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**MENTAL HEALTH COUNSELING**  
COLLEGE of THEOLOGY & CHRISTIAN MINISTRY

# **Student Handbook**

## **Master of Arts**

### **Mental Health Counseling**

**Marriage, Couple, and Family Counseling Track**

**2022-2023**

**Belmont University**  
**College of Theology & Christian Ministry**  
**Mental Health Counseling Program**  
**Nashville, TN 37212**

## **Introduction**

Welcome to the Mental Health Counseling Program at Belmont University. This *Mental Health Counseling Student Handbook for Marriage, Couple, and Family Counseling* contains information intended to answer questions about the program and describe program procedures. When seeking information, students should also refer to the [Bruin Guide](#), [Belmont University Graduate Admissions](#), and [Belmont University Graduate Catalog](#) in addition to this *Handbook*. Links containing additional information can be found at the end of this page.

While students are expected to adhere to policies in this handbook, [Bruin Guide](#), and [Belmont University Graduate Catalog](#), know that graduate procedures, course requirements, prerequisites, and other information is subject to change and this handbook does not replace policies found in the [Belmont University Graduate Catalog](#). Faculty and advisors are available to assist should you have questions but this is not substitute for knowledge of Belmont University policies. It is the student's primary responsibility to understand and follow all policies and procedures.

**<http://www.belmont.edu/prospectivestudents/index.html>**

## **Graduate Admissions**

**<https://admissions.belmont.edu/admissions/Pages/createaccount2.aspx>**

**Belmont University  
College of Theology and Christian Ministry  
615-460-6405  
<http://www.belmont.edu/theology/>**

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### **Program Details**

The Mental Health Counseling Program, located in the College of Theology and Christian Ministry, prepares professional counselors in four master's level tracks; 1.) Marriage, Couple, and Family Counseling; 2.) Clinical Mental Health Counseling; 3.) Clinical Pastoral Therapy; and 4) School Counseling. The Marriage, Couples, and Family Counseling track, as well as the Clinical Mental Health Counseling track, have been accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). Accreditation will also be sought from the College of Pastoral Supervision and Psychotherapy for appropriate specialties. The school counseling track is preparing to submit documents for CACREP accreditation in 2023

### **Purpose**

The Master of Arts in Mental Health Counseling degree through the College of Theology and Christian Ministry at Belmont University is unique among contemporary counseling programs in that it embodies Christian and pastoral theological understanding of the care of human beings in addressing the depth and complexity of human suffering. This degree is intended as a process of formation, the formation of a professional self. The program seeks to guide the forming of professionals who will act with integrity in the world as agents of the ministries of healing and transformation serving individuals, couples, families or larger groups. The program seeks to accomplish this goal through the integration of the wisdom, insight and values of the Church's care of souls tradition with the knowledge, skills and resources of contemporary scientific psychotherapy. This integration is woven into the design of every course of the program. In pursuing this goal, the degree is congruent with the mission and vision of Belmont University as "a student-centered Christian community providing an academically challenging education that empowers men and women of diverse backgrounds to engage and transform the world with disciplined intelligence, compassion, courage and faith."

### **Prerequisites**

The Master of Arts in Mental Health Counseling (MAMHC) requires the completion of a Bachelor's degree from an accredited college or university. Applicants should have a strong academic record with a GPA of at least a 3.0 (on a 4.0 scale).

### **Mission**

The Mental Health Counseling Program seeks to train professional counselors who will act ethically as agents of the ministries of healing and transformation through efficacious counseling theory, techniques, skills, and respect for diversity.

### **Program Design**

The Master of Arts in Mental Health Counseling degree is a 60-semester credit hour program designed to prepare men and women to serve as counselors in professional mental health settings ranging from community mental health centers to psychiatric hospitals, to faith-based counseling centers, and to private practice. The program satisfies the educational requirement for licensure as a Professional Counselor—Mental Health Service Provider in the State of Tennessee, Marital and Family Therapist in the State of Tennessee, or Clinical Pastoral Therapist in the State of Tennessee.

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Prospective students should be aware that educational requirements for Professional Counselor licensure and Marital and Family Therapist licensure vary from state to state and should check their state's requirements prior to applying to the MAMHC degree. Prospective students interested in the Clinical Pastoral Counseling track should be aware that not all states license or certify pastoral therapists and that the educational requirements for those states that do may vary from state to state. Prospective students should check with their respective state's licensure requirements prior to applying to the MAMHC program.

