

COUNSELING PROGRAM

Affiliate Faculty

Orientation

Summer 2025



STEPHENS COLLEGE

MISSION & VISION

Mission

Learn. Grow. Lead.

Vision

Inspired by its tradition as an undergraduate women's college, Stephens College engages lifelong learners in an educational experience characterized by intellectual rigor, creative expression, and professional practice, supported by accomplished faculty, talented staff, and engaged alumnae/alumni. Graduates of Stephens College are educated in the liberal arts, informed by diverse perspectives, and committed to lives of leadership, integrity, and service.

STEPHENS COLLEGE: SENIOR ADMINISTRATION

President
Dr. Dianne Lynch

Vice President for
Academic Affairs
Dr. Leslie Willey

Office of
Engagement
Shannon Walls

Office of Student
Development
Dr. Laura Nunnelly

Offices of Equity &
Compliance
Sady Mayer Strand
& Alex Bryan

Office of Finance &
Administration
(TBD)

SCHOOL OF HEALTH SCIENCES
GRADUATE PROGRAM ADMINISTRATION

Dean
Dr. Michael Barger

Executive Admin.
Assistant
Allison Miller

Counseling Program
Director
Dr. Dan Kissinger

Nursing Program
Director
Dr. Laura Nunnelly

Physician Assistant
Program Director
Dr. Megan Blakemore

TV & Screenwriting
Executive Director
Dr. Rosanne Welch

STEPHENS COLLEGE COUNSELING PROGRAM

COUNSELING PROGRAM

FACULTY & STAFF

Dean of School of Health Sciences

Michael Barger, Ph.D.

Counseling Faculty & Staff

The Stephens College Counseling program consists of 4 core faculty members, 2 administrative assistants, and 1 graduate assistant. The program also employs several experienced, graduate/post-graduate trained affiliate (i.e., adjunct) instructors with expertise in clinical mental health and school counseling.

Dan Kissinger, Ph.D., LPC-S

Sarah Irvin, PhD., LPC

Kendra Shoge, Ph.D., LPC, RPT

Andrea Fifield, Ph.D.

Associate Professor/Program Director

Assistant Professor

Assistant Professor

Associate Professor

Affiliate Faculty (Fall 2024)

Sean Clouse, Ph.D., LP-S

Eric Marx, Ph.D.

Debi Hake, M.Ed., LPC

Amanda McCartney, M.Ed., LPC

Specialization

CMHC

CMHC

CMHC

CMHC

Administrative Staff

Allison Miller, Executive Admin. Assist to Dean Barger, School of Health Sciences

Jennifer Blair, Administrative Assistant, School of Health Sciences

Shana Nunn, Counseling Program Graduate Assistant

FACULTY ROLES

Program Director

Dr. Kissinger

Director, Stephens College Counseling Center (SCCC)

Dr. Kissinger

CMHC Clinical Coordinator

Dr. Shoge

SC Clinical Coordinator

Dr. Fifield

CACREP Liaison

Dr. Irvin

Supervision Assist Coordinator

Dr. Irvin

NBCC/CPCE Liaison

Dr. Shoge

Liaison, Missouri Dept of Elem & Sec Education (DESE)

Dr. Fifield

COUNSELING PROGRAM: OVERVIEW

The Master of Education in Counseling program trains students to become professional counselors in school and/or community-based mental and behavioral health settings (public/private mental health centers, hospitals, & non-profit agencies). The 60 credit School Counseling (SC) concentration has been approved by the Missouri Department of Elementary and Secondary Education (DESE) for professional school counselor certification. The 60 credit Clinical Mental Health Counseling (CMHC) concentration meets the Missouri Committee for Professional Counselor's educational requirements for licensure as a professional counselor (*PLPC/LPC*).

SPECIALIZATION AREAS

Clinical Mental Health Counseling

The 60-credit hr. Clinical Mental Health Counseling (CMHC) concentration meets the educational requirements set forth by the Missouri Committee for Professional Counselors to qualify for the Professional Counselor license (PLMHP/LPC).

- See Affiliate Faculty Handbook

School Counseling

The School Counseling (SC) concentration prepares students to become certified as professional school counselors in both the elementary and secondary settings. The SC specialization has two-degree plans:

- 45 credit hr./DESE-approved Degree Plan
 - See Affiliate Faculty Handbook
- 60 credit hr./DESE-approved Degree Plan
 - See Affiliate Faculty Handbook

PROGRAM OBJECTIVES

Objective I

- Students will demonstrate content knowledge appropriate to working effectively with diverse client/student populations in a pluralistic society.

