MA, Counseling Course Sequencing Guide

Since your official plan of study does not include the specific terms in which you will take courses, we hope this Course Sequencing Guide will help you plan forward with your faculty advisor. Please save a copy of your plan of study, enter the terms you anticipate taking each course, and record your grades each term to keep track and celebrate!

To navigate this document, you can use Ctl+F or Command + F to bring up headings on the left side of the screen and click on the heading to jump to that section of the document.

When planning your course sequencing, here are some important reminders:

Transfer Credits

- If you have any existing graduate credits from another accredited counseling program that were completed within the past few years (remember you only have 7 years total to graduate), you can request a review by consulting with our Transfer Advising Specialist, Dr. Jill Minor: minorj@marshall.edu.
- Transfer credits are not guaranteed, as they depend on several factors like state licensure and accreditation.

Time to Graduate

- You have seven years (or 22 terms) to complete the program from your first term of credit (including any transfer credits).

Setting Your Pace:

Take some time to decide on a pace that works best for you. Here are a few tips:

- **Consider Your Well-being:** Your mental health and well-being (as well as those who depend on you) are essential for your success in the program.
- **Budget Your Time:** Estimate around 10 hours per week for each class in which you are enrolled.
- **Reflect on Your Life Goals:** Think about your overall goals and timelines as you map out each semester. If you have the privilege to take more time, then we recommend it to get the most out of your program, but if not, then we understand.

Recommended Course Sequence:

- Click here to view the course sequences
- Our data suggests that seven terms is the most common pace throughout the program; therefore, we have designed our curriculum around a core seven term sequence.

- You can adjust your pace up or down based on your needs in consultation with your faculty advisor. You can find six and ten term options as an example.
- In general, take the courses in the order in which they show up on your plan of study: https://www.marshall.edu/counseling-department/plans-of-study/

Credit Hours Per Term

- Generally, you can take up to 12 credit hours per term without special permission (or 9 hours in summer). Requests for more than 12 credit hours (or 9 hours in summer) must be discussed with your faculty advisor, are considered on a case-by-case basis and are not guaranteed.

Choosing Electives and Checking Credentialing Requirements

- You can choose from all COUN 500 and 600 level courses, which are pre-approved for your plan of study.
- Review licensure or certification requirements in the states where you intend to practice. Some states require special electives (e.g., psychopharmacology; human sexuality).
- Compare their education requirements to your study plan to ensure you have all the courses you need. Here is a resource to start: https://www.marshall.edu/counseling-department/licensure-certification/

Complete your official plan of study

- Complete your official plan of study to ensure appropriate financial aid review https://www.marshall.edu/counseling-department/plans-of-study/. In general, you will take the courses in the order in which they are presented.
- Save/print a copy, write the terms you anticipate on taking them, and record your success afterwards!

Field Experience (a.k.a., placement, practicum, internship):

- **Start Today:** Make connections with local mental health agencies and schools in your community to inquire about their practicum and internship opportunities.
- **Term prior:** You will need to complete all paperwork and clearance tasks in the FieldX platform prior to registering for practicum and internship.
- **Planning Ahead**: The final three terms are reserved for field experience. Breaks are not recommended during this three-term sequence:
    - COUN 608 (entry level practice for min. 100 total hours, including 40 direct service hours)
    - COUN 691/698 A and B spread over two terms (advanced practice for min. 600 total hours, including 240 direct service hours)
- **For internship,** you will need 6 total credit hours (600 total placement hours), which can be earned over one to six terms. We recommend spreading the experience over two terms (approximately 3 credits = 300 placement hours each term); however, if you think you need longer or can complete all the hours in one term (e.g., normally this requires about 40 hours per week at your placement site), then please consult with your faculty advisor to plan ahead accordingly. If

you do not complete your placement hours during your six credits, then you will be assigned a PR and need to register for an additional one credit hour each term until all requirements are completed. This additional credit hour will likely not be covered by financial aid (please consult accordingly if needed).
- **Contact**: For questions, reach out to our Clinical Placement Coordinator, at CPC@marshall.edu