The MAMHC program is a cohort program that requires six consecutive semesters (including summers). Students are required to complete a practicum and internship consisting of 700 clock hours of counseling and counseling related activities in an approved site or agency as a part of the program. Students are required to secure their own placement for the practicum and internship in consultation with the program director. Normally, students will complete 24 semester hours of course work prior to beginning their practicum experience. Students may have to pass a background check at some field experience sites and all must show proof of approved professional liability insurance prior to beginning the clinical experience component of the program.

*The mental health counseling program will accept up to 21 hours of transfer credits from accredited universities. Students wishing to have courses transferred must contact the program director or associate program director and submit syllabi for those courses under consideration. Transferred courses must meet CACREP accreditation standards as evidenced by course syllabi and be determined to directly replace a course on the Belmont Mental Health Counseling Program degree plan. Courses not meeting CACREP standards will not be accepted into the professional counseling or marriage and family counseling track.*

## Graduate Faculty

Janet Hicks, PhD, LPC, CSC Professor and Director janet.hicks@belmont.edu	Research Interests: Child and Adolescent counseling, School counseling, family counseling, career counseling, aggressive behaviors
Tom Knowles-Bagwell, D.Min., LCPT, CSAT Associate Director, Associate Professor tom.bagwell@belmont.edu	Research Interests: Pastoral Theological Method, Psychoanalytic Theory and Therapy, Clinical Supervision, Nature and Treatment of Addictions
Mary Mayorga, PhD, LPC (Texas) Clinical Coordinator, Associate Professor Mary.mayorga@belmont.edu	Research Interests: Conflict resolution, couples and family counseling, wellness, stress reduction, mindfulness, and communication skills
Layla Bonner, PhD., LMFT Assistant Professor Layla.bonner@belmont.edu	Research Interests: African American Relationships, Marriage, and Family, Multicultural Competence in Counseling, Microaggressions, Race Related Stress
Amanda Bradley, Ph.D., LMFT Associate Professor	Marriage and family counseling
Cassandra Riedy, Ph.D. Assistant Professor	Social justice, bracketing
Mitchell Waters, Ph.D., LPC-MHSP Assistant Professor	Crisis and trauma

### Program Objectives

All mental health counseling students must achieve mastery in the eight CACREP counseling areas. Mastery is assessed through coursework, experiential activities, field experience rating forms, observation, examinations, case studies, as well as on the Master's Comprehensive Examination. Following is a list of objectives completed by students in the Mental Health Counseling Program.

#### Program Objectives for Counseling

The Mental Health Counseling faculty have identified the following program objectives for students:

- identify and resolve ethical issues with couples and families using current codes of ethics
- become knowledgeable and apply multicultural, cross-cultural, and cross-generational counseling skills and current competencies
- utilize culturally relevant strategies based on human growth and development
- integrate vocational counseling knowledge into holistic counseling strategies
- select and utilize efficacious family counseling theories, skills, and techniques

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- facilitate care throughout the lifespan using Christian and pastoral theological perspectives of human suffering;
- demonstrate appropriate screening practices and leadership of groups
- select and utilize appropriate and ethical assessment instruments and techniques
- select and utilize appropriate and ethical research methods for the improvement of counseling services
- apply the Competencies for Addressing Spiritual and Religious Issues with couples and families in counseling;
- be committed to serve as Christian advocates for couples and families and their communities;

### **Overview of Mental Health Counseling Program**

The Mental Health Counseling program offers a 60-credit hour Master of Arts degree in Mental Health Counseling (MAMHC) with three separate specialty areas including: Clinical Mental Health Counseling, Marriage, Couple, and Family Counseling, and Clinical Pastoral Therapy. The Mental Health Counseling program includes academic coursework that satisfies the academic course requirements for Licensed Professional Counselor (LPC) and Licensed Professional Counselor with the Mental Health Service Provider credential (LPC-MHSP) in Tennessee. Those specializing in Marriage, Couple, and Family Counseling may apply for the Marital and Family Therapist licensure in the State of Tennessee. Prospective students should be aware that educational requirements for Professional Counselor licensure and Marital and Family Therapist (LMFT) licensure vary from state to state and should check their state's requirements prior to applying to the MAMHC degree. For students specializing in the Clinical Pastoral Counseling track, the MAMHC satisfies the educational requirements for licensure as a Clinical Pastoral Therapist in the State of Tennessee. Prospective students should be aware that not all states license or certify pastoral therapists and that the educational requirements for those states that do may vary from state to state. Prospective students should check with their respective state's licensure requirements prior to applying to the MAMHC program.