Objective II

- Students will demonstrate knowledge of and ability to effectively apply counseling theory, skills, and techniques with diverse client/student populations in a pluralistic society.

Objective III

- Students will show understanding of-and ability to competently apply-appropriate professional and ethical standards required to work effectively with diverse client/student populations in a pluralistic society.

Objective IV:

- Students will demonstrate the personal and professional dispositions appropriate to working effectively with diverse client/student populations in a pluralistic society.

CACREP

(SEE AFFILIATED FACULTY HANDBOOK FOR CACREP STANDARDS PER COURSE)

- The Stephens College Counseling program will be seeking CACREP-accreditation for the Clinical Mental Health Counseling specialization. Thus, all courses (and syllabi) are aligned with 2024 CACREP Standards.
- Affiliated faculty are expected to address all CACREP-related activities and requirements that are assigned to their respective course(s), including but not limited to those related to course syllabi and assessment of all CACREP standards included in assigned course(s).
- The program director will provide affiliated faculty with a course syllabus containing all current CACREP standards and provide an explanation for how to address both non-KPI (Key Performance Indicators) and KPI standards in course assignments.
- The program director will provide affiliated faculty with directions and documents for successfully assessing CACREP standards using CANVAS and for completing the required Course Level Assessment of each course (which includes CACREP standards).
- The program director is the contact point for questions related to course instruction, while affiliated faculty teaching practicum and internship courses should first seek assistance from the CMHC or SC clinical coordinator for practicum/internship related issues. If needed, the clinical coordinator will consult with the program director to expedite a response.

STEPHENS COVID POLICY

(AS OF 1-4-22)

IF YOU TEST POSITIVE

- Anyone who tests positive for COVID must submit documentation of that positive test to the Stephens Health Portal <https://www.stephens.edu/covid/stephens-health-portal/> within four hours of receiving the results. This will allow the College to contact trace and limit potential spread as quickly as possible.
- Anyone who tests positive for COVID must follow current CDC guidelines:



STUDENT & CLIENT PRIVACY & CONFIDENTIALITY

The privacy and confidentiality of all student and client records is a core expectation of the counseling program. The following ethical and legal mandates regarding student and client privacy and confidentiality provide the basis for this expectation.

American Counseling Association Code of Ethics (2014)

- Section B: Confidentiality & Privacy (pp. 6-8)

American School Counseling Association (ASCA)

- **Ethical Standards for School Counselors (2022)**
 - Section A.2: Confidentiality
 - Section A.13: Student Records
 - Section D (a-n): School Counseling Practicum/Internship Site Supervisors

Family Educational Rights and Privacy Act (FERPA)

Health Insurance Portability and Accountability Act (HIPAA)



COMMUNICATION/TECHNOLOGY

Technology-related issues are the province of the **Stephens College Information & Technology Services**. Their services include help with the following: Login issues, email, Canvas, Self-Service, wireless connectivity, on-campus printing.

- Inquiries for any of these issues should be sent asap to **helpdesk@stephens.edu**

Email Policy

- All Counseling faculty (core & affiliate) and staff communicate with enrolled students **only** through their official Stephens College email addresses. All faculty and students must ensure that any personal email addresses link with their Stephens email account.

AFFILIATED FACULTY: OVERVIEW

PRACTICUM & INTERNSHIP CONTACTS

CMHC Clinical Coordinator: Kendra Shoge, Ph.D., LPC-S, RPT

Email: kshoge@stephens.edu

Primary contact for issues/concerns related to practicum/internship sites and students.

Supervision Assist Coordinator: Sarah Irvin, PhD, LPC (MS), NCC

Email: sirvin@stephens.edu

Primary contact for issues/concerns related to Supervision Assist/electronic documentation.

Program Director: Dan Kissinger, PhD, LPC-S

Email: dkissinger@stephens.edu

Primary contact for any issue/concern related to the program, including practicum and internship issues/concerns. For practicum/internship related issues, program director will follow program procedures for resolution of the issue/concern (i.e., referring the issue/concern to the CMHC clinical coordinator and/or Supervision Assist Coordinator).