GPA and Performance Requirements

- **Minimum GPA**: You need to maintain a 3.0 GPA or higher to meet department standards.
- **Grade Requirements**: Only three credits of "C" are allowed on your study plan; grades lower than "C" are not accepted and could result in dismissal from the program. No grades of "C" will be accepted in your practicum or internship coursework. Some state licensure boards will accept no "C" grades, so please confirm your requirements.
- **Performance Benchmarks**: You will need to meet certain knowledge, skills, and disposition benchmarks, along with any necessary retention and remediation requirements. These benchmarks supersede grades, so it is possible that additional requirements could be added regardless of grades in a course.

Course Registration

- **Sequence Matters**: Registering for courses out of order could delay your graduation.
- **Stay on Plan**: Courses outside your plan may not be covered by financial aid.
- **Review the schedule on MyMU or here**: https://mubert.marshall.edu/scheduleofcourses.php
- **Register early.** We generally close, consolidate, and add sections about one month prior to the term starting. Your enrollment might be adjusted to another section of the same course if needed to balance enrollment and are determined based on the timing of registration.
- **You can find instructions here**: https://www.marshall.edu/registrar/registration/
- **Let us know**: If a course you need is full or not offered, then fill out the wait list form here: https://www.marshall.edu/counseling-department/common-forms/
- **If you encounter errors, please fill out the registration error form here:** https://www.marshall.edu/counseling-department/common-forms/

Leaves of Absence

- If you are considering a leave of absence, plan this with your faculty advisor.
- Once you begin final three terms of field experience, it is exceedingly difficult to take a leave given the needs of the clients you will be serving.

Advisor Approval

- Any changes to your plan of study need written approval from your faculty advisor.

Forms:

- Most graduate forms can be located here: https://www.marshall.edu/graduate/current-students/forms-and-information/
- Review the handbooks for more detailed information to guide your journey: https://www.marshall.edu/counseling-department/counseling-program-handbook/

Ready to take the next step? Click here to view the sample course sequences

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Course Sequences

The MU Counseling Department uses the seven-term course sequences presented below to inform curriculum planning efforts and student success. Shorter, longer, and more variable sequences are possible; please consult with your faculty advisor. Samples are provided for 6, 7, and 10 terms. The following pre-requisite courses should be prioritized, and the remaining courses can be taken at any point after the required pre-requisites have been completed.

The plan of study sequence is an ideal order to follow: Plans of Study – Counseling Department

The CMHC Pre-Requisite Sequence:

1. COUN 600, 574
2. COUN 603, 607, and 675
3. COUN 604, 608, and 631
4. COUN 691 A (Comprehensive Exam)
5. COUN 691 B (Licensure Exam if applicable and apply for graduation by deadline: https://www.marshall.edu/registrar/forms/)

View the sample sequences: 6-term | 7-term | 10-term

The SC Pre-Requisite Sequence:

1. COUN 600, 574, and 609
2. COUN 603, 607, 675, and 672
3. COUN 604, 608 (Praxis Exam)
4. COUN 698 A and COUN 670 (Comprehensive Exam)
5. COUN 698 B (Licensure Exam if applicable and apply for graduation by deadline: https://www.marshall.edu/registrar/forms/)

View the sample sequences: 6-term | 7-term | 10-term

7-Term Clinical Mental Health Course Sequence

Note. One term with six-credit hours should be taken during a summer session.

