



**Master of Science in Clinical Behavioral Health,
Emphasis in Addictions Counseling *Professional Studies* Metropolitan State
University of Denver**

This ***Student Handbook*** was developed for the purpose of informing students of the policies and procedures that pertain to both the Master of Science in Clinical Behavioral Health, emphasis in Addictions Counseling (referred to as “the program”) and the profession of addiction/mental health counseling. The handbook serves as a detailed guide for counseling students throughout their course of study.

All students are responsible for:

- Thoroughly reading this handbook
- Being knowledgeable of its contents throughout their course of study
- Periodically checking for possible future revisions to the handbook that will be posted online
- The most current handbook overrides any previous handbooks and applies to all students

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WELCOME

The faculty and staff of the Master of Science in Clinical Behavioral Health, emphasis in Addictions Counseling at MSU Denver would like to congratulate you on your acceptance to our 60-credit Master of Science in Addictions Counseling program (or 66 credit LAC/ LPC option). As you know, students admitted to our program have gone through a competitive selection process. Our goal is to train highly competent scholars and practitioners who will exert a positive influence on our community. We look forward to working with you as you train to become a Licensed Addiction Counselor/ Licensed Professional Counselor.

Our faculty wishes to provide you information, resources, support, and encouragement, while challenging you to discover new and exciting perspectives as you develop your counseling knowledge, skills, and experiences. In an effort to assist you with program, college, and curriculum requirements, we have designed this ***Student Handbook***, which contains the basic information needed to function in our program. It is planned as an easily accessible guide and source of information.

Advising is an important component of your education within the Master of Science in Clinical Behavioral Health, emphasis in Addictions Counseling. There is no substitute for individual, personal contact with an advisor or master's faculty. The role of the master's faculty advisor is to provide information about the educational opportunities within the graduate program, to discuss the implications of options available, to help in decision-making, and generally, to help the student develop and achieve their educational goals. The relationship between student and faculty is incredibly beneficial and is the student's responsibility to contact a faculty member to schedule an advising appointment. Students may seek advisement from any faculty member from any specialization in the Master of Science in Clinical Behavioral Health, emphasis in Addictions Counseling.

Your training in our program will almost inevitably cause you to look closely at yourself, your family, your values, and your commitment to the profession of addictions counseling. You will be asked to participate in exercises intended to train you in counseling processes that effect client change. Students often find themselves experiencing the unspoken expectation that, because personal issues are raised in the classroom, instructors will or ought to assist in working through or resolving them. It is important to convey to you that the classes in which you will enroll are academic training classes, ***they are not counseling sessions***, and that your instructors and advisors, while sensitive to issues that may emerge, should not be expected to act in the capacity of counselors or therapists with you, either in or out of the classroom.

Your acceptance of admission into our program requires that you assume responsibility for taking care of personal issues in an appropriate forum outside the Master of Science in Clinical Behavioral Health, emphasis in Addictions Counseling program. ***We strongly recommend*** that students who find themselves experiencing levels of discomfort or distress while undergoing training seek individual, couple, or group counseling with professionals who have no connection with our academic program. Likewise, while not required, participation in individual, couple, or group counseling outside of the academic program is highly recommended as an avenue of personal and professional development and growth. Please contact the Counseling Center at MSU Denver for any concerns that arise, this is paid for through your student fees. The Counseling Center may be reached at: 303-615-9988 or <https://www.msudenver.edu/counsel/> .

We all look forward to playing an integral role in your development as a Licensed Addiction Counselor/ Licensed Professional Counselor, and hope you will enjoy your learning experience with us!

Mission Statement

To educate and empower future leaders in the field of addiction counseling who will provide excellence in service delivery along the entire continuum of care. The master's program will integrate: education, research, skill development, treatment & recovery, and evidenced-based practices in concert with experiential opportunities in the pursuit of treating substance abuse and addiction.

Nondiscrimination Policy

The Master of Science in Clinical Behavioral Health, emphasis in Addictions Counseling encourages participation of students without regard to ethnicity, culture, color, religion, marital status, sexual orientation, gender, physical ability, or age. The University has established nondiscrimination and affirmative action programs. For further information, contact the Office of Employment Opportunity in the Student Success Building room 306, 303-615-0036 or <https://www.msudenver.edu/eoo/>

About the Master of Science in Clinical Behavioral Health, emphasis in Addictions Counseling

The program office is located on the 2nd floor of West Classroom, Room 236. The office is comprised of a reception area for administrative staff and a private offices for the faculty. **Note:** The Human Services & Counseling staff can answer administrative questions. Neither of them nor any other support staff is responsible for program policy or academic decisions. Please address all academic questions directly to master's faculty. The Human Services & Counseling Department Chair and/or the program lead is responsible for leading the addiction counseling faculty and for endorsing administrative and academic decisions made by the entire faculty.

The program seeks to provide all students with the knowledge and skills necessary to address the needs and concerns of a diverse society, providing a strong foundation in counseling theories and techniques to apply in a multicultural society. Emphasis is placed on both personal and professional development with experiential learning infused throughout the entire curriculum. Internship courses involve supervised placements within community agencies. In all field courses (practicum & internship), students provide counseling under direct supervision, while gaining valuable experience in a broad spectrum of human problems. As an important part of their development as Licensed Addiction Counselors/ Licensed Professional Counselors, students are encouraged to participate in their own personal counseling with professionals not affiliated with our educational programs.

A key strength of this graduate program has been the broad base of experience and training of the faculty members. Our faculty members have unique academic backgrounds, experiences, and interests that qualify them to teach and model a wide range of effective approaches to addiction counseling, mental health counseling and psychotherapy.