LEARNING/CLINICAL PLATFORMS

Canvas (Teaching/Learning Platform)

Canvas is the program's teaching/learning platform. When officially onboarded, affiliate faculty should be able to access CANVAS for their contracted course. Questions regarding access to CANVAS should be directed to the Stephens College Helpdesk by creating a "ticket" (i.e., description of the issue) and emailing it to at helpdesk@stephens.edu

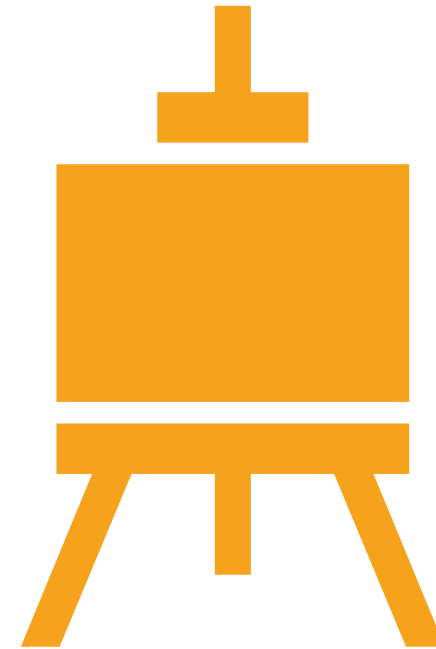
TherapyNotes

The program utilizes TherapyNotes for clinical documentation at the Stephens College Counseling Center.

Supervision Assist

The program utilizes Supervision Assist (SA) as our clinical training platform. Supervision Assist is utilized throughout the curriculum for training and supervision purposes. Affiliate faculty who teach practicum and internship courses will be provided free access to Supervision Assist for the entirety of the practicum/internship semester.

Training on Supervision Assist will be provided by Dr. Sarah Irvin, the program's Supervision Assist coordinator. Supervision Assist procedures are also provided in the Affiliate Faculty Handbook.



SUPERVISION ASSIST

Supervision Assist (SA) is a HIPAA-secure, cloud-based platform used by the Counseling program for practicum and internship. While students use SA's capabilities for recording counseling practice sessions/assignments in multiple courses, Supervision Assist is primarily utilized by CMHC and SC students across their practicum and internship courses. Specific activities completed within Supervision Assist include recording counseling sessions, completing required practicum and internship documentation (including self/site evaluations), reviewing recoded sessions (i.e., individual/group supervision), and storage of all student, instructor, and site supervisor practicum and internship assessments. Questions regarding Supervision Assist should be directed to Dr. Irvin (sirvin@stephens.edu), the program's designated Supervision Assist coordinator.

- On the Supervision Assist website ([Supervision Assist: Unparalleled Practicum & Internship Training](#)), students, course instructors, and site supervisors are provided multiple “how to” training videos for using Supervision Assist. To access training guides/videos, students, course instructors, and site supervisors should log in to Supervision Assist and then can click on the (?) in the upper right corner.

INSTITUTIONAL & PROGRAM POLICIES & PROCEDURES

- Affiliate faculty are expected to apply and comply with all pertinent institutional, program, and (counseling) professional policies, (ethical/legal) standards, and expectations.
- Affiliate faculty will be provided with an electronic copy of the current **Student Handbook**, which contains detailed program policies and procedures. A copy of the student handbook is also available on the counseling program's website.
- Affiliate faculty will be provided with an electronic copy of the current **Affiliate Faculty Handbook**, which contains detailed program policies and procedures specific to being an affiliate faculty at Stephens College and in the counseling program specifically. A copy of the current Affiliate Faculty Handbook is also available on the counseling program's website.
- Affiliate faculty teaching practicum and internship courses will be provided with an electronic copy of the **Practicum and Internship Manual**, which contains information needed to serve as the course instructor for clinical mental health and school counseling practicum and internship courses, respectively. A copy of the current practicum and internship manuals will be available on the counseling program webpage.

