

Minnesota State University, Mankato
Department of Counseling and Student Personnel

Doctorate of Education (Ed.D.) in
Counselor Education and Supervision

ADMISSIONS INFORMATION AND FORMS

The Doctorate of Education (Ed.D.) in Counselor Education and Supervision addresses the professional development needs of counseling and student affairs professionals who seek a Doctoral degree in order to (a) advance or enrich their careers in counseling and student affairs, (b) obtain college teaching positions in counselor education, (c) become license eligible, (d) position themselves for supervision and leadership roles within the counseling and student affairs professions, and/or (e) upgrade and expand their clinical skills to prepare for specialized positions in advanced counseling practice. Course content and clinical experiences build upon the education of Master's prepared counselors and student affairs professionals already practicing in a variety of advanced roles (e.g., educator, administrator, clinical supervisor, guidance director). The curriculum, which is structured around the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) standards for Doctoral programs, focuses upon the development of advanced competencies for increasingly complex professional practice, faculty, and leadership roles.

The curriculum is based on a conceptual framework that acknowledges the interdependent relationships between the central roles and competencies of Doctoral level counselor educators and supervisors: foundational counseling, teaching, and supervision skills; expertise in a specialized area of practice; and the ability to conduct research to improve professional practice and add to the professional knowledge base. This framework assumes that the challenges facing counseling and student affairs professionals in an increasingly diverse and complex society will demand specialized skills, the ability to generate new knowledge, and the leadership capability to advocate for social change. The program includes a counseling core, a research core, and a clinical core consisting of supervised experiences in counseling practice, teaching, and supervision. In addition, each student will select an area of emphasis such as Mental Health Counseling, School Counseling and College Student Affairs,.

Admission to the Program

The application process for the Ed.D. in Counselor Education and Supervision involves concurrent application to (a) the College of Graduate Studies and Research, and (b) the Department of Counseling and Student Personnel.

Application Requirements for the College of Graduate Studies and Research:

Applicants submit the following directly to the College of Graduate Studies and Research:

1. A completed Application for Graduate Study, available on-line at: <http://grad.mnsu.edu/forms/>
2. Verification of a Master's degree in a counseling-related field from a regionally accredited college or university
3. Two official transcripts listing graduate degree(s) to be sent directly from the degree granting institution to the College of Graduate Studies and Research (this includes applicants whose graduate degrees are from Minnesota State University, Mankato)

4. Any additional information required for international students, if appropriate, and as required by the College of Graduate Studies and Research
5. Scores on the Graduate Record Exam (GRE) are required. The applicant must request that the testing institution send the official scores directly to the College of Graduate Studies and Research.

Note: Do not send the items listed above to the Counseling and Student Personnel Department. Misdirected documentation will delay the application review process and may jeopardize the applicant's admission.

Application Requirements for the Department of Counseling and Student Personnel:

In addition to the materials submitted to the College of Graduate Studies and Research, the applicant must submit the following directly to the Department of Counseling and Student Personnel: *All forms and a check list are included in the second half of this packet.*

1. Department application form.
2. Three letters of reference focusing on the applicant's academic potential and promise to become an effective counselor educator, supervisor, or advanced practitioner from the referent's knowledge about the applicant's academic and professional performance. At least one letter must be from an applicant's clinical or work supervisor. In addition, one of the letters must be from the applicant's master's program. If the applicant completed the master's from MSU, Mankato, full time faculty may not be used as references, but adjunct faculty may. These letters must be specific to the CSP Department; generic letters of reference will not be considered. All letters must be on official letterhead. *See application form section for reference cover page.*
3. A personal statement summarizing the applicant's experiences and professional goals. This personal statement is designed to display the applicant's written skills and response to an open-ended expressive writing opportunity. The personal statement should be no longer than three pages (single-spaced) in length and should address each of the following areas: (a) rationale or purpose for pursuing the Doctorate in the applicant's area of emphasis, (b) theoretical perspectives currently utilized in practice, (c) significant life events that have led the applicant to the decision to pursue the Doctoral degree, and (d) personal and professional goals as they relate to the decision to pursue the Doctoral degree. *See writing sample instructions for more details.*
4. The applicant's professional resume or vita.
5. A sample of your professional writing either from your master's program or employment. This cannot include your master's capstone project, but should reflect your professional writing skills.
6. Evidence of a minimum grade point average (GPA) at the Master's level of 3.5 on a 4.0 scale.