Licensed Addiction Counseling Objectives

The program offers students the opportunity to gain several specialized skills for obtaining your License as an Addiction Counselor. Students in this program are prepared to work in a wide variety of substance use disorder treatment settings, including community agencies, private organizations, college campuses, and state departments. Students obtain the expertise necessary to assist people with substance use and co-occurring disorders overcome deterrents to growth & wellness by means of counseling. The Licensed Addiction Counselor emphasis is designed to provide students with all the educational competencies required by the Colorado Department of Regulatory Agencies, Board of Licensed Addiction Counselor Examiners for licensure as a Licensed Addiction Counselor (LAC). The program aligns with both NASAC and CACREP accreditation standards:

NASAC: <https://nasacaccreditation.org/guidelines/>

CACREP: <https://www.cacrep.org/for-programs/2016-cacrep-standards/>

Licensed Professional Counseling Option Objectives

The Licensed Professional Counseling option offers students the opportunity to gain several specialized skills for obtaining your License as a Professional Counselor (LPC) with an additional 6 credit internship. Students in this program are prepared to work in a wide variety of mental health settings, including community agencies, private organizations, college campuses, and state departments. Students obtain the expertise necessary to assist people with mental health concerns overcome deterrents to growth & wellness by means of counseling. The Licensed Professional Counselor option is designed to provide students with all the educational competencies required by the Colorado Department of Regulatory Agencies, Board of Licensed Professional Counselors for licensure as a Licensed Professional Counselor (LPC). The program aligns with CACREP accreditation standards: CACREP: <https://www.cacrep.org/for-programs/2016-cacrep-standards/>

Student Competencies and Expectations

The program provides a variety of instructional and experiential learning components based upon NASAC and CACREP accreditation standards to ensure that students develop a thorough knowledge of their particular area of emphasis and their personal roles as facilitators of human growth and change. An individual style of counseling is created through a blend of academics, field experiences, and personal growth. Demonstrated competencies are delineated in three essential domains: (1) knowledge, (2) skills, and (3) professional behavior.

Ethical Student Behavior and Professional Ethical Standards

Students are required to adhere to the ethical codes of The Association for Addiction Professionals (NAADAC) and American Counseling Association (ACA) governing the counseling profession and academic integrity, as well as policies regarding student conduct at MSU DENVER: <https://www.msudenver.edu/deanofstudents/studentconduct/studentcodeofconduct/>

Any training relationship in which students take client/counselor roles is considered a client/counselor relationship and, therefore, subject to all ethical and legal regulations governing such relationships. Students are required to become familiar with the Colorado Revised Statutes: Mental Health Practice Act 12-245 and the Ethical Standards of NAADAC, the American Counseling Association (ACA) and Colorado Department of Regulatory Agencies (DORA) during their first semester of enrollment in the Addictions Counseling program. Students are required to obtain a copy of CRS 12-245, and NAADAC, & ACA's Ethical Standards while enrolled in BHAM 5001, Advanced Ethical Practice. Violation of these professional ethics can result in suspension or expulsion from the program. These important standards are available online at:

NAADAC: <https://www.naadac.org/code-of-ethics>.

ACA: <https://www.counseling.org/knowledge-center/ethics>.

DORA: https://www.colorado.gov/pacific/dora/Addiction_Counselor_Laws.

Use of Cell Phones and Other Electronic Devices

The counseling session is a sacred space in which individuals share their most intimate experiences and feelings with a trusted professional. Counselors must be mindful of the trust that is placed in them, and honor the therapeutic relationship by conducting themselves both ethically and legally. This includes a commitment to being fully present with clients during the session. Faculty in the program believe it is essential to practice mindful presence during class time. Therefore, students are expected to disengage from cell phones and all other electronic devices in order to fully engage in class. There may be occasions when students are able to use electronic devices to enhance the learning experience, but this allowance is at the discretion of the individual instructor. Students are responsible for knowing and adhering to their instructors' policies.

Plagiarism and Cheating

Definitions:

- *Plagiarism* — to take ideas, thoughts, writings from another and pass them off as one's own; this could include improper citation or not including a reference page.
- *Cheating* — to defraud, deceive; to take an examination dishonestly, as by having improper access to answers. Includes the submission of the same paper in more than one course.

In compliance with MSU Denver's Plagiarism policy, the Master of Science in Clinical Behavioral Health, emphasis in Addictions Counseling has the following policies with regard to plagiarism and cheating:

- The instructor may give the student an automatic "F" for the course.
- The instructor may refer the student to a departmental academic faculty committee and/ or to the Office of Student Conduct for further action.
- The student will have the opportunity to have a fair hearing and present any pertinent evidence to the committee.

Students are responsible for knowing and following MSU Denver Academic Dishonesty Policy:

<https://www.msudenver.edu/deanofstudents/studentconduct/academicintegrity/academicdishonesty/>

Students are encouraged to utilize OWL Purdue to assist with APA formatting:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Practicing without a License

No student may advertise or perform addiction counseling, counseling, therapy, or psychological counseling in a private practice without the proper State license (Licensed Addiction Counselor *LAC* or Licensed Professional Counselor *LPC*), Certification (Certified Addiction Counselor *CAC* I-III) or registered in the DORA database as a Registered Psychotherapist. This list is not exhaustive, please refer to CRS 12-245 for all licensure requirements. Students may, however, be gainfully employed by a government agency, school, or non-profit charitable organization and provide counseling under the supervision of a licensee of the organization as registered psychotherapists, *CAC* I-III, etc. Any students found in violation of CRS-12-245 may be withdrawn from the program, and may have their names forwarded to the appropriate State board.