ROLES & RESPONSIBILITIES

1. Follow program policies/procedures as stated in current Practicum and Internship Handbook.
2. Communicate promptly with CMHC clinical coordinator regarding on questions concerning direct/indirect hour documentation or other student, course, or site related issues/concerns.
3. **Promptly communicate (i.e., email/zoom/in-person) with CMHC clinical coordinator, site supervisor(s), and/or program director concerning issues and concerns related to the practicum/internship experience, both NON-EMERGENCY and EMERGENCY***
 - a. **EMERGENCY situations must include verified-and documented-communication between the site supervisor and an appropriate counseling program stakeholder (see Counseling Program-Site Supervisor Communication section below)**
4. **Respond promptly to all electronic communications from students, the site supervisor, the program CMHC clinical coordinator, and/or the program director.**
5. Teach practicum/internship course(s) consistent with the course description(s) given in the StephensCollege Graduate Catalogue and consistent with highest academic and ethical standards of the counseling profession.
6. Provide a clear syllabus that adheres to the Counseling program's master framework and addresses all program and accreditation requirements detailed in the course syllabus.
7. Provide minimum of 1.5 hours of course instruction/group supervision per week during regularly scheduled semesters (as defined by Stephens College Academic Calendar).
8. Review a minimum of 3 student video recorded individual and/or group counseling sessions per semester.
9. Model best practices ethical/professional behavior in the classroom/supervision contexts (Note: Adjunct instructors are considered a member and representative of the Stephens College Counselingprogram).
10. Complete and submit all required course assessments and other required documents in Supervision Assist prior to the final semester grade submission deadline.
11. Model and challenge students to be critical thinkers reflectivepractitioners.
12. Model and ensure that student(s) and all relevant site stakeholders follow appropriate ethical and legal standards.
13. Complete weekly documentation review & approval for all students through Supervision Assist.
14. **Hold a minimum of one (1) face-to-face (zoom prn) site visit with the student's site supervisor during the semester. Following the meeting, submit the "Site Supervisor & Instructor Communication" in supervision assist.**
 - a. **Maintain ongoing communication (via Stephens College email) with site supervisor(s)-preferably at intervals of no more than 2 weeks. Record communications using the "Site Supervisor & Course Instructor Communication" document.**
15. Submit final course grades on time through *Mystephens*.
16. Assess all CACREP standards (KPI/non-KPI) using the Master Assessment Rubric that was developed in the Canvas course. (Program Director will provide instructions).
17. Complete and submit an end of semester Course Level Assessment (CLA) to the program director at the date request, including a minimum of two pieces of evidence showing student attainment of any course KPI attainment. An example CLA will be provided by the program director several weeks prior to the conclusion of the semester.

EMERGENCY PROCEDURES: COURSE INSTRUCTOR/FACULTY SUPERVISOR

Emergency Protocol: Course Instructor/Faculty Supervisor (*assumes campus-based class)

- **Call 911** immediately in case of danger to self or others AND/OR call or text the Stephens College Safety and Security Office (**573-819-3690**) and inform them of the emergency.
- Following resolution of the emergency, consult with the CMHC clinical coordinator and provide a dispositional/situational assessment. The CMHC clinical coordinator may consult the program director.
 1. If CMHC clinical coordinator is not available, contact the program director.
- After consultation with CMHC clinical coordinator and/or program director, consult with the site/site supervisor of the student(s) involved and provide summation of the emergency and current disposition of the student.
 1. **CMHC Clinical Coordinator**
 - Dr. Kendra Shoge
 - Office: 573-876-7205 x 4205
 - kshoge@stephens.edu
 2. **Counseling Program Director**
 - Dr. Dan Kissinger
 - Office: 573-876-7307 x 4307
 - dkissinger@stephens.edu

COURSE REQUIREMENTS

COUN 601: CMHC PRACTICUM
COUN 607: CMHC INTERNSHIP I
COUN 608: CMHC INTERNSHIP II

Course	Direct Hours (minimum)	Indirect Hours (minimum)	Individual/Triadic Site Supervision (minimum)	Group Supervision (minimum)	Total Hours (minimum)
COUN 601: CMHC Practicum	40	60	1 hour per week	1.5 hrs./week	100
COUN 607: CMHC Internship I	120	180	1 hour per week	1.5 hrs./week	300
COUN 608: CMHC Internship II	120	180	1 hour per week	1.5 hrs./week	300

COURSE REQUIREMENTS

CLARIFICATION/DETERMINATION OF PRACTICUM/INTERNSHIP ACTIVITY

The Stephens Counseling Program adheres to the definition and parameters established by CACREP (2024) regarding what constitutes-and what students can officially log toward practicum/internship hour requirements. As defined on pages 2-3 and 34-35 of this handbook, these activities include but are not limited to Direct Hours, Indirect Hours, Individual Triadic Supervision, and Group Supervision. Clarification on what may constitute any recordable activity (i.e., direct/indirect/supervision) is often needed. In all such cases, students must consult with their faculty supervisor prior to logging the activity in Supervision Assist. A final determination of how the student is to record (“log”) the activity is made by the faculty supervisor in consultation with the CMHC clinical coordinator to ensure accuracy and consistency.