Application Review Phase:

Only those applicants whose files are complete by the admission deadline at both the College of Graduate Studies and Research and the Department of Counseling and Student Personnel levels will be reviewed. Admissions will occur Fall Semester only. The deadline for all materials to be received by

the CSP Department for admission in Fall, is March 1. Early application is recommended, as enrollment is highly competitive and limited.

Applicants will be notified regarding the receipt of all admission materials following the receipt of the entire packet by the CSP Department. Review of applications will begin in January of each admission cycle and continue until field of study slots are filled.

During the review of applications, faculty in each program emphasis will identify those applicants who show high potential and promise for successfully completing the Doctoral program. These applicants will be invited for screening interviews before final decisions are made. All faculty will be involved in the interview process for all candidates.

Applicants who are not admitted during a given admissions cycle and remain interested in pursuing a Doctoral degree in the CSP Department may write a letter requesting that on a one-time basis their application file be kept on active status for consideration in the next admissions cycle.

Advanced Standing

During the admission process, the department faculty review students' Master's level coursework and determine the need for pre-requisite Doctoral coursework. Up to 48 semester hours of Master's coursework (or approved pre-requisite coursework taken after admission to the Doctoral program) may be approved for inclusion in the Doctoral Plan of Study. At least 60 credits must be taken at MSU, Mankato, after admission to the Doctoral program.

Once admitted, students are assigned a faculty advisor. Based on faculty review of students' Master's coursework and determination of the need for pre-requisite Doctoral coursework, students—in consultation with the faculty advisor—prepare a Doctoral Plan of Study and establish a Doctoral advisory committee. Once students complete pre-requisite Doctoral coursework (if applicable) and the Doctoral Plan of Study is approved, they are awarded advanced standing. The Plan of Study is forwarded to the department faculty for review of student progress by the completion of nine earned credit hours.

Admission to Candidacy

After successful completion of Doctoral coursework, comprehensive exams, and the Practicum and Internship, students are prepared to apply for Doctoral Candidacy. In consultation with the faculty advisor, students prepare and successfully defend a proposal for demonstrating required research competencies and contributing to the professional knowledge base by successfully completing a dissertation. Once the dissertation proposal is approved, students are awarded Doctoral Candidate status.

Note: Admission to the Doctoral program does not guarantee continuation in the program, admission to practicum or internship, endorsement, graduation, or the awarding of a degree. Because of the intensive nature of Doctoral study and the professor-student mentoring process—which occurs throughout the program of study—students receive ongoing evaluation and feedback regarding their professional dispositions, performance, and potential. Formalized reviews by faculty (either in the program emphasis, the full department, or both) are conducted at the transition points listed on the following page.

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SUMMARY OF PROGRAM REQUIREMENTS

Transition Point	Requirement/Review Process	Outcome/Status
1: Application to program	Faculty reviews the applicant's application materials and recommends admission.	Admission to program
2: Plan of Study Proposal	Program faculty reviews the student's Master's-level coursework and determines the need for prerequisite Doctoral coursework. In consultation with faculty advisor, the student prepares a Doctoral Plan of Study and establishes a Doctoral advisory committee.	Up to 48 semester hours of student's Master's coursework (or approved prerequisite coursework taken after admission to the Doctoral program) is approved for inclusion in the Doctoral Plan of Study.
3: Plan of Study Approval	The student completes pre-requisite Doctoral coursework (if applicable) and the Doctoral Plan of Study.	Plan of Study Approved
4: Doctoral Advisory Committee	In consultation with the faculty advisor the Doctoral advisory committee is established.	Advanced Standing
5: Comprehensive Exam	At or near the completion of Doctoral coursework (exclusive of Practicum and Internship) with at least a 3.0 GPA, the student completes a comprehensive examination demonstrating mastery of program learning outcomes.	Student receives approval to begin Practicum
6: Completion of Practicum	The student demonstrates basic competency in teaching, supervision, and advanced counseling practice.	Student receives approval to begin Internship
7: Completion of Internship	Student demonstrates mastery of program learning outcomes and CACREP standards for professional practice as assessed by the clinical (site) supervisor and University supervisor.	Student successfully completes internship
8: Dissertation Proposal Defense	In consultation with the faculty advisor, the student prepares and successfully defends a proposal for demonstrating required research competencies and contributing to the professional knowledge base.	Admission to Doctoral Candidacy
9: Dissertation Defense	Student meets all dissertation requirements and successfully completes oral defense of dissertation.	Recommendation for Graduation