Class Attendance

Regular attendance to class is expected. Due to the experiential nature of counseling courses, attendance is absolutely critical to optimal learning. Much of the material presented is difficult to grasp only from textbooks, and necessitates learning while experiencing and practicing. Students are advised that faculty establish attendance requirements in their courses, and are permitted to link student absences to their evaluation of students' performance in the course. Attendance during the first week of class is required. The first week of each semester is the time when course expectations are clearly defined, a culture of learning and communication is established, and relevant course content is covered. If you miss class for any reason, it is your responsibility to contact the instructor as quickly as possible. Students are responsible for obtaining missed course material. Due to the interactive nature of the classroom, attendance throughout the semester is critical to the learning process and to student success. For non-clinical courses in a regular (16 week) semester, students who miss more than 2 classes will automatically fail. For non-clinical courses held over weekends or through an intensive format, students cannot miss more than 6 clock hours. Clinical courses in a regular (16 week) semester, including BHAM 5006, Group Counseling Skills, 5009 and 5010, Addiction Counseling, Intervention, and Prevention I and II, and field seminars only allow for 1 absence (regardless of the reason) due to accreditation and state requirements. For clinical courses held over weekends or through an intensive format, students may not miss more than 3 hours of class.

Semester Credit Loads and Regulations

Six credit hours is considered full time enrollment for graduate students. Students may enroll in three (part time) or more credit hours each semester. The program is designed for students to be able to complete their degree within a five year time frame, most students will graduate sooner. Students must complete their degree within seven years. Students are responsible for understanding degree requirements based on their catalog year.

Confidentiality

Confidentiality is a topic that will be discussed in several of your classes. The faculty members in the program believe that students learn best by applying the information learned in classes to their personal lives. As such, we will encourage you to analyze and appropriately self-disclose in papers and in class. It is very important to honor the confidentiality of other students' disclosures and to trust that they will honor yours. Faculty members are also committed to holding your information confidential in classes where self-disclosure is encouraged. You should know that there are some exceptions where faculty members may not be able to maintain confidentiality as mandated reporters. A full disclosure of confidentiality and its limits is articulated in BHAM 5001, Advanced Ethical Practice.

Social Media

The nature of the program will expose students to confidential information; at no time should confidential information be posted in any social media forum. Disclosure of confidential information of clients outside of a supervisory setting is a direct violation of CRS 12-245, NAADAC & ACA Ethical Standards and may result in consequences up to removal from the program. Students are also encouraged to maintain professionalism when using social media. As students, you are representatives of the program and the field of counseling.

Grades

Students must maintain a 3.0 cumulative grade point average in order to remain in the Master of Science in Clinical Behavioral Health, emphasis in Addictions Counseling. Students must earn a minimum grade of B- (B for practicum and internship) in any given class in order to receive class credit for degree requirements. When a student's cumulative GPA falls below 3.0, or when a grade of C+ or lower is earned in a class, the student is placed on Academic Probation and must meet with an academic advisor to develop an Academic Recovery Plan to raise GPA to 3.0 or higher. If, after implementing the plan and completing 15 credits or 3 semesters (whichever happens first), a student does not raise cumulative GPA to a minimum of 3.0, dismissal from the program will result. Students may repeat a course one time. Students must not register for more than 6 credit hours per semester for fall and spring, and, if attending summer semester, no more than 3 credit hours for summer. Students must register for and complete a minimum of 2 credit hours for fall and spring.

Each instructor is responsible for grading and establishing the grading standards, assignments, and expectations for their courses. Students have the right to know what those grading standards, assignments, and expectations are early in each semester and in writing via the syllabus. While on Academic Probation, a student will not be allowed to register for successive semesters without verification of compliance with the above conditions. Students may utilize the advising GPA calculator in order to explore what grades they need to reach their desired cumulative GPA at

<https://www.collegesimply.com/colleges/colorado/metropolitan-state-college-of-denver/gpa-calculator/>

Incomplete Grades

An Incomplete grade (I) indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons, and that there is still a

possibility of earning credit. Incomplete grades are only issued for approved reasons through the department. A student must be in good standing within the course in order to receive an Incomplete grade. The student is responsible for bringing pertinent information to the attention of the instructor, receiving permission from the instructor, and determining from the instructor the remaining course requirements that must be satisfied to remove the Incomplete, as well as a planned timeline for completion. An incomplete is assigned at faculty or departmental discretion. An Incomplete must be removed within 12 months of the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Please refer to university policy regarding Incompletes, as the grade might automatically revert to an “F” after a year. After completing the contracted requirements, the responsible instructor will change the grade.

Administrative Withdrawal

The Administrative Withdrawal (AW) notation is assigned when a student requests to be withdrawn from a course due to unforeseen or extenuating circumstances beyond the student’s control after the add/drop deadline. Students may withdrawal themselves online until the withdrawal deadline without penalty. Students should meet with an academic advisor prior to withdrawing from a course. After the withdrawal deadline, students may submit a request for AW due to unforeseen or extenuating circumstances; please know that these are extremely limited in scope. Please see the Department Chair or your Professor regarding administrative withdrawals. Please refer to MSU Denver withdrawal policy:

<https://www.msudenver.edu/registrar/student/dropandwithdrawal/>

<https://www.msudenver.edu/financialaid/graduate/>

Grade Appeal Procedures

If students have reason to question the validity of a grade received in a course, they must make their request for a change before the end of the fourth week of the semester following the completion of the course (the following fall semester if the course was completed in the spring semester). It is the responsibility of the student to initiate a grade appeal within the time limit, and to follow the procedures for grade appeals specified below. All decisions of the Grade Review Committee are final. For a copy of the policy, please refer to the academic catalog: <https://catalog.msudenver.edu/content.php?catoid=29&navoid=1870#Grades>

Graduate Catalog Year

The first semester the student takes courses required for a degree determines the designated catalog year of degree requirements or catalog rights. The current catalog at the time the student is first enrolled in the program determines requirements for graduation. No additional requirements may be added to the graduation requirements. Changing of a specialization does not change the student's catalog rights. Catalog rights hold only degree requirements; they do not protect students from changes such as prerequisites required for a given course, internship hours, individual course requirements, or additional requirements imposed by licensing or credentialing agents. Students who would like to change their catalog year need to speak with a department advisor.