SUPERVISION REQUIREMENTS

INDIVIDUAL/TRIADIC

1. Practicum/Internship students are expected to average a minimum of 1 hour of individual/triadic and 2 hours of group supervision per week during each practicum & internship semester.
2. Practicum/Internship students unable to complete a minimum of 1 hour of individual/triadic supervision during any week of their practicum/internship course are required to set up additional individual/triadic or group supervision with their Site and/or Faculty supervisor to ensure required supervision hours are completed.

GROUP

Practicum/Internship students are expected to attend all weekly two-hour practicum/internship courses. Students should record the class as “group supervision” under “indirect hours”. While group supervision is central to the practicum/internship courses, additional on-site group supervision is encouraged when available.

Importantly, on-site group supervision hours are independent of the required 1 (one) hour of individual/triadic hour per week requirement. In other words, they cannot be substituted for individual/triadic site supervision hour or the group supervision hours gained through scheduled practicum or internship courses.

REQUIRED DOCUMENTATION & TIMELINES

Initial Required Practicum & Internship Documentation

1. Affiliation Agreement (prior to semester)
2. Site & Site Supervisor Information (prior to semester)
3. Telehealth Consent (*prior to semester*)
4. Holiday & Inclement Weather (*prn*)
5. Background Check Verification (*prior to COUN 601: Practicum Semester*)
6. Site Supervisor's professional credentials (prior to semester)
7. Current Individual liability insurance. (prior to semester)
8. Attestation (prior to semester)
9. Honorarium (prior to semester)
10. Supervision Contract (Due by 3rd week of semester)

Weekly/Ongoing Practicum & Internship Documentation

1. Weekly Hour Logs (Weekly)
2. Informed Consent (*prn*)
3. Live Supervision Assessment (*prn*)
4. Supplemental Evaluation (*prn*)

COURSE SYLLABI

The Stephens College Counseling utilizes a master syllabus template. All instructors are required to use the master syllabus template, which will be provided prior to each instructor. Questions regarding syllabus/i design should be directed to the program director.

A copy of the course syllabus/i is required to be submitted to the Stephens College Office of Academic Affairs and the Counseling Program Director.

PARTICIPATION & ASSIGNMENT POLICY

- All Counseling faculty (core & affiliate) are expected to follow the program's established participation and assignment policy to ensure continuity across courses/program.
- Participation & Assignment Policies & Procedure are found in the Student Handbook and Affiliate Faculty Handbook.
- Questions concerning participation and assignment policy should be reported to the program director via email. The program director will respond quickly and/or set up a zoom meeting to clarify a response.
- No deviations to these (or other program) policies/procedures should be made without consent of the program director.
- Students are expected to be thoroughly prepared for all group supervision presentation (i.e., case study presentations).

GRADING & ASSESSMENT



COMPREHENSIVE ASSESSMENT PLAN (CAP)

- The program utilizes a comprehensive assessment plan to assess individual student and program achievement.
- Ongoing assessment is conducted at the individual student, course, and program level.
- Affiliate faculty must complete all assessments pertinent to their course in full and in the proper course and program timeframe.
- The program director will provide affiliate faculty with information and documents (including examples) of required assessment documents and be available via email/text to respond asap to related questions.
- All assessment data is utilized by the program for the explicit purpose of program improvement and development (and CACREP compliance).

COUNSELING PROGRAM
GRADING SCALE

REQUIRED FOR ALL
COURSES

Letter Grade	Percentage/Points Earned	Program of Study Outcome
A	93-100	Pass
B	92-85	Pass
C	77-84	Retake Course/Remediation Required
D	69-76	Retake Course/Remediation Required
F	0-68	Automatic Program Dismissal
I	Incomplete	Requires Course Completion Plan
W	Withdraw	No Grade Penalty; Tuition Fee Penalty Possible



PROGRAM ASSESSMENT (COURSE)

CANVAS RUBRIC DESIGN & ANALYSIS

All faculty are required to assess each CACREP standard assigned to their course using the faculty designed rubric template-no deviations. The zoom link providing directions for constructing the rubrics for each course in Canvas are below:

https://zoom.us/rec/share/vphUFp0ZzkwLvOW42n8AGU361v91245Q1nzJwltcuGQWm_KmORdqk1zG_FKYyvUL.UWLgc1r-FaN7eeNp