**Ed.D. in Counselor Education and Supervision
Course Sequence**

Year 1		
<p>Fall:</p> <p><u>Core classes</u> CSP 776 Intermediate Statistics</p> <p>CSP 758 Advanced Career Development</p> <p>CSP 790 Supervision in Counselor Education</p>	<p>Spring:</p> <p><u>Core classes</u> CSP 748 Diversity in CES</p> <p>CSP 780 Qualitative Research Methods</p> <p>CSP 765 Advanced Counseling Theories and Techniques</p>	<p>Summer:</p> <p><u>Core classes</u> * CSP 730 Ethical and Legal Issues in Counselor Ed</p> <p><u>One-track or two-track classes</u> * CSP 769 Advanced Assessment/Treatment Planning (MH, SC)</p> <p>*CSP 722 Organization and Governance in Higher Ed (CSA)</p>
Year 2		
<p>Fall:</p> <p><u>Core classes</u> CSP 773 Adv. Group Counseling</p> <p>CSP 779 Advanced Practicum</p> <p><u>One-track or two-track classes</u> *CSP 762 Advanced College Student Development Theories (CSA)</p> <p>*CSP 759 Contemporary Issues in School Counseling (SC)</p>	<p>Spring:</p> <p><u>Core classes</u> CSP 778 Quantitative Research Methods</p> <p>CSP 786 Internship (option)</p> <p><u>One-track or two-track classes</u> *CSP 767 Contemporary Issues in Mental Health Counseling and Family Counseling (MH)</p> <p>CSA elective</p>	<p>Summer:</p> <p><u>Core classes</u> CSP 786 Internship (option)</p> <p><u>One-track or two-track classes</u> *CSP 723 Budgeting and Finance (CSA)</p>
Year 3		
<p>Fall:</p> <p><u>Core classes</u> CSP 786 Internship (option) CSP 794 Dissertation</p>	<p>Spring:</p> <p><u>Core classes</u> CSP 786 Internship (option) CSP 794 Dissertation</p>	<p>Summer:</p> <p><u>Core classes</u> CSP 794 Dissertation CSP 786 Internship (option)</p>

* offered every other year

Minnesota State University, Mankato
Department of Counseling and Student Personnel
Ed.D. Degree Program

Faculty Profiles

Name:

Research Area:

Dr. Richard Auger
Associate Professor

Children's mental health
Children's career development
School counseling
School-family relationships

Dr. Holly Breitreutz
Assistant Professor

Distance learning (adult)
Assessment

Dr. Karin Lindstrom Bremer
Assistant Professor

Sport psychology
Youth sport and parenting
Mental Health and Medical Care
Teaching Methodology and Scholarly Writing

Dr. Diane Coursol
Professor

Counseling/supervision process and outcome
Technology in counseling
Career and workplace issues
Diagnosis and Assessment

Dr. Aaron Jeffrey
Assistant Professor

Clinical intuition in therapy
Training issues in marriage and family therapy
Technology and relationships

Dr. Jacqueline Lewis
Professor

Technology in Student Affairs and counseling
Diversity in Student Affairs and counseling
Career counseling and development
Workplace bullying

Dr. Jennifer Pepperell
Assistant Professor

Child and Adolescent Counseling
Social/emotional development of girls
School Counseling
Feminism in qualitative research

Dr. John Seymour
Associate Professor

Play therapy
Medical family therapy
Professional issues and ethics
Self as Counselor in counseling/Supervision

Dr. Walter Roberts
Professor

Bullying/Violence prevention
School safety
Government and public policy issues impacting professional counseling

Application Forms

Minnesota State University, Mankato
Department of Counseling and Student Personnel
Ed.D. Degree Program

Application Check List

Candidates for admission will complete the following steps in applying for admission to the doctoral programs.

1. Meet the university standards for admission to the Graduate School at Minnesota State University, Mankato.
2. Complete the program application process.

Institutional Application Requirements: The following should be sent directly to the College of Graduate Studies and Research:

College of Graduate Studies and Research
115 Alumni Foundation Center
Mankato, MN 56001

- _____ 1. A completed application for graduate study.
- _____ 2. Verification of a Master's degree in a counseling related field from an accredited college or university.
- _____ 3. Two official transcripts listing graduate degree to be sent from the granting institution to the College of Graduate Studies and Research.
- _____ 4. Any information required by the Graduate school for international students.
- _____ 5. GRE scores, sent directly from the testing institution.

Department of Counseling and Student Personnel Requirements: The following items are sent directly to the department.