Term	Course 1	Course 2	Course 3	Credits	Notes	Field Experience Checkpoints
1	COUN 600: Professional Orientation	COUN 574: Social/Cultural	COUN 609: Research	9	COUN 600 is taken first.	Join professional association (malpractice insurance).
2	COUN 607: Techniques	COUN 675: Legal/Ethics	COUN 602: Human Development	9	COUN 675: Legal/Ethics	Network; list potential placement sites.
3	COUN 603: Theories	COUN 555: Crisis Intervention	COUN 605: Appraisal	9		Narrow sites; start interviewing.
4	COUN 604: Group Counseling	COUN 631: Diagnosis	COUN 575: Addictions	9		Finalize FieldX clearance and pre-placement requirements.
5	COUN 608: Practicum	COUN 606: Career Development	COUN 632: Couples/Family	9	COUN 608 immediately before COUN 691.	Meet benchmarks; complete 100 hours.
6	COUN 691(A): Internship A	Elective 1	Elective 2	9	Pass comprehensive exam	Meet benchmarks; complete 300 hours; prepare for licensure.
7	COUN 691(B): Internship B	Elective 3		***6**	Apply for graduation by deadline.	Meet benchmarks; complete 300 hours; take licensure exams if applicable.

6-Term Clinical Mental Health Course Sequence

Note. You can move your 12-credit-hour terms to whenever your workload allows by changing which terms include a fourth course (the Course 4 column). For example, you could take four courses in terms five and six instead. Please confirm any changes with your faculty advisor.

Term	Course 1	Course 2	Course 3	Course 4	Credits	Notes	Field Experience Checkpoints
1	COUN 600: Professional Orientation	COUN 574: Social/Cultural	COUN 609: Research		9	COUN 600 is taken first.	Join professional association (malpractice insurance).
2	COUN 607: Techniques	COUN 675: Legal/Ethics	COUN 602: Human Development		9		Network; list and narrow potential sites.
3	COUN 603: Theories	COUN 605: Appraisal	COUN 555: Crisis	COUN 606: Career	12		Finalize FieldX clearance and pre-placement requirements.
4	COUN 608: Practicum	COUN 604: Group Counseling	COUN 631: Diagnosis	COUN 575: Addictions	12	COUN 608 immediately before COUN 691.	Meet benchmarks; complete 100 hours
5	COUN 691(A): Internship A	COUN 632: Couples/Family	Elective 1		9	Pass comprehensive exam.	Meet benchmarks; complete 300 hours; prepare for licensure.
6	COUN 691(B): Internship B	Elective 2	Elective 3		9	Apply for graduation by deadline.	Meet benchmarks; complete 300 hours; take licensure exams if applicable.

10-Term Clinical Mental Health Course Sequence (6 Credits Per Term)

Term	Course 1	Course 2	Credits	Notes	Field Experience Checkpoints
1	COUN 600: Professional Orientation	COUN 574: Social/Cultural	6	COUN 600 is taken first.	Join professional association (malpractice insurance).
2	COUN 609: Research	COUN 602: Human Development	6		Network; list potential placement sites.
3	COUN 675: Legal/Ethics	COUN 555: Crisis Intervention	6		Network; list potential placement sites.
4	COUN 607: Techniques	COUN 606: Career Development	6		Network; list potential placement sites.
5	COUN 603: Theories	COUN 632: Couples/Family	6		Network; list potential placement sites.
6	COUN 605: Appraisal	Elective 1	6		Narrow sites; start interviewing.
7	COUN 604: Group Counseling	COUN 631: Diagnosis	6		Finalize FieldX clearance and pre-placement requirements.
8	COUN 608: Practicum	COUN 575: Addictions	6	COUN 608 immediately before COUN 691.	Meet benchmarks; complete 100 hours
9	COUN 691(A): Internship A	Elective 2	6	Pass comprehensive exam.	Meet benchmarks; complete 300 hours prepare for licensure.
10	COUN 691(B): Internship B	Elective 3	6	Apply for graduation by deadline.	Meet benchmarks; complete 300 hours; take licensure exams if applicable.

7-Term School Counseling Course Sequence

Note. One term with six-credit hours should be taken during a summer session.

