are allowed to take between three and twelve credit hours of course work per trimester. Students receiving financial aid are expected to complete at least six credit hours per trimester. Those taking nine credit hours are considered full-time graduate students. Students who wish to enroll in twelve credit hours should seek the approval of an advisor.

Once assigned to an advisor, the student should schedule at least one meeting with him or her prior to the beginning of each trimester to discuss course options. Course requirements are listed on the Program Planners (see Appendices). Registration dates will be announced on our Program's website, [www.lindenwood.edu/academics/counseling](http://www.lindenwood.edu/academics/counseling). Students should visit this website on a weekly basis for new announcements and information pertaining to Program activities and requirements.

### *Procedures for Enrolling in Classes*

Students may only attend classes in which they have been formally enrolled. Students are responsible for enrolling in classes in a timely fashion. When enrolling, students should seek advisement from their assigned advisor by attending open registration or by scheduling an appointment with their advisor. Enrollment Forms are available in the Professional and School Counseling Offices and online. Students should

take note and follow the proper procedures when enrolling in classes. The last day to enroll in classes for each term can be found in the graduate catalog. Detailed information regarding registration dates and locations for each term will be announced on the Program's website, [www.lindenwood.edu/academics/counseling](http://www.lindenwood.edu/academics/counseling).

Students may enroll in classes during the open enrollment period by following these procedures:

- Students must take action to ensure the necessary prerequisites have been met for the classes in which they wish to enroll
- Course must be open
- Students must sign the Enrollment Form and turn it into the Counseling Offices
- Advisor's signature is required
- Students must contact business office to finalize payment arrangements
- Students can view online schedule one week prior to the beginning of class to determine classroom locations

### *Procedures for Adding/Dropping/Withdrawing Courses*

At times students may need to change their course schedule. Students may increase the number of hours for which they are registered by adding a course. Students may decrease the number of hours for which they are registered by dropping a course they *have not attended* or withdrawing from a course they *have attended*. **Students are required to complete the proper paperwork to modify their schedule.** Add/Drop/Withdrawal Forms are available in the Professional and School Counseling Offices and online. Students should take note and follow the proper procedures when adding, dropping, or withdrawing from a course. All deadline dates can be found in the graduate catalog.

#### *Adding a Course*

Students may add or audit a class during the first two weeks of the term by following these procedures:

- Signature of the professor is not required
- Advisor's signature is required
- Course must be open
- Students must sign the Add/Drop/Withdrawal Form and turn it in to the Counseling Offices
- Students should contact the professor via e-mail prior to attending the class to make up any work missed

## *Dropping a Course*

Students may drop a class (the student has not attended the class) *during* the first two weeks of the term by following these procedures:

- Professor's signature is required
- Professor should circle N/A
- Advisor's signature is required
- Students must sign the Add/Drop/Withdrawal Form and turn it in to the Counseling Offices once all signatures have been obtained

Students may drop a class (the student has not attended the class) *after* the first two weeks of the term by following these procedures:

- Professor's signature is required
- Professor should circle N/A
- Advisor's signature is required
- Students must complete a Petition for Policy Exemption Form
- Students must sign the Add/Drop/Withdrawal Form and turn it in to the Counseling Offices once all signatures have been obtained

## *Withdrawing from a Course*

Students may withdraw from a class (the student has attended the class) *during* the first two weeks of the term by following these procedures:

- Professor's signature is required
- Professor should indicate the student's last day of attendance
- Professor should circle W
- Advisor's signature is required
- Students must sign the Add/Drop/Withdrawal Form and turn it in to the Counseling Offices once all signatures have been obtained
- Students' transcripts will reflect their withdrawal status from the course

Students may withdraw from a class (the student has attended the class) *after* the first two weeks of the term by following these procedures:

- Professor's signature is required
- Professor should indicate the student's last day of attendance
- Professor should circle WP or WF
- Advisor's signature is required
- Students must sign the Add/Drop/Withdrawal Form and turn it in to the Counseling Offices once all signatures have been obtained
- Students' transcripts will reflect their withdrawal status from the course

After the deadline, only students who encounter exceptional circumstances, such as documented illnesses or extreme disruptive personal circumstances will be allowed to petition for withdrawal. To petition for withdrawal after the deadline, follow these procedures:

- Professor's signature is required
- Professor should indicate the student's last day of attendance
- Professor should circle WP or WF
- Advisor's signature is required
- Students must complete a Petition for Policy Exemption Form
- Students must sign the Add/Drop/Withdrawal Form and turn it in to the Counseling Offices once all signatures have been obtained
- Students' transcripts will reflect their withdrawal status from the course

## *Grading System*

Graduate students may earn grades of A, B, C, F, P, W, WP, WF, AF, I, and Audit. A grade of A indicates outstanding performance. A grade of B indicates satisfactory performance at the graduate level. A grade of C indicates performance below that acceptable at the graduate level. An F indicates a significant failure in performance relative to the requirements of the course. A grade of P indicates the student passed his or her exit exam. A grade of W indicates the student has withdrawn from a course after attending. A grade of WP or WF indicates the grade of Withdraw Passing or Withdraw Failing when a student has withdrawn from a course after the first two weeks of the term. A grade of AF is assigned when a student stops attending a particular class but does not withdraw from the course by completing an Add/Drop/Withdrawal Form. The grade of AF is treated as a grade of F in the calculation of the student's grade point average. No credit is awarded toward a graduate degree for any course in which a grade of F is earned. Grades A, B, C, and F are used to calculate the student's academic standing.

A grade of I (Incomplete) is given at the end of a term only for failure to complete course work due to exceptional circumstances beyond the student's control. Such circumstances may include documented illnesses or extreme disruptive personal circumstances. A grade of Incomplete is also appropriate when a Field Placement or Internship did not provide sufficient hours to satisfy requirements. In the case of Field Placement or Internship shortages of hours, all other course work should be completed on time. **To request an Incomplete, the student must complete an official Petition for an Incomplete Grade Form and receive the approval of the professor and the Assistant Dean.** Approval must be obtained before the final examination is given in the course. The signed Petition will be sent with grade rosters and kept in the student's file. When the requirements for the course have been met, the professor will complete the appropriate section of the Petition to change the grade. An I grade must be resolved prior to the end of the next term (see catalog deadline dates), otherwise it automatically becomes an F. In rare circumstances a request to extend the time needed to resolve an incomplete grade may be submitted to the registrar no later than two weeks before the date the grade is due. Such a request will then be sent to the Assistant Dean to be considered for approval.

## *Academic Fitness*

Students are expected to maintain at least a 3.0 grade point average (GPA) as they matriculate through the Program. This is the minimum acceptable level of performance at the graduate level. Students who fail to maintain at least a 3.0 GPA will be placed on academic probation. Students who fail to improve their GPA to a 3.0 or higher within two terms will be dismissed from the Program for unsatisfactory academic progress. Students who enter the Program with less than a 3.0 GPA are automatically placed on academic probation and will be expected to earn at least a 3.0 GPA during their first trimester in order to continue in the Program.

Students can accumulate no more than two C grades during the Program. If a third C grade is earned, the student will be dismissed from the Program. Students will be dismissed from the Program if they receive an F in any course.

Students may appeal a grade they believe was calculated in error within the term following the term in which the grade was posted. The disposition of all appeals must take place before the last day of the term following the term in which the grade was posted. After that date the grade will be irreversible.

## *Attendance*

All students at Lindenwood University are expected to attend all classes and class activities for which they have enrolled. The attendance policy for each course will be specified on the course syllabus. Most professors allow up to two absences per term before a significant grade penalty results. Excessive absences may result in a failure in the course. Class assignments are expected to be completed according to schedule whether absences are excused or unexcused.

## *Purchasing Textbooks*

Prior to the meeting of the first class, students are to have purchased the appropriate textbooks for each class. Lindenwood University supplies students with required textbooks through an online company, MBS Direct. MBS Direct maintains the official listing of Lindenwood University's textbooks and course materials. Students may order textbooks and materials online or by phone, fax, or mail. Students can choose from a variety of shipping and delivery options. Students who purchase their textbooks through MBS Direct can find a direct link to the company's website through Lindenwood University's homepage, [www.lindenwood.edu](http://www.lindenwood.edu).

## *Academic Honesty*

Academic honesty is the foundation of any educational institution. It is the responsibility of each student, professor, and administrator at Lindenwood University to uphold the honor of the institution by acting honestly and truthfully in all situations. To act otherwise is to undermine the contract of good faith on which productive study and the open exchange of ideas is based. Therefore, students wishing to maintain formal membership in a learning community must display the high level of integrity expected of all its members.