***Clinical Mental Health Counseling.*** Graduates from the 60-hour Clinical Mental Health Counseling track are trained to work in settings such as: clinical mental health counseling facilities, non-profit agencies, addiction treatment centers, career counseling centers in both college and business settings, adult probation offices, hospital counseling centers, and to establish private counseling practices. The 60-hour Clinical Mental Health Counseling Program satisfies the academic coursework requirements for Licensed Professional Counselor (LPC) and Licensed Professional Counselor with the Mental Health Service Provider Designation (LPC-MHSP) in Tennessee. Students must pass all state required licensing examinations and requirements for licensure.

***Marriage, Couple, and Family Counseling.*** Graduates from the 60-hour Marriage, Couple, and Family Counseling track are trained to work with couples and families in a variety of family counseling settings. Graduates of this track are qualified to apply for licensure as a Marital and Family Therapists (LMFT) in Tennessee. Students must pass all state required licensing examinations and requirements for licensure.



***Clinical Pastoral Therapy.*** Graduates from the 60-hour Clinical Pastoral Therapy track are trained to work in settings including: clinical mental health counseling facilities, counseling centers, addiction treatment centers, faith-based counseling centers, psychiatric hospitals and private practice. This track satisfies the academic requirements for licensure in the State of Tennessee as a Clinical Pastoral Therapist. Students must pass all state required licensing examinations and requirements for licensure.

## **Details of Graduate Study at Belmont University**

### **College of Theology and Christian Ministry**

The College of Theology and Christian Ministry Office is housed in the Janet Ayers Academic Center on the second floor. The Dean of the college, Dr. Darrell Gwaltney, is responsible for administering policies and rules relating to graduate degree programs in the College of Theology and Christian Ministry. For more information, the college phone number is 615-460-5552.

### **Mental Health Counseling Program**

The graduate Mental Health Counseling program is housed in the College of Theology and Christian Ministry. The Mental Health Counseling Program is directed by Dr. Janet Hicks (Professor and Director) and Dr. Tom Knowles-Bagwell (Associate Professor and Associate Director) who report to the College Dean. All faculty in the Mental Health Counseling Program develop policies and procedures used within the program.

### **Probation, Suspension, and Dismissal**

During faculty meetings throughout the year, counseling faculty discuss and rate student ethical/professional fitness to practice and academic performance. These discussions and ratings include student dispositions such as professionalism, adherence to ethical codes, and academic achievement. If students fail to maintain a grade point average of 3.0 (on a 4.0 scales), earn a “C” in a required course, or exhibit unsatisfactory academic integrity, professionalism, or ethical behavior, the faculty may suggest probation, suspension, dismissal, or remediation per conditions in this handbook as well as the [Belmont Bruin Guide](#).

It is the responsibility of the counselor or counselor-in-training to be aware of signs of impairment, seek assistance for their problems, and notify program supervisors that they are unable to provide acceptable services to clients. Counselors and counselors-in-training should seek appropriate professional services to remediate the problem(s) interfering with their ability to provide services. It is the policy of the Mental Health Counseling program that if a student has a physical, mental or emotional problem that could potentially harm clients or others, that student will be prohibited from seeing clients until the student has completed a remediation plan. For example, it is the policy of the Mental Health Counseling program that if a student has a documented relapse or a self-reported relapse, she/he will not see clients until a remediation plan is completed and the student can provide verified documentation of at least one year of “clean” time. While the student is in treatment, the student’s therapist must report on the student’s progress at specified times.

### **Fitness to Practice**

Admission to the program does not guarantee fitness to remain in the program. Only those students who meet program standards will be allowed to continue in the program. Students pursuing a Belmont University MHC-MCFC Student Handbook 2018-2019. Copyright 2018 by the College of Theology and Christian Ministry at Belmont University. All rights reserved. Information subject to revision. Revised June 2, 2022.

Master of Arts in Mental Health Counseling (MAMHC) must meet fitness to practice standards that are assessed by faculty throughout the program. These standards include demonstration of emotional and mental fitness in their interaction with others as well as conformance with codes of professional counseling associations and of the state of Tennessee. Students who fail to demonstrate fitness or conformance to appropriate codes may be asked to enter into a remediation plan in order to remain in the program. If a remediation plan is developed, students must demonstrate satisfactory remediation prior to being allowed to proceed toward graduation. In rare cases, a student's ability to practice may exceed remediation and a recommendation for dismissal from the program is possible.