Term	Course 1	Course 2	Course 3	Credits	Notes	Field Experience Checkpoints
1	COUN 600: Professional Orientation	COUN 574: Social/Cultural	COUN 609: Research	9	COUN 600 is taken first.	Join professional association (malpractice insurance).
2	COUN 607: Techniques	COUN 675: Legal/Ethics	COUN 602: Human Development	9		Network; list potential placement sites.
3	COUN 603: Theories	COUN 672: School Counseling	COUN 605: Appraisal	9		Narrow sites; start interviewing.
4	COUN 604: Group Counseling	COUN 670: School Issues	COUN 673: Child/Adolescent	9		Finalize FieldX clearance and pre-placement requirements.
5	COUN 608: Practicum	COUN 606: Career	COUN 632: Couples/Family	9	COUN 608 immediately before COUN 698; Praxis before internship if applicable.	Meet benchmarks; complete 100 hours.
6	COUN 698(A): Internship A	COUN 575: Addictions	Elective 1	9	Pass comprehensive exam.	Meet benchmarks; complete 300 hours
7	COUN 698(B): Internship B	COUN 631: Diagnosis	COUN 606: Career	***6**	Apply for graduation by deadline.	Meet benchmarks; complete 300 hours; take licensure exams if applicable.

6-Term School Counseling Course Sequence

Note. You can move your 12-credit-hour terms to whenever your workload allows by changing which terms include a fourth course (the Course 4 column). For example, you could take four courses in terms five and six instead. Please confirm any changes with your faculty advisor.

Term	Course 1	Course 2	Course 3	Course 4	Credits	Notes	Field Experience Checkpoints
1	COUN 600: Professional Orientation	COUN 574: Social / Cultural	COUN 609: Research		9	COUN 600 is taken first.	Join professional association (malpractice insurance).
2	COUN 607: Techniques	COUN 675: Legal / Ethics	COUN 602: Human Development		9		Network; list and narrow potential sites.
3	COUN 603: Theories	COUN 605: Appraisal	COUN 606: Career	COUN 672: School Counseling	12		Finalize FieldX clearance and pre-placement requirements.
4	COUN 608: Practicum	COUN 604: Group	COUN 673: Child/Adolescent		9	COUN 608 immediately before COUN 698; Praxis before internship if applicable.	Meet benchmarks; complete 100 hours.
5	COUN 698(A): Internship A	COUN 632: Couples / Family	COUN 575: Addictions	COUN 670: School Issues	12	Pass comprehensive exam.	Meet benchmarks; complete 300 hours;
6	COUN 698(B): Internship B	Elective 1	COUN 631: Diagnosis		9	Apply for graduation by deadline.	Meet benchmarks; complete 300 hours; take licensure exams if applicable.

10-Term School Counseling Course Sequence (6 Credits Per Term)

Term	Course 1	Course 2	Credits	Notes	Field Experience Checkpoints
1	COUN 600: Professional Orientation	COUN 574: Social/Cultural	6	COUN 600 is taken first.	Join professional association (malpractice insurance).
2	COUN 609: Research	COUN 602: Human Development	6		
3	COUN 675: Legal/Ethics	COUN 605: Appraisal	6		
4	COUN 606: Career Development	COUN 672: School Counseling	6		
5	COUN 607: Techniques	COUN 673: Child/Adolescent	6		Network; list potential placement sites.
6	COUN 603: Theories	COUN 632: Couples/Family	6		Narrow sites; start interviewing.
7	COUN 604: Group Counseling	COUN 575: Addictions	6		Finalize FieldX clearance and pre-placement requirements.
8	COUN 608: Practicum	COUN 670: School Issues	6	COUN 608 immediately before COUN 698; Praxis before internship if applicable.	Meet benchmarks; complete 100 hours
9	COUN 698(A): Internship A	COUN 631: Diagnosis	6	Pass comprehensive exam.	Meet benchmarks; complete 300 hours
10	COUN 698(B): Internship B	Elective 1	6	Apply for graduation by deadline.	Meet benchmarks; complete 300 hours; take licensure exams if applicable.