

ADMISSION PACKET

School of Applied Health and Educational Psychology



Master of Science in Counseling

Options: Community Counseling, School Counseling

Admissions packet contains:

- Application Checklist
- Application Procedures
- Program Goal Statement
- Statement of Professionally-Related Experiences and Goals Guidelines
- Résumé and Curriculum Vita Guidelines
- Letters of Recommendation Guidelines
- Program Faculty Information
- Course Information

Complete applications should be mailed to:

Graduate Student Records Office
College of Education
Oklahoma State University
325V Willard Hall
Stillwater, OK 74078
Phone: (405) 744-9483
Email: coe.grad.studies@okstate.edu



School of Applied Health and Educational Psychology (SAHEP)

APPLICATION CHECKLIST

Note: Please submit this checklist with your complete application.

- Date Graduate College Application sent to the Graduate College, with transcripts and application fee: _____
- Statement of Professionally-Related Experiences and Goals
- Résumé/Curriculum Vita
- 3 Letters of Recommendation
Please list your references and the date you requested their recommendation letter:

Name	Date Requested
1. _____	_____
2. _____	_____
3. _____	_____

- Signed waiver of right to review letters of recommendation (included with letters in sealed envelopes)
OR
- Waiver of right to review letters of recommendation (without signature)
- GRE/MAT Scores: Date requested for scores to be forwarded to OSU: _____
- Additional Materials (please specify) _____



School of Applied Health and Educational Psychology (SAHEP)

APPLICATION PROCEDURES

Submission of an application to the OSU Graduate College is the first of two steps in the admission process. This step should be followed immediately by the second step of admission to the program in Community or School Counseling. It is critical for applicants to complete the second step as soon as possible since **special students can apply no more than 9 graduate hours to a degree program.**

Admission to the program in Community or School Counseling involves the collection and submission of materials for the admission folder. Prospective students should give special attention to each packet item since these materials are a large source of information for admission decisions, along with the interview process. Only applicants with a bachelor's degree from an accredited institution may be considered for full admission into the master's program. Applications should be submitted prior to **February 1st** of each year. Admission review is initiated when applicants are admitted to the Graduate College and their completed admission folders have been sent to the program faculty.

Applicants will be screened by a committee of Counseling Area faculty members, and finalists will be asked to participate in an on-campus interview. **These interviews are MANDATORY**, although some provisions may be made for out-of-state students. Final admission decisions will be made following these interviews.

In reviewing your application materials, we include consideration of the following:

- a) Input from references and regular, adjunct, and affiliate program faculty
- b) Personal qualities that are assets for those in the helping profession
- c) An aptitude for development of counseling-related skills
- d) An aptitude for graduate-level studies, including your technological competence and computer literacy
- e) Career goals and objectives and their consistency with our program
- f) Openness to self-examination and personal and professional self-development
- g) Respect for diversity and the right of individuals to determine the course of their own lives, and an orientation toward beneficence



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APPLICATION PROCEDURES (continued)

The following materials are required by the Graduate College:

1. A completed Graduate College application (available in 202 Whitehurst or on-line at www.gradcollege.okstate.edu).
2. One official transcript of all completed coursework (at the college level).
3. Application fees.

Send these materials directly to:

Dean, Graduate College
202 Whitehurst Hall
Oklahoma State University
Stillwater, OK 74078
(405)744-6368

The following materials are required by the College of Education:

1. An official record of scores on the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). A GRE score of 900 (combined verbal and quantitative scores) is a competitive test score for full admission. A MAT score of 394-399 is a competitive test score for full admission.
2. In addition, an undergraduate GPA of at least 2.75 and a graduate GPA of at least 3.25 (if applicable) are required for admission to this program.
3. Three letters of reference from people who know you well and who are in a position to render an evaluation of your professional competence and potential as a counselor (appropriate references include: course instructors, university advisors/supervisors). *Please see "Letters of Recommendation Guidelines" included with this admission packet for specific instructions.*
4. A Statement of Professionally-Related Experiences and Goals: Approximately three typed pages emphasizing a) pertinent professional, educational and/or personal experiences that have contributed to your interest in the counseling profession, and b) your professional aspirations. *Please see "Statement of Professionally-Related Experiences and Goals Guidelines" included with this admission packet for further instructions.*
5. Your résumé or curriculum vita. *See "Résumé and Curriculum Vita Guidelines" included with this admission packet for specific instructions.*

Send these materials directly to:

Graduate Records Office
College of Education
325V Willard Hall
Oklahoma State University
Stillwater, OK 74078
(405) 744-9483



School of Applied Health and Educational Psychology (SAHEP)

GUIDELINES

Statement of Professionally-Related Experiences and Goals

Please type an essay including, but not limited to, the following:

- Pertinent professional, educational, and/or personal experiences that have contributed significantly to your interest in the counseling profession
 - This may include volunteer work, experiences related to the counseling field, internship experiences, research teams, projects, presentations, etc.
- Competencies with technology, specifically, videotaping, and general computer skills
- Explicate clearly which option (Community Counseling or School Counseling) you would like to pursue and demonstrate reasons for this decision
- Your future professional aspirations, and how this degree will help you achieve your long-term goals

Your essay should be:

- Word-processed or Typed
- Double-spaced
- 12-point font
- Formatted with standard 1" margins
- Up to 3 pages in length
- Include your name and title of essay on document



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**GUIDELINES
Résumé or Curriculum Vita**

Please include information regarding the following:

- Name and contact information
- Education level, degree(s), and where educated
- Work experiences
- Experiences related to the counseling profession
 - Volunteer work
 - Internship or related opportunities
- Presentations or publications
- Leadership experiences and organization involvement/membership
- References

Your résumé or curriculum vita should be:

- In résumé or curriculum vita format
- Word-processed or Typed
- Single-spaced
- Formatted with standard 1" margins
- 1-3 pages in length



School of Applied Health and Educational Psychology (SAHEP)

GUIDELINES Letters of Recommendation

Appropriate persons to write letters of recommendations to applicants include professors, supervisors, and advisors. Please ask those who know you well and who are in a position to render an evaluation of your professional competence and potential as a graduate student in the counseling field. Please provide this information to your references writing you professional letters of recommendation.

Using examples of specific activities you have observed of this individual, please evaluate the applicant in the following areas:

- Work ethic
- Scholarship and academic performance
- Flexibility and adaptability (e.g., comfort with ambiguous situations, ability to adapt to variety of expectations)
- Experience with, value of, and commitment to diversity
- Advocating human development
- Individual growth
- Leadership
- Any other relevant areas that will help evaluate this applicant who seeks to be a counselor

Please attach the waiver form (found on the next page of this packet) to your signed letter of recommendation. It is preferred that the person writing this letter provide a typed/word-processed letter of reference on personal, professional, or departmental letterhead.

Seal and sign the flap of the envelope (with the waiver form and letter inside), address and mail directly to:

Graduate Student Records Office
College of Education
Oklahoma State University
325V Willard
Stillwater, OK 74078
Phone: (405) 744-9483
Email: coe.grad.studies@okstate.edu



College of Education
Graduate Studies and Research
325 Willard Hall
Stillwater, Oklahoma 74078-4034
(405) 744-8976
Fax: 405-744-6399

Dear _____:

_____ is applying for admission to a Masters degree program in the School of Applied Health and Educational Psychology (SAHEP). The student has given your name as a potential reference. Please attach your letter with this signed waiver.

To the APPLICANT

The Family Educational Rights and Privacy Act of 1974 opens many educational records for a person's inspection. The law also permits the person to sign a waiver relinquishing their rights to inspect letters of recommendation. The registrant's signature below constitutes a waiver signifying that the recommendation will remain CONFIDENTIAL. No signature below means the registrant will have the right to read this reference.

Date: _____ Signature of APPLICANT: _____

Table with 2 columns and 3 rows: Date, Institution, City and State; Official Position, Typed Name(s), Signature.



School of Applied Health and Educational Psychology (SAHEP)

COUNSELING PROGRAM FACULTY

Donald Boswell, Ph.D.
Associate Professor
406 Willard Hall
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don.boswell@okstate.edu

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2415 Main Hall, Tulsa
(918) 594-8063
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353 North Hall, Tulsa
(918) 594-8516
valerie.mcgaha@okstate.edu

John Romans, Ph.D.
Associate Professor and School Head
School of Applied Health and Educational
Psychology
434 Willard Hall
(405) 744-6040
john.romans@okstate.edu

Carrie Winterowd, Ph.D.
Associate Professor
409 Willard Hall
(405) 744-9446
carrie.winterowd@okstate.edu



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DEGREE REQUIREMENTS

- Complete a minimum of 60 graduate credit hours of coursework for the **Community Counseling Option** and 57 hours of coursework for the **School Counseling Option**.
- Nine (9) credit hours may be transferred from other recognized graduate programs.
- At least 24 credit hours must be in 5000 level courses or above. (Students who choose to write a master's thesis for 6 credit hours must take at least 22 credit hours of 5000 level courses.) **4000 level courses taken for graduate credit will not be approved by the Oklahoma licensing board for professional counselors.**
- A minimum overall grade point average of 3.00 is required in all academic coursework.
- A grade of B or better must be earned in CPSY 5473, 5553, 5593, 5683, and 5693. Students who earn a grade below a B in any of these courses will be required to repeat the course or may be suspended from the program. Students will only be allowed to repeat a course one time to earn a higher grade.