Student Rights and Responsibilities

Students are responsible for knowing university policies and procedures as well as student rights and responsibilities, as outlined in the MSU Denver Graduate Academic catalog:

<https://catalog.msudenver.edu/content.php?catoid=29&navoid=1878>.

Communication and Emergency Procedures

All important program announcements will be emailed to the students’ university email address. Students are expected to check their university email accounts on a regular basis. Your MSU Denver email address consists of your username followed by @msudenver.edu. To access your email online go to the Student Hub <https://www.msudenver.edu/studenthub/> and select the Email (Office 365) link.

Log in using your username and password.

Faculty Office Hours and Mailboxes

Office hours, phone numbers, and email addresses of each full-time faculty member are posted online and in the Human Services & Counseling office. Office hours often change each semester as class schedules change. Therefore, students must be sure to check syllabi and with administrative staff at the beginning of each semester for new faculty posted office hours. Please note that affiliate faculty may not hold office hours. However, all affiliate faculty are required to provide contact information on their course syllabi for any needed academic course consultation. All full-time faculty have offices and mailboxes in West Classroom 236.

Emergencies

Students are advised to contact faculty regarding emergencies that will affect their ability to carry out the semester. Students are advised to contact individual course faculty, instructors, and/or clinical/field supervisors regarding classes that may be missed. If one's faculty advisor cannot be reached, please contact the Human Services and Counseling Office located in West Classroom, Room 236 at (303) 615-0700. The program and MSU Denver will communicate through the student's assigned MSU Denver email. To receive alerts regarding campus safety/emergencies students are encouraged to sign up for RAVE (campus alert system) at: <https://www.msudenver.edu/technology/security/raveemergencyalerts/>

Determination of Fitness, Remediation, & Appeal Procedures

Determination of Fitness

As faculty in the helping profession, we are ultimately responsible to the clients whom our students serve. Therefore, it is imperative that we consider the fitness of our candidates for the helping profession. Such consideration requires us to look beyond academic work and consider personal characteristics critical to being a successful professional in the helping field. In selecting candidates for our respective programs, we attend closely to our particular program requirements. Students are expected to be sober and maintain professional behavior in class, in practicum, and in field placement. Additionally OBH requires two years of sobriety for license or certification for all individuals with a substance use disorder history. Students are expected to know and abide by the departmental professional code of conduct:

<https://www.msudenver.edu/hsp/currentstudents/professionalstandards/>. The program may also require a student to take a leave of absence under specified terms, terminate a student's enrollment, or decline to award a degree or credential if faculty as a whole determines that this is in the best interests of the program or the community that it serves. Additionally, graduating from the program does not ensure licensure; a student will have to meet DORA and OBH requirements for licensure. Students are also expected to adhere to the ethical standards of the Association for Addiction Professionals (NAADAC), the American Counseling Association (ACA), the National Addiction Studies Accreditation Commission (NASAC), and the Council for Accreditation of Counseling and Related Programs (CACREP).

Assessing Student Progress through the Degree Program

All students in the Department of Human Services and Counseling will be formally evaluated on each of the three program candidate learning outcomes at the completion of each semester on a standardized program rubric. The rubric is called the Developmental Assessment Matrix. During the first year of graduate study, faculty will discuss individual student performance every semester in each course and will assign scores in three specific areas: Knowledge, Skills, and Professionalism. Student Developmental Assessment Matrix scores will be used to determine if the student is ready to be released for practicum and internship.

Student Retention, Remediation and Dismissal

The Department of Counseling and Human Services faculty will meet to discuss the progress of students in the department. The following elements are reviewed for each student and recorded on a standardized rubric, Counselor Learner Objectives (CLO):

1. Academic progress (knowledge) (CLO 1)
2. Acquisition of counseling skills (CLO 2)
3. Self-awareness and professionalism (CLO 3)

CLO 1: Counselor Knowledge: Academic Progress and Promise

In keeping with Graduate School and the program rules, a student must maintain at least a 3.0 overall grade point average (GPA). If a student's GPA falls below 3.0, the advisor contacts the student to discuss possible causes of the problem and potential solutions. A written retention/remediation plan is developed that specifies the academic steps the student must take to remain in the program and is placed in the student's official file. When a student retakes a course, the most recent grade is computed in the GPA. The previous grades remain on the transcript even though they are not computed in the GPA. Students who are unable to make satisfactory academic progress will be dismissed from the program.

CLO 2: Counselor Skills: Acquisition and Development

At numerous points throughout each semester, the program faculty will discuss counseling skill acquisition of each student. Skill development will be closely monitored. If the faculty concludes that a student is deficient in counselor skill development, the advisor contacts the student to discuss the nature of the problem(s). A written retention/remediation plan is developed to remedy the problem(s) and is placed in the student's file. If, on subsequent review, the faculty members agree the student has made the progress expected, no further action is taken. If the student does not make acceptable progress, he/she may be required to repeat the courses. If, at this point, the student does not meet expectations, he/she may be dismissed from the program.

