

Advisement

Upon admission to the Department of Counselor Education, students are assigned an academic advisor. Students are recommended to meet with their advisor once per semester for course planning. Students are advised to select classes by following the curriculum outlined in the student's particular degree program. A suggested list of tasks is as follows:

STUDENT ADVISEMENT CHECKLIST

- WEBSITE AND HANDBOOK** - Thoroughly read and familiarize yourself with the COU Department Website and student handbook.
- RETURN NEW STUDENT AGREEMENT.**
- REGISTER FOR ANTHOLOGY.**
- SUBMIT CLEARANCES.**
- E-MAIL** - Secure KU e-mail address. Check this account on a daily basis.
- D2L** - Secure KU D2L account.
- INITIAL ADVISEMENT SEMINAR (IAS) - ORIENTATION** - Attend Counselor Education's mandatory seminar.
- REGISTRATION** – Begin course planning by following the curriculum guide for your Program/Track. Register for classes on-line. Maintain contact with your advisor to assure proper scheduling of classes.
- COMPLETION OF CORE I** - Complete all Core I Courses prior to COU580 (Practicum) registration.
- PRACTICUM MEETING** - Attend a mandatory meeting (held the Spring semester before doing the practicum course).
- PRACTICUM INTENT FORM** – Please complete the Practicum Intent form which is distributed at the mandatory practicum meeting.
- PRACTICUM READINESS STATEMENT** – Due the second Monday in April. Email statement to coufiellexperience@kutztown.edu
- PRACTICUM AGREEMENT AND MALPRACTICE INSURANCE** - Secure a practicum site and obtain advisor approval. Practicum registration forms, agreement, and malpractice insurance are due by the third Monday in October for guaranteed spring registration. Professional liability insurance is free with your ASCA or ACA membership. Email materials to coufiellexperience@kutztown.edu
- COMPREHENSIVE EXAM** – During your practicum semester, you will receive an email containing application instructions. The Counselor Preparation Comprehensive Exam (CPCE) is taken during your internship year.
- INTERNSHIP** – Secure an internship site and obtain advisor approval. Internship agreements are due the second Monday in April prior to the internship semester. Email agreement to coufiellexperience@kutztown.edu
- PRAXIS** – School counseling students must take the Professional School Counselor PRAXIS examination in order to receive Pennsylvania Department of Education's Certification.
- CERTIFICATION** - Apply for certification (TIMS). All students who graduate from School Counseling programs are eligible for certification as a School Counselor. <https://www.kutztown.edu/academics/colleges-and-departments/education/pde-tims-certification-resources.html>
- GRADUATION** - Submit application for graduation through MyKU. If School Certification only, submit Declaration of Intent to Certify form for the College of Education.