Community Counseling Option (60 credits)

Counseling Core (30 credit hours)

#CPSY 5473	Introduction to Counseling Practice (prerequisite for CPSY 5593)
#CPSY 5553	Principles of Counseling (prerequisite for CPSY 5593)
#CPSY 5563	Conceptualization & Diagnosis in Counseling
#CPSY 5493	Professional Issues and Ethics in Counseling
#CPSY 5503	Multicultural Counseling
CPSY 5583	Group Process
EPSY 5103	Human Development in Psychology
CPSY 5453	Vocational and Career Information
CPSY 6553	Advanced Marriage and Family Therapy
EPSY/CPSY 6323	Psychological Consultation

Research (6 credit hours)

REMS 5013	Research Design & Methodology
REMS 5953	Elementary Statistical Methods in Education

Counseling Practice (9 credit hours)

CPSY 5593	Counseling Practicum (prerequisite for CPSY 5683/5693)
CPSY 5683	Internship in Counseling I
CPSY 5693	Internship in Counseling II

Community Counseling Specialization (15 credit hours)

ΔCPSY 5483	Community Counseling & Resource Development
CPSY 5523	Individual Appraisal (prerequisite of either REMS 5373 or EPSY 5783)
<i>(one of the following)</i>	
REMS 5373	Educational Measurements
OR	
EPSY 5783	Psychoeducational Testing of Exceptional Individuals
Electives	(6 credit hours, counseling-related)

Thesis (optional, 6 credit hours)

CPSY 5000	Master's Thesis
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Note: If a student elects to complete a thesis, then the student would take no electives.

Required of students in both School and Community Counseling before taking Practicum (CPSY 5593)

Δ Required of all students in the Community Counseling program before taking Practicum (CPSY 5593)

School Counseling Option (57 Credits)

Counseling Core (30 credit hours):

#CPSY 5473	Introduction to Counseling Practice (prerequisite for CPSY 5593)
#CPSY 5553	Principles of Counseling (prerequisite for CPSY 5593)
#CPSY 5563	Conceptualization & Diagnosis in Counseling
#CPSY 5493	Professional Issues and Ethics in Counseling
#CPSY 5503	Multicultural Counseling
CPSY 5583	Group Process
EPSY 5103	Human Development in Psychology
CPSY 5453	Vocational and Career Information
CPSY 6553	Advanced Marriage and Family Therapy
EPSY/CPSY 6323	Psychological Consultation

Research (6 credit hours)

REMS 5013	Research Design & Methodology
REMS 5953	Elementary Statistical Methods in Education

School Counseling Specialization (12 credit hours)

+CPSY 5513	Comprehensive School Counseling Programs
CPSY 5533	Developmental Interventions
CPSY 5413	Critical Issues in School Counseling
<i>(one of the following)</i>	
CPSY 5523	Individual Appraisal
OR	
EPSY 5783	Psychoeducational Testing of Exceptional Individuals

Counseling Practice (9 credit hours)

CPSY 5593	Counseling Practicum (prerequisite for CPSY 5683/5693)
CPSY 5683	Internship in Counseling I
CPSY 5693	Internship in Counseling II

Thesis (optional, 6 credit hours)

CPSY 5000	Master's Thesis
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Note: If a student elects to complete a thesis, then the student takes 6 more credit hours in Thesis.
Required of students in both School and Community Counseling before taking Practicum (CPSY 5593)
+ Required of all students in the School Counseling program before taking Practicum (CPSY 5593)



School of Applied Health and Educational Psychology (SAHEP)

To the applicant,

Thank you for your interest in our degree programs. For further information, please refer to the following websites for more information:

www.okstate.edu/education.sahep/cpsy/index.htm

www.okstate.edu/education/schoolcounselingportfolio

Please feel free to contact the program coordinator with any additional questions:

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