CLO 3: Self-Awareness and Professionalism

Throughout each semester, program faculty members discuss each student's interpersonal skills as well student's awareness of and behaviors related to self-awareness and personal growth. Students who have personal characteristics, maladaptive coping skills and life circumstances that may be interfering with their progress in their respective program will be notified and asked to meet with their advisor or program faculty. When a student is identified due to interpersonal or ethical concerns, the faculty advisor contacts the student and provides feedback about the concerns. Students who engage in unethical and/or unprofessional practices may be required to develop a remediation plan or may be dismissed from the program. The student will typically have one semester to implement the plan and if successful the student will be allowed to continue in the program. If the issues are not resolved to the satisfaction of the program faculty, the student may be asked to interrupt his/her studies for up to a year to work on resolving the problem. Students may also be asked to withdraw from their respective graduate program. If a student is withdrawn from the program they would need to request reinstatement; the student must wait at least one year and must schedule an interview with the program director or the department chair to review the personal changes that have been made. Based on the review by the program faculty, the student may or may not be allowed to return to program. Students may not be eligible for reinstatement due to faculty concerns regarding the student's readiness to make satisfactory progress through the program. These students will be notified that they must reapply to their respective graduate program and complete the entire admissions process.

Developmental Assessment Matrix Feedback

Results of the Development Assessment will be available to students every semester. Students who fall below standards (CLO 1-3) will meet with program faculty to review their progress. Faculty will make every attempt to work with students in a proactive, preventive manner in hopes of helping them move successfully through the program without interruption. Faculty are committed to providing support and specific mentoring to improve student achievement and assist students in developing the attitudes and behaviors that

will lead to academic, personal and professional success. All students are encouraged to meet with program faculty throughout the semester to review their progress.

Developmental Assessment Matrix			
Semester : _____	Below Standard (Supporting Documentation Required)	Meets Expectations	Exceeds Expectations
CLO 1: Counselor Knowledge and Academic Progress	GPA below 3.0 for the semester. If improvement is not demonstrated, faculty may require a formal meeting to discuss the student's progress. A remediation plan may be implemented.	GPA 3.0-3.8 for the semester. The faculty desires the student to continue to put forth the same or greater effort to meet benchmarks.	GPA 3.9-4.0 for the semester. The faculty desires the student to continue to put forth efforts to meet benchmarks.
CLO 2: Counselor Skills *Students need to score meet/exceed expectations and be endorsed by faculty to enroll in practicum or internship	Did not demonstrate expected level of skills and/or accepting and implementing feedback. The student does not demonstrate one or more of the following: <ul style="list-style-type: none"> • understanding of/ implementing clinical skills • documentation • appropriate and healthy involvement and expressions of affect flexibility • awareness of impact on others • appropriate interpersonal boundaries • acting in a professional manner • receiving feedback in an appropriate manner • openness to learning and new experiences The faculty desires the student to put forth greater effort to meet developmental benchmarks. The faculty may require a formal meeting to determine the student's readiness. *Prior to practicum and internship the faculty will require a formal meeting to determine the student's readiness.	Demonstrated expected growth during the defined timeframe of study, as demonstrated by: <ul style="list-style-type: none"> • understanding of/ implementing clinical skills • documentation • appropriate and healthy involvement and expressions of affect, flexibility • awareness of impact on others • appropriate interpersonal boundaries • acting in a professional manner • receiving feedback in an appropriate manner • openness to learning and new experiences The faculty desires the student to continue to put forth the same or greater effort to meet developmental benchmarks. The faculty has endorsed the student for Practicum or Internship.	Exceeded expectations for growth during the defined timeframe of study, as demonstrated by a high degree of: <ul style="list-style-type: none"> • understanding of/ implementing clinical skills • documentation • appropriate and healthy involvement and expressions of affect, flexibility • awareness of impact on others • appropriate interpersonal boundaries • acting in a professional manner • receiving feedback in an appropriate manner • openness to learning and new experiences The faculty commends the student on their exceptional effort to meet developmental benchmarks. The faculty has endorsed the student for Practicum or Internship.

<p>CLO 3: Self-awareness and Professionalism</p> <p>*Students need to score meet/exceed expectations and be endorsed by faculty to enroll in practicum or internship</p>	<p>Did not demonstrate expected level of skills and/or accepting and implementing feedback. The student does not demonstrate one or more of the following:</p> <ul style="list-style-type: none"> • practice self-care • interact in a professional manner with peers, faculty, staff, or clients, including diverse populations • resolve conflicts in an appropriate manner • demonstrate ethical decision making; • receives feedback in an appropriate manner • openness to learning and new experiences <p>The faculty desires the student to put forth greater effort to meet developmental benchmarks. The faculty may require a formal meeting to determine the student's readiness. *Prior to practicum and internship the faculty will require a formal meeting to determine the student's readiness.</p>	<p>Demonstrated expected growth during the defined timeframe of study. The student demonstrates the following:</p> <ul style="list-style-type: none"> • practice self-care • interact in a professional manner with peers, faculty, staff, or clients, including diverse populations • resolve conflicts in an appropriate manner • demonstrate ethical decision making; • receives feedback in an appropriate manner • openness to learning and new experiences <p>The faculty desires the student to continue to put forth the same or greater effort to meet developmental benchmarks. The faculty has endorsed the student for Practicum or Internship.</p>	<p>Exceeded expectations for growth during the defined timeframe of study. The student highly demonstrates the following:</p> <ul style="list-style-type: none"> • practice self-care • interact in a professional manner with peers, faculty, staff, or clients, including diverse populations • resolve conflicts in an appropriate manner • demonstrate ethical decision making; • receives feedback in an appropriate manner • openness to learning and new experiences <p>The faculty commends the student on their exceptional effort to meet developmental benchmarks. The faculty has endorsed the student for Practicum or Internship.</p>
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Remediation Plan

Students may be asked to meet with faculty for the purpose of receiving feedback on their progress meeting CLO's. A plan may be formed where students may need to conform to an internal behavioral plan and/or receive outside support based on an individual student's unique needs and circumstances. Remediation plans are faculty driven to ensure student success and maintain the integrity of the program. Remediation plans are reviewed at the end of each semester. Failure to satisfy the requirements stipulated in a remediation plan may result in automatic dismissal from the program.