#### **Causes for Dismissal**

Achievement in the Mental Health Counseling Program requires academic success as well as ethical behavior. Counseling requires adherence to codes of ethics, professional attitudes, and work habits. The following list details actions or behaviors considered just cause for immediate dismissal from the Mental Health Counseling Program:

1. Violation of Belmont University's Title IX policies.
2. Cheating, plagiarism, giving false information, or altering official records
3. Abuse or disrespect for clients, peers, or faculty
4. Breaches of the rules or codes in the *ACA Code of Ethics*, *AAPC Code of Ethics*, and *Belmont University Student Code of Conduct*
5. Earning a failing grade in Field Experience Courses
6. Willful conduct that may cause injury
7. Harassment, discrimination, non-sexual harassment, or sexual misconduct as defined in the [Belmont Bruin Guide](#).

#### **Academic Performance Evaluation**

Because students are expected to maintain a 3.0 average at all times, students earning a grade below C in a course must schedule and attend a meeting with their faculty advisor. The aforementioned faculty advisor then informs remaining Mental Health Counseling Faculty about content of the meeting. Next, Mental Health Counseling faculty review and make recommendations concerning the student's status in the program. Students earning a failing grade in a field experience course will be dismissed from the program. Students terminated may file an appeal by following the [Belmont University Grade Appeals Procedures](#). In addition, students failing CACREP standards and/or demonstrating failing performance on CACREP assessments should meet with the course instructor and discuss methods for improvement.

#### **Non-Academic Performance Evaluation**

Should a student exhibit unsatisfactory non-academic performance as listed in the "Causes for Dismissal" in this handbook, the faculty may decide on remediation, reprimand, probation, or dismissal from the program. Students disagreeing with the decision may appeal the decision by following the Student Appeals/Grievance Procedures located in the [Complaint and Grievance Procedures](#) on the Belmont University Graduate Catalog.

Faculty discuss student non-academic performance throughout the program and administer the *Student Disposition/Professionalism Rubric* as found at the end of this handbook three times (CTM 5011 Foundations of Clinical Practice, CTM 5020 or CTM 5012 Theories, and CTM 6110 Belmont University MHC-MCFC Student Handbook 2018-2019. Copyright 2018 by the College of Theology and Christian Ministry at Belmont University. All rights reserved. Information subject to revision. Revised June 2, 2022.

Internship in Mental Health Counseling II) during the program. Performance on this rubric is shared with students. Should low ratings be attained, faculty discuss ways students can improve performance and may place students on a remedial plan if needed. More information on this process can be found as follows in the next sections of this handbook.

### **Retention Policies and Student Appeals/Grievance Procedures**

The Mental Health Counseling Program offers students the right to a fair hearing. Should students wish to file and appeal, students are responsible for providing the burden of proof. Following are the steps students follow to resolve concerns:

- 1) Student appeals/grievances starting in the Mental Health Counseling Program are first considered informally by program faculty.
- 2) If unresolved, students may file an appeal through the office of the Dean of the College of Theology and Christian Ministry.
- 3) Formal appeals are allowed only when prejudice, arbitrary, or capricious actions are involved.

### **Academic Related Appeals**

The Mental Health Counseling Program follows the University policy regarding academic related appeals as follows:

Students have the right to appeal grades directly to the instructor if they believe that an incorrect grade has been assigned for the course. If a grade issue is not resolved after contact with the instructor, the student may appeal in writing to the dean of the college. This must occur by the mid-term point of the next semester. In the written appeal the student must be prepared to demonstrate and document an unusual circumstance that warrants a review of the grade and evidences of the grade s/he believes should have been given by the instructor. All written appeals will be reviewed within one month of receipt and responded to in writing either confirming or changing the posted final grade. A copy of this response will go to the Registrar's Office for the student's record.

Any appeal must be in writing and include appropriate documentation to support the student's position that a grade change is warranted.

The final grade is the instructor's posted grade, which may be viewed in the student's grade report on-line at the close of the term or part-of-term. It is solely the responsibility of the student to check that grades are posted for all courses taken during a semester and note the grade given for each class. All grade appeals must be requested by the mid-term point of the next semester. Unless an active appeal is under review, after the mid-term point of the next semester, neither instructors nor the university will consider a grade change.

Once a final grade has been posted the student may not petition the instructor to do additional work or extra credit to raise the grade awarded. Any grade change as a result of such action will be disallowed.

Low ratings on *Core Assessments* and *Specialty Area Assessments* are handled as follows.

### **Plan to Address Low Scores on Core Assessments or Specialty Area Assessments**

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As mentioned in the student handbooks, faculty follow the procedures below.