Academic dishonesty is an exceptionally serious offense to oneself and one's colleagues. Academic dishonesty may result in a lessened or failing grade on the work or test or failure in the course. According to Lindenwood University's Academic Honesty Policy, names of students found guilty of cheating or plagiarizing will be sent to the University Provost. A second offense will lead to academic probation and a third offense may result in suspension from the University.

## *Code of Ethics*

Students and faculty are expected to adhere to the ethical standards and statements as defined by the American Counseling Association, American School Counselor Association, and the Missouri Committee for Professional Counselors. Proven violations of professional or ethical conduct will result in dismissal from the program.

## *Independent Studies*

Independent Studies are offered under unusual circumstances when a student has a special interest or expertise and develops a proposal to do independent research on a counseling related subject. This proposal should include the activities that the student will undertake and the means by which the work will be evaluated. Students must obtain the appropriate Proposal for Independent Study Form to accompany the proposal. The required coursework should be completed within one term. An independent study must be sponsored by a faculty member who agrees to work with the student in this capacity. This is a voluntary activity for a professor and no faculty member will be required to offer an independent study.

## *Tutorials*

Tutorials are offered under unusual circumstances such as relocating to a different city within a few credit hours of completing the Program or a course not being offered when a student needs it to graduate that term. Students taking a tutorial complete the requirements of an established course independently, using the same syllabus and assignments as in-class students. The coursework is to be completed within one term with assignment due dates as per the syllabus. The sponsoring professor should meet regularly with the student to monitor progress. The student and professor will sign the Tutorial Form to that effect. A tutorial must be sponsored by a faculty member who agrees to work with the student in this capacity. This is a voluntary activity for a professor and no faculty member will be required to offer a tutorial.

## *ADA*

In accordance with the Americans with Disabilities Act (1990), professors at Lindenwood University provide reasonable accommodations to students with documented disabilities. Students are responsible for informing the University and their professor(s) of their disability if accommodations are requested. Students who require accommodations due to a disability should contact Ms. Tonie Isenhour, Coordinator for Campus Accessibility Services (636.949.4784). Ms. Isenhour will provide the specific information regarding the student's needed accommodations to the student's professors.

## Evaluation for Fitness

The faculty members of the Professional and School Counseling Program want to ensure that students admitted into the Program have a fair chance to succeed in this profession. Faculty members have the ethical responsibility to endorse candidates for school psychological examiner certification who are academically, professionally, and ethically fit to practice. Therefore, the progress of these candidates is closely monitored. Candidates are expected to demonstrate appropriate communication practices with faculty members, fellow students, and all University personnel. Students are expected to respond to formal and informal evaluations in an appropriate manner. The student's academic record and anecdotal information will be used to determine the student's fitness to continue in the program to the point of endorsement. In addition, students must receive a grade of A or B grade in their Internship course. A grade of C will necessitate repeating the Internship course. A grade of F in an Internship course will result in dismissal from the Program.

## *Concerns Related to Fitness*

The majority of concerns related to fitness are minor and can be addressed by individual professors as they arise. Some concerns necessitate the completion of the Performance Review Request Form. The Performance Review Request Form is completed by the professor and submitted to the Assistant Dean and the issue is subsequently brought before the Faculty Review Board. The Faculty Review Board will determine the next step to be taken. The Faculty Review Board will either propose a direct action be taken or arrange a meeting with the student, the referring faculty member, and the Faculty Review Board. It will be determined whether the student will enter a probationary period and complete a remediation agreement or will be recommended to the Provost for dismissal from the Program. Students who complete a remediation agreement will periodically be reevaluated by the Faculty Review Board. Students who are recommended to the Provost for dismissal from the Program may follow the Provost's procedures if they wish to appeal the decision of the Faculty Review Board. A student who has been dismissed from the Program may not be considered for reinstatement or readmission until two calendar years have elapsed following dismissal from the Program.