Appeal Process

At any point during the program a student wishes to appeal any decision made regarding their status, an appeal may be made in the following manner:

1. Students should approach faculty first with any concerns regarding their performance in a class.
2. If the student is not satisfied with the outcome of the faculty meeting, the student can meet with the Program Director and/or Chair.
3. If the student is not satisfied with the outcome of the Program Director and/or Chair meeting, the student can meet with the Dean of the College.

Fieldwork: Practicum and Internship

Internship and practicum are especially demanding courses that require students to be advanced enough in their skills to counsel individual and group clients ethically, effectively, and professionally. Students are required to obtain Professional Liability Insurance before registering for Practicum or Internship classes. This may be obtained at student rates through a professional organization such as the ACA.

Practicum BHAM 5030: This 100 hour practicum offers students a supervised counseling experience for the development of individual and group counseling skills. Emphasis is placed upon the application of concepts, skills, and principles learned in previous coursework. In practicum, students will participate in seminars and in individual and group supervision. Students must meet or exceed expectations for CLO's 1,2, and 3 to be able to register for BHAM 5030. **A grade of B for BHAM 5030 is required for successful completion of the program.**

Internship I BHAM 5031 (required): This 600 hour internship (which can be taken over 2 semesters) provides the opportunity to practice and provide a variety of counseling related activities in a substance use disorder treatment setting. This internship will emphasize providing clinical services to clients and includes seminars, individual, and group supervision. Students must meet or exceed expectations for CLO's 1,2, and 3 to be able to register for BHAM 5031.

Internship II BHAM 5041 (optional): This 600 hour internship (which can be taken over 2 semesters) provides the opportunity to practice and provide a variety of counseling related activities in a clinical mental health setting. This internship will emphasize providing clinical services to clients and includes seminars, individual, and group supervision. Students must meet or exceed expectations for CLO's 1,2, and 3 to be able to register for BHAM 5041.

Internship students are responsible for obtaining an approved field placement site by the beginning of the semester as outlined by the fieldwork faculty and staff. Students are required to consult with the field coordinator/director regarding placement at potential sites. All students must be interviewed by their internship placement site prior to commencing counseling. This interview is intended to ensure that all trainees are prepared and well-suited for counseling at the assigned site. If students are denied a site placement after an interview, they will be required to obtain a different approved site and interview within the allotted time frame. Students who do not have a site within the required timeframe will be unable to enroll in BHAM 5031 or BHAM 5041. Students who do not obtain a placement will need to maintain contact with fieldwork faculty and staff in order to register for BHAM 5031 or BHAM 5041 the following semester. **A grade of B for BHAM 5031 and/or BHAM 5041 is required for successful completion of the program.**

Felony/Misdemeanor Convictions

Students who have previous convictions for misdemeanors or felonies may find it difficult to obtain a field placement, and/or future employment or state licensure, depending on the conviction. Most internship agencies will require students to undergo fingerprint checks, and some require more extensive background checks. A history of felony or misdemeanor convictions may present a barrier to acceptance by any site and this may inhibit the student from completing the degree requirements. Even when a student's criminal record has been expunged, information may emerge during a check, and may become an issue in placement and/or licensure. Students should be prepared to discuss their backgrounds in the context of how they have grown

and changed. Students are encouraged to discuss these matters with the faculty prior to placement so that they may be referred to agencies more likely to accept them, and may receive guidance in discussing their backgrounds with potential internships sites.

Program Coursework Requirements

All students pursuing a Master's Degree in the program must complete the following courses listed in the table below:

Course #	Required Counseling Core Courses	Credits
BHAM5001	Advanced Ethical Practice	3
BHAM5002	Social and Cultural Foundations (Multi-Cultural Counseling)	3
BHAM5003	Development Across the Lifespan	3
BHAM5004	Career Counseling Theories and Techniques	3
BHAM5005	Theory and Techniques of Helping Relationships	3
BHAM5006	Group Counseling Theory and Techniques	3
BHAM5007	Psychopathology	3
BHAM5008	Research and Evaluation	3
BHAM5009	Addiction Counseling, Intervention, and Prevention I	3
BHAM5010	Addiction Counseling, Intervention, and Prevention II	3
BHAM5011	Clinical Supervision and Advocacy	3
BHAM5012	Diagnosis and Treatment Planning	3
BHAM5013	Statistical Analysis	3
BHAM5014	Psychopharmacology, Neurobiology, and Infectious Diseases	4
BHAM 5015	Family Systems and Addiction	3
BHAM5016	Trauma-Informed Care	3
BHAM5017	Principles of Integrative Behavioral Health Care	2
BHAM5030	Practicum	3
BHAM5031	Internship I: Addiction Counseling	6
BHAM5041	Internship II: Counseling (LPC elective)	6
	Total	60
	Total with LPC elective	66