#### **Informal Procedures**

1. The program faculty initiate an informal meeting with the student to discuss performance issues (i.e. core assessment or specialty assessment score).
2. A remediation plan is developed by the faculty during a program meeting above to address concerns and the plan is shared with the student as part of the meeting. The faculty member teaching the course monitors student progress toward the remediation plan and meets regularly with the student to ensure plan compliance. \
3. The faculty member(s) shares the student's performance issues and seeks consultation from other program faculty during a scheduled program meeting.
4. If the remediation plan is not successfully completed, the student will be asked to attend a formal meeting scheduled with program faculty and formal procedures are implemented as follows.

#### **Formal Procedures**

Formal Procedures are used when informal procedures fail to improve concerns or by student request. Following are steps taken when formal procedures are utilized:

1. The faculty member with concerns notifies the student about specific concerns and schedules a meeting with all mental health counseling program faculty, including the dean, to discuss concerns. The student, faculty member, program faculty, and other relevant parties are invited to attend the meeting. Students must be given 2 weeks' notice prior to the scheduled meeting. No party may be represented by an attorney at this meeting.
2. Mental Health Counseling faculty listen to issues from the faculty member and student.
3. After the meeting and within 7 days, faculty determine a plan of action. This plan may involve probation, suspension, dismissal, a remediation plan, or no action. A written remediation plan will be given to students needing this action and compliance is monitored by the concerned faculty member.
4. Follow-up meetings and/or reports will be shared by the concerned faculty member with program faculty at scheduled faculty meetings to ensure student compliance. If students do not comply with program faculty requirements or remediation, they will be dismissed from the program.

Students may file additional appeals regarding final grades as described in the section above.

#### **Non-Academic Appeals and Retention Procedures**

The Mental Health Counseling faculty adhere to the Ethical Standards of the American Counseling Association, International Association of Marriage and Family Therapists, and AAPC when rating students' nonacademic performance. Ratings on the *Student Disposition/Professionalism Rubric* are also taken into account. Low ratings on this form or other issues as discussed in this handbook are handled utilizing the following steps as follows:

#### **Informal Procedures**

5. The faculty member(s) initiates a meeting with the student to discuss performance issues.

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6. A remediation plan is developed by the faculty member during the meeting above to address concerns and the plan is shared with the student as part of the meeting. The faculty member monitors student progress toward the remediation plan and meets regularly with the student to ensure plan compliance.
7. The faculty member(s) shares the student's performance issues and seeks consultation from other program faculty during a scheduled program meeting.
8. If the remediation plan is not successfully completed, the student will be asked to attend a meeting scheduled with program faculty and formal procedures are implemented as follows.

#### **Formal Procedures**

Formal Procedures are used when informal procedures fail to improve concerns or by student request. Following are steps taken when formal procedures are utilized:

1. The faculty member with concerns notifies the student about specific concerns and schedules a meeting with all mental health counseling program faculty to discuss concerns. The student, faculty member, program faculty, and other relevant parties are invited to attend the meeting. Students must be given 2 weeks notice prior to the scheduled meeting. No party may be represented by an attorney at this meeting.
2. Mental Health Counseling faculty listen to issues from the faculty member and student.
3. After the meeting and within 7 days, faculty determine a plan of action. This plan may involve probation, suspension, dismissal, a remediation plan, or no action. A written remediation plan will be given to students needing this action and compliance is monitored by the concerned faculty member.
4. Follow-up meetings and/or reports will be shared by the concerned faculty member with program faculty at scheduled faculty meetings to ensure student compliance. If students do not comply with program faculty requirements or remediation, they will be dismissed from the program.

Students may file appeals as described in this handbook.

## **Mental Health Counseling Program Requirements**

Admission and Program information follows.

### **Application Review**

Students should submit applications to the Office of Student Admissions as early in the year as possible. Since students are required to take and submit GRE scores, signing up for this test early is crucial. Failure to submit all of the admissions materials to the Mental Health Counseling program early may result in the student being delayed for admission up to a year.

Note: Applicants who have completed a previous graduate degree from an accredited institution may request the requirement for the GRE be waived.

### **Master of Arts in Mental Health Counseling Degree (MAMHC in MCFC) Program and Course Matriculation Requirements**

The first two semesters are intended to prepare students with theoretical information necessary to begin engaging in actual clinical practice during the practicum. This information includes (1) understandings of normal human functioning, (2) understandings of ethics and (3) general theory of clinical practice. In the first semester students take Techniques of Counseling, Christian Perspectives on Human Suffering and Psychopathology, and Foundations of Clinical Practice. During the second semester students build on these with Spirituality and Human Development, Diversity and Social Justice, Christian Ethics in the Clinical Encounter, and Theories of Personality. These courses provide students with essential knowledge necessary to begin actually seeing clients in a clinical setting. In addition to these courses, students are allowed to begin shaping their individual program design with additional courses of a foundational nature.