## **Exit Requirements/ Obtaining Certification**

Completion of the School Psychological Examiner Program requires completion of coursework with at least a 3.0 cumulative grade point average and completion of all Internship hours. Missouri School Psychological Examiner Certification is not automatically granted upon completion of the Program. Upon completion of the Program, students must apply for School Psychological Examiner Certification through the Missouri Department of Elementary and Secondary Education. Application forms and additional information may be obtained on the Missouri Department of Elementary and Secondary Education's website, [www.dese.mo.gov/divteachqual/teachcert/studserv.html](http://www.dese.mo.gov/divteachqual/teachcert/studserv.html).

## Contact Information

### St. Charles Campus

Lindenwood Cultural Center  
400 North Kingshighway, Suite 301  
St. Charles, MO 63301  
Fax: 636.949.4334

#### Dr. Jan Munro

Assistant Dean-Education

Phone: 636.949.4529

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#### Professor Marsha Andreoff

Assistant Professor

Phone: 636.949.4186

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#### Dr. Holly Karraker

Assistant Professor

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#### Ms. Elizabeth Baker

Program Coordinator

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E-mail: [ebaker@lindenwood.edu](mailto:ebaker@lindenwood.edu)

### Belleville Campus

2600 West Main Street  
Belleville, IL 62226  
Fax: 618.222.9021

#### Dr. Ken Kubicek

Assistant Professor

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E-mail: [kkubicek@lindenwood.edu](mailto:kkubicek@lindenwood.edu)

#### Dr. Jan Hager-Klein

Assistant Professor

Phone: 618.222.1050 ext. 4

E-mail: [jhager-klein@lindenwood.edu](mailto:jhager-klein@lindenwood.edu)

### Florissant Campus

4500 Washington Ave.  
Florissant, MO 63033  
Phone: 314.838.7653  
Fax: 314.838.3942

#### Mr. Jim Jump

Site Director

Phone: 314.838.7653

E-mail: [jjump@lindenwood.edu](mailto:jjump@lindenwood.edu)

### Important Numbers (St. Charles Campus)

Academic Services:

Phone: 636.949.4954

Business Office:

Phone: 636.949.4650

Graduate Admissions:

Phone: 636.949.4933

**Lindenwood University**  
**School Psychological Examiner Certification**

**Internship in Diagnostic Assessment Application**

Students pursuing School Psychological Examiner Certification at Lindenwood University must complete one trimester of Internship in Diagnostic Assessment (IPC 586). During the Internship experience, the student will engage in the activities of a School Psychological Examiner under the supervision of a certified School Psychological Examiner and a Lindenwood University faculty member. Internship requires a minimum of 150 clock hours of field work that includes administration of formal and informal assessments, interpretation of formal and informal assessments, and verbal or written diagnostic summaries. The Internship experience is intended to develop the following competencies: methods and/or techniques of interpretation of tests; analysis and diagnosis of learning problems including special consideration of low incidence populations; interpretation of formal and informal diagnostic assessments and their application for prescriptive instruction; utilization of knowledge of classroom environments, psychological principles, and test data to plan for the management of children with special needs; diagnostic interviewing techniques; process of staffing with other professionals to develop instructional strategies; and administration and interpretation of the Wechsler and Binet (MO DESE).

It is the student's responsibility to secure his or her Internship site. The student should begin the process of arranging an Internship site at least one trimester prior to the term in which he/she plans to begin the Internship. To begin the process, the student should contact the school or district in which he or she is interested in doing his or her Internship. School districts vary with respect to the requirements for accepting students for Internship. The student must inquire about and comply with the requirements of the district.

The student must submit a completed Internship in Diagnostic Assessment Application Packet. Students will not be allowed to enroll in Internship in Diagnostic Assessment until the completed Application Packet has been submitted and approved. The completed Application Packet must include:

- \_\_\_\_\_ **Internship Approval Form**
- \_\_\_\_\_ **Internship Preparation Form**
- \_\_\_\_\_ **Background Check (if required by the school/district)**
- \_\_\_\_\_ **Copy of TB Test Results (if required by the school/district)**
- \_\_\_\_\_ **Proof of Student Liability Insurance (if required by the school/district)**

The completed Internship Application Packet must be submitted to the student's faculty advisor by **June 1** to begin Internship for the **Fall Trimester**. The completed Internship Application Packet must be submitted to the student's faculty advisor by **November 1** to begin Internship for the **Spring Trimester**. Internship is not offered during the Summer Trimester.





