

COUNSELING PROGRAM

Affiliate Faculty

Orientation

Fall 2026

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, 1 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

Kendra Shoge, Ph.D., LPC, RPT

Andrea Fifield, Ph.D.

Associate Professor/Program Director

Assistant Professor

Associate Professor

Affiliate Faculty (Fall 2024)

Sean Clouse, Ph.D., LP-S

Specialization

CMHC

Administrative Staff

Allison Miller, Executive Admin. Assist to Dean Barger

Emmalee Djerf, 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

NBCC/CPCE Liaison

Dr. Shoge

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

Dr. Fifield

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

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*).



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

VALUES

The Stephens College Counseling Program upholds the **Ten Ideals**, adopted in 1921, as they represent what program faculty believe are important dispositions of counselors. The program faculty have added statements describing their expectations for Stephens Counseling students, describing how they will evidence the Ten Ideals as they progress through the curriculum.

1. Respect for our own dignity and the dignity of others, embodied in a sense of social justice
2. Courage and persistence
3. Independence, autonomy and self-sufficiency
4. Support for others through the willingness to take and give criticism, acceptance, and love
5. Sensitivity to the uniqueness and fragility of the natural world of which we are part
6. Responsibility for the consequences of our choices
7. Belief in our changing selves and in our right to change
8. Creativity in the spiritual and aesthetic dimensions of life
9. Intelligence that is informed and cultivated critical yet tolerant
10. Leadership which empowers others

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 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:



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.

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)

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.



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.

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

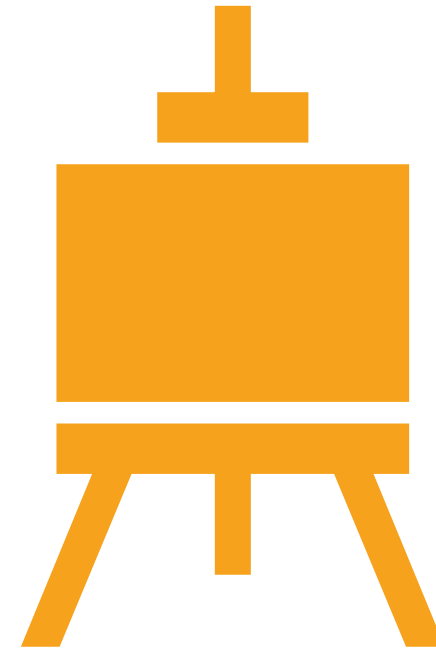
TherapyNotes

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.



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.

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

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.



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).

PROGRAM ASSESSMENT ELEMENTS

Initial Academic & Personal/Professional Disposition

- Admission Requirements (Academic/GPA/Statement of Interest/Recs)
- In-Person/Online Personal Interview

Academic

- Assignment-specific rubrics
- Course-level assessments (Faculty)
- Course/Faculty Evaluations (Student)
- Clinical Supervisor Evaluation (Student)
- Clinical Site Evaluation (Student)
- Comprehensive Exam (CPCE)

Student Disposition

- Student Disposition Assessment
- Conclusion of student's 1st and 3rd Fall semesters and 2x each semester of practicum/internship (mid-term/final)
- Degree Candidacy

Program

- Graduate Survey
- Employer Survey
- Comprehensive/Exam (CPCE)
 - Counselor Preparation Comprehensive Exam
- National Counselor Exam (NCE)
- MEGA (SC 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.**

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!!

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.



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)

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

Program Director: Dan Kissinger

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Office Phone: 573-876-2307

Cell Phone: 479-856-4088