The Practicum, taken during the third semester, is designed to be an experience of limited exposure to clinical practice under close supervision. The practicum is taken in conjunction with the diagnosis course (required of all students) so that students are able to have in depth understanding of client concerns.

During the fourth semester, students are required to take their comprehensive exam. The fourth, fifth and sixth semesters students will take courses designed to satisfy the more specific requirements of the licensure they are seeking as well as complete the clinical internship. These courses are advanced courses in modalities of therapy, special populations, or professional formation. A student seeking the MFT license would take courses like Aging in the Family and Society, Family Therapy: Skills and Practice, Therapy with Children and Adolescents, Psychological and Theological Perspectives on Human Sexuality, History and Theology of Marriage, the vocational course, Family Systems Theory, and the group counseling course specifically designed for marriage, couple, and family track students.

During the final semester, students complete the Psychological and Theological Perspectives on Human Sexuality course and take the Therapy with Children and Adolescents course.

<b>M.A. in Mental Health Counseling curriculum completion by academic focus</b>	<b>Credit Hours</b>	
<b>Courses Required for Marriage Couple and Family Counseling Track</b>		51
CTM 5011: Foundations of Clinical Practice	3	
CTM 5013: Christian Perspectives on Psychopathology & Human Suffering	3	
CTM 5014: Diagnosis & Treatment of Mental Disorders	3	
CTM 5015: Spirituality & Theories of Human Development	3	
CTM 5016: Diversity & Social Justice in the Clinical Encounter	3	
CTM 5017: Christian Ethics in the Clinical Encounter	3	
CTM 5018: Theories & Methods of Psychotherapy Research	3	
CTM 5019: Techniques of Counseling and Psychotherapy	3	
CTM 5012: Theories of Personality	3	
CTM 5110: Aging in the Family & Society	3	
CTM 5130: Family Therapy Skills and Practice	3	
CTM 5140: History & Theology of Marriage and the Family	3	
CTM 5160: Psychological & Theological Perspectives on Human Sexuality	3	
CTM 5220: Therapy with Children & Adolescents	3	
CTM 5410: Family Systems Theory	3	
CTM 5170: Vocational Discernment & Counseling	3	
CTM 5210: Group Dynamics & Therapy	3	
<b>Field Experience Courses Required of All Specialty Tracks</b>		9
CTM 6010: Practicum in Mental Health Counseling	3	
CTM 6110: Internship in Mental Health Counseling I	3	

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CTM 6210: Internship in Mental Health Counseling II	3	
<b>Total Credit Hours</b>		<b>60</b>

### **60hr Plan of Study**

#### **Fall Year One**

CTM 5013 - Christian Perspectives on Human Suffering  
 CTM 5019 – Techniques of Counseling  
 CTM 5011 - Foundations of Clinical Practice  
 CTM 5170 - Vocational Discernment **OR** CTM 5140 - History & Theology of Marriage & the Family

*\*both CTM 5170 and CTM 5140 are required to be taken in order to graduate*

#### **Spring Year One**

CTM 5017 - Christian Ethics in the Clinical Encounter  
 CTM 5012 – Theories of Personality  
 CTM 5015 - Spirituality & Theories of Human Development  
 CTM 5016 - Diversity & Social Justice in the Clinical Encounter

#### **Summer Year One**

CTM 5014 - Diagnosis & Treatment of Mental Disorders  
 CTM 6010 - Practicum in Mental Health Counseling

\*Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours including 40 direct hours over a minimum of 10 weeks.

#### **Fall Year Two**

Either CTM 5210 - Group Dynamics & Therapy (MCFC Section)  
 CTM 6110 - Internship in Mental Health Counseling I  
 CTM 5140 - History & Theology of Marriage and the Family **OR** CTM - 5170 Vocational Discernment

*\*both CTM 5170 and CTM 5140 are required to be taken in order to graduate*

CTM 5018 - Theories & Methods of Psychotherapy Research

#### **Spring Year Two**

CTM 5110 - Aging in the Family and Society  
 CTM 6210 - Internship in Mental Health Counseling II

\*Students complete a minimum of 240 direct clock hours and a total of 600 clock hours over the course of two semesters.