Licensure and National Level Credentialing

Notice about Eligibility for Licensure

Students need to review the requirements for licensure as an LAC and an LPC as outlined by DORA. Admission into programs leading to licensure and credentialing does not guarantee that students will obtain

a license. Licensure requirements are set by the State of Colorado and are not controlled by or affiliated with the MSU Denver and requirements can change at any time. For example, licensure requirements can include evidence of the right to work in the United States (e.g., social security number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure requirements. MSU will not refund tuition, fees, or any associated costs, to students who determine that they cannot meet or become ineligible to meet licensure requirements. Information concerning licensure requirements are available from the following websites:

Licensed Addiction Counselor: <https://dpo.colorado.gov/AddictionCounselor>

Licensed Professional Counselor: <https://dpo.colorado.gov/ProfessionalCounselor>

State Level Licensing

Licensed Addiction Counselor (LAC)

Licensed addiction counselors. Based on education, training, knowledge, and experience, the scope of practice of a licensed addiction counselor includes behavioral health counseling and may include the treatment of substance use disorders, addictive behavioral disorders, and co-occurring disorders, including clinical evaluation and diagnosis, treatment planning, service coordination, case management, clinical documentation, professional and ethical responsibilities, education and psychotherapy with clients, family, and community, clinical supervisory responsibilities, and intervention. The State of Colorado requires 3000 hours of both direct and indirect client contact, the hours accrued during practicum and internship may apply to this total.

Licensed Addiction Counselor: <https://dpo.colorado.gov/AddictionCounselor>

Licensed Professional Counselor (LPC)

The "practice of licensed professional counseling" means the application of mental health, psychological, or human development principles through cognitive, affective, behavioral, or systematic intervention strategies that address wellness, personal growth, or career development, as well as pathology. A licensed professional counselor may render the application of these principles to individuals, couples, families, or groups. The State of Colorado requires 2000 post-graduate direct client contact hours; the hours accrued during practicum and internship DO NOT apply to this total.

Licensed Professional Counselor: <https://dpo.colorado.gov/ProfessionalCounselor>

OTHER STATES

Individuals earning a Master's Degree in Counseling from MSU Denver who plan to live in a state other than Colorado may or may not meet most or all of the qualifications to become licensed (LAC, LPC or equivalent) in another state, territory, or country as licensing requirements vary. For more information on professional counseling licensure in other states, one should contact the statelicensing board directly. NAADAC and the American Counseling Association have lists of designated licensing boards for each state.

National Credentials

Master Addiction Counselor (MAC)

The MAC credential is not required for independent practice and is not a substitute for the legislated state licenses and credentials. However, those who hold the national credential appreciate the opportunity to demonstrate that they have met high national standards developed by their peers and not legislators.

NAADAC Website: <https://www.naadac.org/>

Link to MAC Credential: <https://www.naadac.org/mac>

National Certified Counselor Credential (NCC)

The NCC credential is not required for independent practice and is not a substitute for the legislated state licenses and credentials. However, those who hold the national credential appreciate the opportunity to demonstrate that they have met national standards developed by counselors, not legislators (NBCC, 2003).

NBCC Website: <http://www.nbcc.org>

Link to NCC Credential: <http://www.nbcc.org/cert/ncc.htm>

Professionals Associations and Groups

Professional associations for Licensed Addiction Counselors and Licensed Professional Counselors exist at the national, state, and local levels. Students are encouraged to become members of professional associations that are appropriate for their area of specialization and professional development.

National Professional Associations

The Association for Addiction Professionals (NAADAC)

NAADAC, the Association for Addiction Professionals, represents the professional interests of more than 100,000 addiction counselors, educators and other addiction-focused health care professionals in the Credited States, Canada and abroad. NAADAC's members are addiction counselors, educators and other addiction-focused health care professionals, who specialize in addiction prevention, treatment, recovery support and education. An important part of the healthcare continuum, NAADAC members and its 47 state and international affiliates work to create healthier individuals, families and communities through prevention, intervention, quality treatment and recovery support. Student membership to NAADAC is available and includes a subscription to the *Advances in Addiction & Recovery* (monthly paper)

Contact NAADAC at:

American Counseling Association

44 Canal Center Plaza, Suite 301

Alexandria, Virginia 22314

Toll Free: 703-741-7686

Fax: 703-341-7698 or online at: <https://www.naadac.org/>

American Counseling Association (ACA)

The American Counseling Association is the world's largest association exclusively representing Licensed Addiction Counselors in various practice settings. ACA is a not-for-profit, professional and educational organization that is dedicated to the growth and enhancement of the counseling profession, and has been instrumental in setting professional and ethical standards for the counseling profession at large.

Divisions. Student membership to ACA are available and includes a subscription to the *Journal of Counseling and Development* (issued quarterly) and *Counseling Today* (monthly paper).

Contact ACA at:

American Counseling Association

5999 Stevenson Avenue

Alexandria, Virginia 22304-3300

Toll Free: 800-347-6647 Fax: 703-823-0252

or online at: <http://www.counseling.org>

State Professional Associations

Colorado Association for Addiction Professionals (CAAP)

The Colorado Association of Addiction Professionals is an association of concerned and passionate professionals (behavioral health specialists in substance misuse and addictive behavior disorders, addictionologists, preventionists, recovery support specialists, DUI providers, criminal justice professionals, students, trainees, interns, peers, addiction detox -treatment - recovery organizations) seeking excellence in the quality of services provided to those struggling in our communities with substance misuse and addictive behavior disorders and/or co-occurring mental health and physical health disorders. CAAP accomplishes its mission through education, training, and advocacy.

Contact CAAP at:

PO Box 9384

Denver, CO 80209

Phone: 303-763-7198

Email: info@caap.us

Or online at: <https://www.caap.us/caap>

Colorado Counseling Association (CCA)

Colorado Counseling Association (CCA) is an active state branch of the 60,000 member American Counseling Association and is currently positioned as one of the country's leading professional membership organizations in the field of mental health, joined by the National Association of Social Workers - CO (NASWCO), the Colorado Association for Marriage and Family Therapists (COAMFT), and the Colorado Association for Addiction Professionals (CAAP).