Other Vocational Experience:

<i>Position Held</i>	<i>Employer</i>	<i>Dates</i>

Special Interests and Hobbies:

Membership/Participation in Group Organizations:

Extra-Curricular Activities:

### **Background Check Information:**

The student must contact his or her Internship site to determine if the site requires a background check. If a background check is required, the student is responsible for submitting a *Request for Child Abuse or Neglect/Criminal Record* to Missouri's Department of Elementary and Secondary Education, including a \$9.00 (fee subject to change without notice) money order made payable to *Treasurer, State of Missouri*. DESE will submit the results to the Lindenwood University Education Division. Students may obtain a *Request for Child Abuse or Neglect/Criminal Record* form from the Professional and School Counseling Program's website, [www.lindenwood.edu/academics/counseling](http://www.lindenwood.edu/academics/counseling). Please be sure to read and follow all of the directions on the form. DESE will not process forms that are not completed according to the directions on the form.

Students who are planning to begin Internship in January should submit their background check to DESE no later than September of the previous trimester. Students who are planning to begin Internship in August should submit their background check no later than February of the previous trimester.

Students will need to submit digital fingerprints in order to obtain Missouri teacher certification as a School Psychological Examiner. Some districts require that students submit fingerprints before beginning Internship. DESE has chosen Integrated Biometric Technology (formerly Identix) as the vendor for fingerprints for all teacher candidates. Integrated Biometric Technology charges \$52.50 (fee subject to change without notice) for this service. To schedule an appointment with Integrated Biometric Technology, students should call 1-866-522-7067 or visit their website, [www.L1id.com](http://www.L1id.com).

### **TB Test Information**

The student must contact his or her Internship site to determine if the site requires a Tuberculosis (TB) test. If a TB test is required, the student is required to submit results of a recent Tuberculosis (TB) test. Test results must be less than six months old. Additional information regarding Tuberculosis and TB testing may be obtained on the St. Charles County Department of Community Health website, [www.scchealth.org](http://www.scchealth.org).

### **Student Liability Insurance Information:**

The student must contact his or her Internship site to determine if the site requires liability insurance. Lindenwood University does not provide liability insurance for students. Students must purchase and show proof of student liability insurance prior to beginning Internship if the site requires it. Student liability insurance may be purchased through the American Counseling Association (ACA), the American School Counseling Association (ASCA), or Healthcare Providers Service Organization (HPSO). Insurance obtained through the National Education Association (NEA) is also permitted.

# School Psychological Examiner Certification Program Planner

27 Credit Hour Program

Student \_\_\_\_\_ Advisor \_\_\_\_\_ Date \_\_\_\_\_

IPC	Core Curriculum	Prerequisite(s)	Completed (√)
521	Human Growth and Development	None	
523	Adjustment and Learning Issues in Children and Adolescents	None	
542	Statistical Analysis	541, 581	
581	Appraisal of the Individual	510, 513, 521	
584	Individual Intelligence Testing	581	
585	Individual Diagnostic Assessment	581, 584 (or concurrently)	
586	Internship in Diagnostic Assessment	584, 585, and 3.0 GPA	
	<b>Education Courses (or equivalent)</b>		
EDU 502	Psych. of Teaching and Learning		
EDU 541	Education of the Exceptional Child		
	<b>Degree Requirement</b>		
	Master's degree in: Counseling, Psychology, Education, or Educational Psychology		