- Passcode: Eg^8#Z6\$ (w/out transcription)

https://zoom.us/rec/share/EHOS_7IRd5DKgFBpOYVcFQLMDx9YvUK4W_Gs52W1b7LKXPTeAwYT7fSAQ6qqkFw3.5NsYx8gO5k6nXZEI

- Passcode: Eg^8#Z6\$ (w/transcription)

GRADE ASSIGNMENT

- Student must complete 100% of each of the required direct & indirect hours to receive a final grade.
- Student must complete 85% of each of the required direct & indirect hours to be eligible to receive a grade of “Incomplete/I”. *
- Without a statement from the course instructor, site supervisor, and concentration clinical coordinator attesting to issues limiting student’s ability to complete minimally required hours for a final grade or “I”, failure to complete the required minimum 85% direct/indirect hours for an “I” will be eligible for a grade no higher than a “C” and, per program policy, will be required to re-take the course and be placed on a remediation plan (*See: Personal Development Plan*).

GRADE SUBMISSION

1. Go to: [Self-Service - Sign In \(stephens.edu\)](https://stephens.edu/self-service/sign-in)
2. Log in (should be your Stephens email and password).
3. At top of screen “Classes” tab, click on “Course Management”
4. Under “Period”, select 2021/Fall/SEMGRD, then your course.
5. Under Dashboard, select “overall grades”.
6. Submit grades under the “Submitted Final Grade” column, hit save, then hit submit final.
7. You should then see “(Posted)” under the approved final grade column. If so, you’re good to go!!

COURSE INSTRUCTOR/FACULTY SUPERVISOR ASSESSMENT

- Practicum and internship students are assessed by the course instructor/faculty supervisor in the areas of knowledge, disposition, and performance at the **mid-term** and **conclusion** of COUN 601: CMHC Practicum, COUN 607: CMHC Internship I, and COUN 608: Internship II, respectively.
- All assessments are located and completed in Supervision Assist, available for review in the student's dedicated Supervision Assist course (i.e., COUN 601) and are available to download and print.

Assessment Document

CMHC-Site Supervisor & Course Instructor Assessment

STUDENT ASSESSMENTS

Practicum and internship students complete a series of end of semester assessments of their course instructor, site supervisor, and site, respectively. All assessments are located and completed in Supervision Assist, available for review in the student's dedicated Supervision Assist course (i.e., COUN 601), and available to download and print.

Assessment Documents

Student Self-Assessment (mid-term/final)

Student Evaluation of Practicum-Internship Instructor

Student Evaluation of Practicum-Internship Site

Student Evaluation of Practicum-Internship Site Supervisor

Exit Survey (COUN 608 only)

STORING RECORDS

Affiliate faculty are expected to store all student and/or client documents in a secure setting as selected by the counseling program. The program director will provide specific file storage information to affiliate faculty during orientation. Concerns regarding storage of student/client records should be immediately be communicated to the program director.

The counseling program retains hard copies of student records, including practicum and internship documentation, through the Fall 2023 semester. Beginning Spring, 2024, all practicum and internship documentation is retained electronically through Supervision Assist. Exceptions to this include but are not limited to documentation related to student retention, remediation, and dismissal. **All program/student records are stored in a secure filing cabinet in a locked room accessible to the program director.**

The program cannot guarantee that documents requested after the 7-year period will be available. Therefore, affiliate faculty should encourage to maintain both electronic and hard copy records of ALL documents created prior to-and especially during- their tenure in the program. **This is especially important for all practicum and internship documents given these documents may be required for professional licensure or accreditation as individual state licensing and certification organizations and boards are likely to have distinctive policies, procedures, and requirements.**

COURSE LEVEL ASSESSMENT (CLA)

- Course level Assessments (CLAs) helps “close the assessment loop” in the program’s comprehensive assessment plan by providing key data on each course/CACREP standards and a detailed analysis of the course/standards by the instructor.
 - CLA data and instructor analysis is vital to program improvement and development.
- Completion and submission of a Course Level Assessment (CLA) is required of all faculty (core and affiliate) following official submission of grades at the conclusion of each semester.
- Directions and documents needed to complete a CLA are provided for by the program director and found in the Affiliated Faculty Handbook.
- Questions regarding CLAs should be emailed to the program director.

CONTACT INFORMATION

Dan Kissinger, Ph.D., LPC

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dkissinger@stephens.edu

Office Phone: 573-876-2307