Contact CCA at:

2855 N. Speer Blvd, Suite C

Denver, CO 80211

Or online at: <https://www.coloradocounselingassociation.org/cca/default.asp>

University Services and Opportunities For Students

Several University offices join the Master of Science in Clinical Behavioral Health, emphasis in Addiction Counseling in an effort to provide services for the academic, economic, and personal needs of enrolled students. Individuals in the Library, CARE Team, Financial Aid Office, Career Center, and Center for Multicultural Excellence and Inclusion, etc., help facilitate students' successful completion of their studies.

University Library

The Auraria library holds over one million volumes; thousands of maps, slides and pamphlets; and several million pieces of microforms and non-print media as well as subscriptions to some 4,000 technical and scholarly journals, magazines, and newspapers. Thousands of additional periodicals are available electronically. The Library Media Services Center provides individual listening and viewing for a large collection of videotapes, audiocassettes, 16mm films, CD-ROMs, compact discs, laserdiscs, filmstrips and slides.

The library is a depository for Colorado State publications and selected Credited States government materials. The Skyline (library) catalog and other databases are available on all floors as well as searchable remotely via the Internet. Each faculty member has access to library resources via their personal desktop or laptop computers, and students have access through the many computer labs on campus. Students may access the University's sophisticated and comprehensive *virtual library* via the University website or directly at <https://library.auraria.edu/>

Library hours are typically: Monday–Thursday, 7:30am–10:00 pm; Friday, 7:30 am–6:00 pm; Saturday, 9:00 am–5:00 pm; Sunday, 9:00 am–5:00 pm. The literature of Counseling is multi-disciplinary and therefore may be found in several Library locations. This guide is intended to aid in identifying and finding selected Counseling resources in Education/Psychology, Social Sciences, Science, and Humanities. The *Journal of Counseling and Development*, the primary publication of the American Counseling Association, is available in the library in both hard copy and in full-text, online, in several of our data base subscriptions. These include: EBSCOhost 7/1985–current; Infotrac 1/1993–current; ABI/Inform 1/94–current; and Social Science Abstracts 7/1999–current.

Career Center

The Career Center helps students connect with local and regional employers in business, education, and government. On-campus interviewing, individual career counseling, small group workshops, a career library, computer-based career decision making, career awareness activities, and testing services are offered to currently enrolled and alumni students at MSU DENVER. The Center posts current part-time jobs including daily updates of clerical, sales, educational, and seasonal positions. Students seeking part-time employment are urged to stop by and view the board at any time. For more information, students may contact the Career Center in the Administration Building room 270, (303) 615-1133.

Financial Aid

MSU DENVER makes every effort to ensure that any student who is accepted into the University can apply for financial aid. Student aid money comes from several sources: Federal and State government, the University, private individuals, and organizations. The Financial Aid Office provides financial assistance in the form of scholarships, loans, grants, and work-study employment. The objective of financial aid is to ensure that no eligible student is denied access to higher education due to financial circumstances.

Students may contact the Financial Aid Office for more information, Student Success Building room 130, (303) 556-8593. Financial aid information for graduate students is located at the following website:

<https://www.msudenver.edu/financialaid/graduate/#d.en.25957>

Health Center at Auraria

Health Center at Auraria embraces a holistic and collaborative approach to healthcare by offering urgent care, primary care, preventive services, wellness education, violence support services, mental health, and counseling services to the Denver State campus community. The mission of Health Center at Auraria is to enhance students' educational experience by addressing health-related barriers to learning, enabling students to make informed health decisions, and promoting the seven dimensions of wellness – Intellectual, Emotional, Environmental, Physical, Career/ Financial, Spiritual, and Socio-Cultural. Health Center at Auraria offers quality healthcare provided by a multidisciplinary team of medical and mental health professionals dedicated to making healthcare accessible and affordable for students through ethically sound practice, confidentiality and integrity. All currently enrolled students who pay health fees are eligible to access services. Some fees do apply to specialty services, procedures, vaccines and supplies. Website:

<https://www.msudenver.edu/healthcenter/> Phone: (303) 615-9999

Services Provided

- Acute Illness & Injury Care (non-work related)
- After Hours Nurse Advice
- Birth Control Methods/Supplies
- Counseling & Psychological Services
- Health & Wellness Promotion
- Immunizations
- Men's Health
- Pharmacy
- Pregnancy Testing with Counseling
- STD/STI Testing & Treatment
- Vision Care Center
- Well Woman Exams
- X-Ray and Lab Services

Center for Multicultural Excellence and Inclusion

The Center for Multicultural Excellence and Inclusion was established to support your unique needs and to help you explore your cultural identity as you navigate your college journey! We can help connect you with the many resources MSU Denver has to offer including: mentorship programs, student organizations, and leadership opportunities focused on students of color. It is also a great place to meet new friends and find out more about our cultural programming, community building activities, and campus partnerships. For more information, contact the Student Success Building Room 237, (303) 605-7019.

Website: <https://www.msudenver.edu/cmei/>

Other MSU DENVER Services

Information Technology Services:	303-352-7548
Auraria Early Learning Center:	303-556-3188
MSU Denver Catalog:	https://www.msudenver.edu/catalog/
Writing Center:	303-615-1888
Access Center-Student Disability Support Services:	303-615-0200
Auraria Police Department:	303-556-5000
Text-a-tip:	720-593-TIPS
Emergencies:	911