# School Counseling Program Planner

## 48-57 Credit Hour Program

Student \_\_\_\_\_ Advisor \_\_\_\_\_ Date \_\_\_\_\_

IPC	Core Curriculum	Prerequisite(s)	Completed (√)
510	Foundations of School Counseling	None	
513	Principles of School Counseling	None	
521	Human Growth and Development	None	
523	Adjustment and Learning Issues in Children and Adolescents	None	
541	Research Methods and Program Eval.	512, 581	
553	Theories of Counseling Children & Adol.	510, 513, 521	
561	Group Dynamics, Process & Counseling	553	
562	Social and Cultural Foundations of Counseling	510, 513, 521	
575	Family and School Consulting	510, 513, 521	
581	Appraisal of the Individual	510, 513, 521	
582	Lifestyle and Career Development	510, 513, 521	
583	Analysis of the Individual	581	
591	Field Placement	553, 561, 562, 575, 582; 3.0 GPA	
592 593 594	Elementary (K-8) Field Placement, Secondary (7-12) Field Placement, OR K-12 Field Placement	591; 3.0 GPA	
	<b>Elective Courses (Select Two)</b>	<b>18 hours of core curriculum completed</b>	
512	Ethics & Professional Issues	None	
531	Family Counseling	575	
532	Marital Counseling	575	
542	Statistical Analysis	541, 581	
564	Crisis Intervention	553	
565	Intro. to Substance Abuse Counseling	553	
584	Individual Intelligence Testing	581	
585	Individual Diagnostic Assessment	581	
598	Special Topics in Counseling		
<b>Education Courses (or equivalent) for Students without Teacher Certification</b>			
EDU 521	Classroom Teaching Management		
IPC 598	Methods of Teaching		
EDU 541	Education of the Exceptional Child		
	<b>Exit Requirements</b>		
606	PRAXIS II Exam	Must be completed during 592/593/594	
606	MO STEP Standards Portfolio	Must be completed during 592/593/594	

# Professional Counseling Program Planner

Missouri

48 Credit Hour Program

Student \_\_\_\_\_ Advisor \_\_\_\_\_ Date \_\_\_\_\_

IPC	Core Curriculum	Prerequisite(s)	Completed (√)
511	Foundations of Professional Counseling	None	
512	Ethics and Professional Issues	None	
521	Human Growth and Development	None	
522	Personality Theories & Psychopathology	None	
524	Adult Diagnosis and Treatment Planning	511, 512, 521, 522	
541	Research Methods and Program Eval.	581	
551	Counseling Theory and Practice	511, 512, 521, 522	
552	Counseling Skills Lab	Concurrently with 551	
561	Group Dynamics, Process & Counseling	551, 552	
562	Social and Cultural Foundations of Counseling	511, 512, 521	
581	Appraisal of the Individual	511, 512, 521	
582	Lifestyle and Career Development	511, 512, 521	
590	Internship (first trimester)	524, 561, 562; 3.0 GPA	
590	Internship (second trimester)	1 <sup>st</sup> trimester Internship; 3.0 GPA	
	<b>Elective Courses (Select Two)</b>	<b>18 hours of core curriculum completed</b>	
542	Statistical Analysis	541, 581	
531	Family Counseling	552	
532	Marital Counseling	552	
553	Theories of Counseling Children & Adol.	511, 521	
564	Crisis Intervention	511, 512, 521	
565	Intro. to Substance Abuse Counseling	511, 512, 521	
575	Family and School Consulting	511, 512	
583	Analysis of the Individual	511, 512, 581	
598	Special Topics in Counseling		
	<b>Exit Requirements</b>		
599 <b>OR</b> 605	Culminating Project (Scholarly Paper)	541; Must be completed during 2 <sup>nd</sup> trimester of 590	
	Comprehensive Exam (CPCE)	Must be completed during 2 <sup>nd</sup> trimester of 590	

# Professional Counseling Program Planner

Illinois

48 Credit Hour Program

Student \_\_\_\_\_ Advisor \_\_\_\_\_ Date \_\_\_\_\_

IPC	Core Curriculum	Prerequisite(s)	Completed (√)
511	Foundations of Professional Counseling	None	
512	Ethics and Professional Issues	None	
521	Human Growth and Development	None	
522	Personality Theories & Psychopathology	None	
524	Adult Diagnosis and Treatment Planning	511, 512, 521, 522	
531	Family Counseling	552	
541	Research Methods & Program Evaluation	581	
551	Counseling Theory and Practice	511, 512, 521, 522	
552	Counseling Skills Lab	Concurrently with 551	
561	Group Dynamics, Process & Counseling	551, 552	
562	Social and Cultural Foundations of Counseling	511, 512, 521	
581	Appraisal of the Individual	511, 512, 521	
582	Lifestyle and Career Development	511, 512, 521	
565	Intro. to Substance Abuse Counseling	511, 512, 521	
590	Internship (first trimester)	524, 561, 562; 3.0 GPA	
590	Internship (second trimester)	1 <sup>st</sup> trimester Internship; 3.0 GPA	
	<b>Exit Requirements</b>		
599 <b>OR</b> 605	Culminating Project (Scholarly Paper)	541; Must be completed during 2 <sup>nd</sup> trimester of 590	
	Comprehensive Exam (CPCE)	Must be completed during 2 <sup>nd</sup> trimester of 590	