



Daniel L. Goodwin College of Education

Department of Counselor Education

Checklist for Newly Admitted Counselor Education Graduate Students

Congratulations on your admission to one of the following M.A. in Counseling programs at Northeastern Illinois University (Clinical Mental Health, Couple and Family, Rehabilitation, or School Counseling). The following Checklist has been created to help you navigate through the University and your program. Any questions and concerns regarding the information below should be directed to your faculty advisor:

✓Helpful suggestions. Upon admission and prior to your first class, consider the following:

- Review the [Department of Counselor Education website](#).
- Obtain your [Student ID](#) at the Information Center.
- Obtain your CTA [U-Pass information](#) at the Information Center if you are a full-time student (9 credit hours; included in fees).
- Waive fee or register your vehicle at [Student-parking](#) to be able to park in the University parking lot.
- Printing for Students:** A \$75/semester voucher is attached to each student's ID card for printing on campus.
- Review the [Graduate Student Handbook](#).
- Review the *2019-2020 Counselor Education Student Handbook*, which will be available in August 2020, located at: [Counselor Education Student Resources](#).
- Familiarize yourself with the NEIU Library website and register for the Library I-Share and Interlibrary Loan: [Library/services](#), [Library-I-Share](#), [Library-InterLibrary-Loan](#).
- You are assigned a University email address as soon as you are admitted to Northeastern, and this email address is the official form of communication between you and the University. Set your University email address to ensure access to NMail. Forward your NMail to your most commonly checked email address: [NMail-FAQ](#).
- Your university email address will be automatically subscribed to the Counselor Education student listserv. The Counselor Education student listserv is used to communicate department news to counselor education students. The Counselor Education student listserv is maintained by the Department.
- Pay attention to targeted announcements sent to your University email address, i.e.,
 - [NEIU Academic Calendar](#)
 - [NEIU Registrar Services](#)
 - [NEIU Class Schedule and Registration](#)
- Add the telephone number, (773) 442-4357, for NEIU's Technology Helpdesk into your phone: [University Technology Services \(UTS\)](#).

- Learn how to use [Desire2Learn \(D2L\)](#).
- For School Counseling students only: create an account on the [Educator Licensure Information System \(ELIS\)](#). Contact your faculty advisor with any questions.
- You are automatically a member of the [Counselor Education Student Association \(CESA\)](#). Consider joining [CESAs Facebook group](#) Facebook group.
- Review the following counseling websites and join the associations that pertain to your concentration or that are of interest to you:
 - [American Counseling Association](#)
 - [American Association for Marriage and Family Therapy](#)
 - [American School Counseling Association](#)
 - [Illinois Affiliation of Marriage and Family Therapists](#)
 - [The National Rehabilitation Association](#)
 - [Illinois Counseling Association](#)
 - Attend at least one local or national-level Counseling conference

✓ **Helpful NEIU Resources to Review:**

- [Graduate Academic Policies](#)
- [Scholarship Opportunities](#)
- [Financing Your Graduate Education](#)
- [NEIU Financial Aid Office](#)
- [NEIU Academic Catalogue](#)
- [Forms for Graduate Students](#)
- [Student Code of Conduct](#)

The following are **required** for all students in Counselor Education’s Clinical Mental Health, Couple and Family, Rehabilitation, and School Counseling students:

✓ **To be completed prior to COUN 405 Individual Counseling Skills:**

- After admission, meet with your faculty advisor and develop an academic plan of coursework that specifies anticipated practicum and graduation dates. Please note that this is mandatory and not an option. All students must meet with their faculty advisor to develop and sign their academic plan. It is the student’s responsibility to become familiar with course prerequisites as well as degree requirements.
- Submit evidence to your faculty advisor that you have read and understand the Counselor Education Student Handbook and will abide by NEIU’s [Student Code of Conduct](#).
- Provide evidence of having completed the new student survey (i.e. take a screenshot)
- Input contact information in [NEUport](#).
- If you are interested in the CSI mentorship program please submit a request: [Request Form Fall 2020](#).

✓**To be completed prior to Practicum:**

- Attend the mandatory Practicum Orientation in the fall one year before you intend to begin practicum, i.e., attend Practicum Orientation in November 2021 if you intend to begin practicum in fall 2022. Specific dates will be announced.
- Review the Practicum/Internship Handbook. The student is responsible for knowing the contents of the Handbook. The Handbook can be found at: <http://bit.ly/NEIUCounsIntern>
- Complete the Practicum application in Tk20. The Practicum application must be completed one year before you plan to do practicum, i.e., submit your practicum application by December 1, one year prior to start of your practicum. For example, if you plan to do your Practicum in fall 2022, the application is due by December 1, 2021. Practicum is offered fall semester only.
 - Upload a copy of your current resume to your application.
 - Upload a copy of your unofficial transcript.
 - Have your faculty advisor review and e-sign the application.
 - Scanned or faxed applications are **NOT** accepted. Applications must be submitted through Tk20 and approved by an advisor.
 - Incomplete applications will be revoked and the student notified.
- It is the student's responsibility to insure that his/her application is received by the deadline date announced during Practicum Orientation. ALL students maintain a GPA of at least 3.0 to be approved for Practicum.
- Find a site.
 - Review the NEIU Intern Site list on <http://bit.ly/NEIUCounsIntern>
 - Perform internet research, i.e., social services, rehabilitation counseling facilities, etc.
 - For school students: www.isbe.net (Illinois Schools A to Z Index, Illinois School Directory); www.cps.edu (Schools, Elementary A to Z Index or High School A to Z Index).
- Download and complete the Cooperative Agreement template found in Tk20. Upload the required items listed below for review and approval by the Coordinator of Clinical Experiences. Timelines are posted on the Counselor Education listserv and in Tk20.
 - a proof of professional liability insurance that includes the dates of coverage;
 - signed cooperative agreement form from proposed placement site by student and site supervisor;
 - copy of the site supervisor's current resume uploaded in Tk20;
 - Only Agreements with original signatures will be accepted. Scanned or faxed Agreements are **NOT** accepted.
 - Important information and resources can be found on the Practicum/Internship website at: <http://bit.ly/NEIUCounsIntern>.
- For School Counseling students only:
 - By August 1, prior to beginning practicum, submit evidence of taking and passing the ISBE #181 Content Area Test in School Counseling, [School-Counselor-IL181-Test](#). Contact your faculty advisor with any questions about the #181 Content Test.
 - Submit passing scores of the basic skills test requirement (TAP, ACT Plus Writing, or SAT). The school counseling student will be prevented from registering for practicum if passing scores are not on file in the Department.

✓To be completed prior to graduation:

- During final year of program, take and pass the Departmental Proficiency Exam (DPE) which is given in October, February, and June. The DPE application can be found on the [Student Resources](#) link of the Counselor Education website.
- Review instructions for [applying for graduation](#). Clinical Mental Health, Couple and Family, and Rehabilitation Counseling students generally graduate in August (filing deadline February 1 through April 1). School Counseling students generally graduate in May (filing deadline September 1 through November 1).
- Students with GPA below 3.0 will not be approved for graduation.
- If you plan to attend the Master's Hooding Ceremony and/or the Commencement Ceremony, be sure to submit your application and RSVP to confirm your attendance. Each event requires a separate RSVP.
- Complete and submit exit survey.

Failure to maintain a cumulative GPA of 3.00 or higher with no more than 2 grades of C or lower throughout your entire program (must maintain a grade of A or B in COUN 405, 406, 421, Practicum, and Internship I and II) may result in academic probation and may delay graduation.