CSP Doctoral Admissions
107 Armstrong Hall
Mankato, MN 56001

- _____ 1. A completed departmental application form.
- _____ 2. Three letters of reference.
- _____ 3. Your personal statement.
- _____ 4. Your vita or resume.
- _____ 5. Writing sample.
- _____ 6. Evidence of a Master's level minimum GPA of 3.5 on a 4.0 scale.

Department of Counseling and Student Personnel

**Ed.D. Degree Program
Department Application Form**

- Please type or print your responses to this form.
- In order to complete this form, extra pages may be used if necessary.
- Information provided by you on this form, the MSU, Mankato Graduate Application for Admission and other supporting documents will be considered when reviewing your completed application file.

1. Name: _____

2. Mailing Address: _____

City, State, Zip: _____

3. E-Mail Address: _____

4. Home Telephone: _____

5. Alternate Telephone: _____

6. My Graduate Record Examination scores are:

Verbal: _____

Quantitative: _____

Analytical: _____

Total: _____

7. Which area would you like to specialize in? _____

8. If available, do you plan to apply for a doctoral teaching assistantship? _____

9. All Colleges or Universities Attended

Name of College	State	Yrs. Attended	Major	Degree

10. Was your master's degree earned from a program that held a CACREP accreditation at the time you completed your degree: _____

11. Do you hold any certifications or licenses in your area of specialization? _____

Please list: _____

12. Describe any advocacy activities in which you have been a part of: _____

13. Have you authored or coauthored any published articles or grants? _____

Please list: _____

14. This program is committed to training counselors and counselor educators to be culturally competent and to advocate for underrepresented groups, both in practice and in research. How does this fit with your professional goals? _____

15. Have you ever been convicted of a felony, or been found by a licensure board or ethics committee to be in violation of any ethical standards for the professions? _____ If yes, please explain

16. References: Please provide the names and relationship of your references:

Please fill out the *Program Contents Checklist* and attach it to this form.

I certify that all of the information in this application packet is true and correct.

Applicant signature

Date

**Minnesota State University, Mankato
Department of Counseling and Student Personnel
Ed.D. Degree Program**

Masters Program Contents Checklist

Please note where you have taken courses in all of the following areas at the master's level. This forms is used only to determine if there are any graduate level course deficiencies, having a course deficiency will not automatically exclude you from contention.

Content Area	Have taken equivalent course at the master's level	Title of Course
Skills		
Assessment		
Career Counseling		
Counseling Ethics and Law		
Counseling Theory		
Diagnostics		
Family Counseling		
Group Counseling		
Introductory course in your specialty area		
Human or College student development		
Multicultural issues		
Psychopathology		
Research Methods		
Social and Cultural Foundations		
Consultation		
FOR SCHOOL COUNSELORS		
Developmental Guidance		
Child/adolescent Mental Health		
FOR MENTAL HEALTH COUNSELORS		
FOR STUDENT AFFAIRS		

Minnesota State University, Mankato
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Ed.D. Degree Program

Instructions for the Writing Sample

In your writing sample, on a separate sheet, please address the following items:

- State your purpose for wanting to pursue an Ed.D. in your specific area of emphasis.
- Describe your research area that you are interested in pursuing.
- Describe the personal qualities and professionally related experiences that qualify you for doctoral level study.
- Describe your theoretical orientation to counseling or your philosophy of student affairs.
- Provide information on your experience in working with clients or students from diverse backgrounds and your commitment to understanding diversity.
- Provide an overview of your ability to use technology.

Your writing sample should be no more than three pages (single-spaced).
Please be sure to put your name on the top of each page.

REFERENCE FORM
Ed.D. Program
Counseling and Student Personnel Department
Minnesota State University

APPLICANT'S NAME _____

Area of Emphasis:

- _____ Professional School Counseling
- _____ College Student Affairs
- _____ Mental Health Counseling

NOTE TO APPLICANT:

To be filled out by applicant prior to the referee completing his/her portion:

- _____ I hereby waive my right of access to this reference.
- _____ I do not waive my right of access to this reference.

Signature

Date

Note to Referee: Both the applicant and the graduate program will appreciate your filling out the remainder of this form and returning it no later than _____.

1. I have known this person:

- _____ less than one year
- _____ one to two years
- _____ more than two years

2. In the relationship of: (check all that apply)

- _____ course instructor
- _____ clinical supervisor
- _____ employer
- _____ other, specify _____

5. Please attach a letter of reference to this cover page.

Name of Reference: _____ Position: _____

Address: _____

Signature: _____ Date: _____

Please return to:

CSP Doctoral Admissions
Counseling and Student Personnel
Minnesota State University
107 Armstrong Hall
Mankato, MN 56001