CTM 5410 - Family Systems Theory  
 CTM 5130 - Family Therapy: Skills & Practice

#### **Summer Year Two**

CTM 5220 - Therapy with Children & Adolescents  
 CTM 5160 - Psychological & Theological Perspectives on Human Sexuality

\*\*Please note all courses are subject to change and availability. See your advisor to ensure accuracy. All courses listed above must be taken in order to receive M.A. degree for Mental Health Counseling from Belmont University.\*\*

**Experiential** (9 sem. hrs.): Students are required to complete a practicum and an internship as a part of the MMHC program. The practicum is normally taken during the first summer of the program and consists of 100 clock hours of counseling and counseling related activities in an approved setting. The internship, normally completed over the course of two consecutive semesters, consists of 600 clock hours of counseling and counseling related activities in an

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approved setting. Students must pass a background check and give proof of approved professional liability insurance prior to approval for the practicum or internship.

CTM 6010 Practicum in Mental Health Counseling	(3 sem. hrs.)
CTM 6110 Internship in Mental Health Counseling I	(3 sem. hrs.)
CTM 6210 Internship in Mental Health Counseling II	(3 sem. hrs.)

### **Advising and Degree Plan**

Upon enrollment in the Mental Health Counseling Program students are assigned a faculty advisor. The student is responsible for initiating meetings with the advisor prior to registration each semester. Each student is personally responsible for completing all academic requirements established by the University and submitting the degree plan.

### **Master's Comprehensive Examination**

At the end of the fourth semester of enrollment, students will be scheduled to take a master's level comprehensive examination. This faculty written examination consists of approximately 100 multiple choice questions and is based on the 8 CACREP areas and the students specialty area including: (a) Human Growth and Development, (b) Social and Cultural Foundations, (c) Helping Relations, (d) Group Work, (e) Career and Lifestyle Development, (f) Appraisal, (g) Research and Program Evaluation, (h) Professional Orientation and Ethics, (i) either Clinical Mental Health or Marriage, Couple, and Family Counseling. The examination administration time is four hours.

Should a student fail the examination, they will be given an opportunity to retake a separate form of the test the following semester (provided they meet with their advisor and develop a plan of study). A student may only take the examination twice unless given special permission to retake the test a third time from the Dean of the College of Theology. Students failing to pass the comprehensive examination three times will not be granted a degree.

Examination scores will be given to students via a letter no later than the beginning of the following semester. Since all students must pass the comprehensive examination in order to graduate with their master's degree, students should seek examination advisement through the program faculty. Students are ultimately responsible for ensuring registration for the comprehensive examination.

### **Credentialing/Endorsement**

Several types of credentialing are available after graduating with a master's degree (MAMHC). Students must attain internship or full licensure before practicing in the field. Only students who have completed all course requirements in the program, graduated with a master's degree in mental health counseling, and were previously admitted into the Mental Health Counseling Program will be eligible for licensure endorsement. Faculty will only credential students for licensure or certification in areas for which the student is trained and meets requirements.

Certification credentialing is also available through the National Board for Certified Counselors, the American Association for Marriage & Family Therapists, or the College of Pastoral Supervision & Psychotherapy. Certification does not equal licensure and does not grant a person permission to engage in clinical practice within the state. More information about certification is available through NBCC, AAMFT, IAMFC, CPSP, or from the mental health counseling faculty.

## Types of Licensure

By state law, all persons practicing as professional counselors, marriage and family therapists, clinical pastoral therapists, and/or who practice counseling independently must be licensed. Those earning a Master's Degree in Mental Health Counseling from Belmont University have met the first of many steps needed to attain this state licensure. It is important to note that state licensure is a separate process from that of attaining your master's degree and requires additional criteria. For example, Tennessee also requires that additional examinations be taken and that post master's level supervision be attained through a state qualified supervisor. Since state licensure is handled through the state and not through Belmont University, students are advised to seek licensure information through the Tennessee Department of Health's Counseling Licensure Board.

## Registration

The Schedule of Classes for the semester can be located on [ClassFinder](#). Following a review of the classes listed in Classfinder, students should schedule an appointment with their faculty advisor if help is needed in determining courses to take for the next semester. After advising, students may log into my.belmont.edu when Graduate Registration opens and register for their classes. Although advisors are knowledgeable about registration, it is the student's responsibility to become informed and adhere to registration as well as other graduate policies and procedures. Since a student's registration will be cancelled if payment of fees is not made by university designated deadlines. It is important that the student carefully follow registration payment procedures.

## Change of Registration

The [Belmont University Office of the Registrar](#) website offers information to help students understand drop/add procedures and deadlines.

## Practicum and Internship Registration

Students may not enroll in field experience courses without first meeting all prerequisite requirements. Students should meet with their faculty advisor prior to registration. Prior to enrollment in practicum, and internship classes, students must purchase professional liability insurance. Some counseling associations offer insurance with student memberships. Insurance is also available through Health Providers Service Organization (HPSO) at 800-982-9491 or ACA at 1-800-347-6647 x284. Student insurance is also available through other professional associations. Be sure to clarify with program faculty what does/does not meet requirements for insurance before making a purchase.

Practicum and internship sites for direct and indirect hours must be in Nashville or the Nashville area. Students may not complete field experience hours at their place of employment. **Speak with your advisor to secure permission to receive hours at a site before contacting the site.**

## Commitment to Civility

Belmont University values integrity, collaboration and humility. Faculty, staff and students are committed to promoting a caring, Christian environment that supports transformational learning, academic integrity, open communication and personal and professional growth among the diverse members of our academic community. We respect the civil expression of divergent perspectives. Civility is the art of treating others, as well as ourselves, with respect, dignity and care. Civility is apparent when we are sensitive to the impact that our communications, practices and behaviors have on others, and when we acknowledge each person's self-worth and unique contributions to the community as a whole.

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As members of the Mental Health Counseling program, we are committed to learning and practicing in ways that allow every individual to develop their full potential in order to lead lives of meaning and purpose. The following are examples of how we create and sustain civility.

Support the autonomy and just treatment of self and others by facilitating an open, respectful and caring environment.

- Accept responsibility and accountability for one's own behavior when interacting with students, faculty and staff.
- Respect and protect the rights and property of others.
- Speak and behave in a manner that does not disrupt or interfere with the learning or work of others.
- Model personal and academic integrity and expect it from others.
- Demonstrate respect for others by actively discouraging prejudice, bias, bigotry, violence, coercion or intimidation against any member of the academic community.
- Demonstrate a willingness to listen and to hear the perspectives of others.
- Explore controversial issues through open dialogue and respectful deliberation.
- Respect freedom of expression while recognizing that such tolerance does not require agreement with expressed ideas.
- Engage institutional resources and persons to resolve conflict when necessary.

We will not tolerate disrespectful or abusive speech or language in any form of communication including electronic, oral, verbal or non-verbal. Each community member has the responsibility to foster a safe and supportive learning and work environment. This responsibility can include asking others to stop disrespectful or abusive speech and/or disruptive behavior. Collectively, faculty, staff and students in the Mental Health Counseling program are responsible for ensuring a safe and supportive learning and work environment.

### **Professional Associations**

Students are encouraged to seek membership in the professional association corresponding to their specialty track.

American Counseling Association: [www.counseling.org](http://www.counseling.org)

International Association of Marriage & Family Counselors <http://www.iamfconline.org/>

American Association of Pastoral Counselors: [www.aapc.org/](http://www.aapc.org/)

### **State Associations**

Tennessee Counseling Association <http://www.tncounselors.org/>

### **Affirmative Action**

A copy of Belmont University's [Affirmative Action](#) policy is available from the Affirmative Action Office at the Office of Human Resources. These policies are upheld within the Mental Health Counseling Program.

### **Americans with Disabilities Act**

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, The Office of the Dean of Students, Disability Services Program coordinates reasonable accommodations for all students with disability at Belmont University. If you need to request an accommodation based on the impact of a disability you should contact your faculty privately to discuss your specific needs and contact the Disability Services Program in Student Affairs at 615-460-6407. The Disability Services Program is located in the Beaman Student Life Center, Suite 200.

### **Graduation**

Students completing all university and program requirements in the Mental Health Counseling program may apply for graduation and participate in the campus-wide graduation ceremony held December, May, and August each year. It is the student's responsibility to file graduation forms and pay fees by university designated deadlines. Information regarding graduation is available from the College of Theology & Christian Ministry. Failure to complete the appropriate requirement or forms within the specified deadlines will result in the student being unable to graduate during that semester.

### **Credentialing and Employment Recommendations**

Occasionally students ask professors to serve as references for future employment and credentialing. These requests must be in writing to avoid FERPA violations. Faculty only recommend candidates for licensure if they meet or exceed all state or credentialing agency requirements.



### Student Disposition/Professionalism Rubric

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Subskill	Unacceptable 1	Poor 2	Adequate 3	Good 4	Excellent 5	Score
<i>Attendance and Punctuality</i>	Often misses class and/or is late to over half of classes	Occasionally misses and/or is late to class 25%-50% of time	Attends almost all classes and/or is late under 25% of time	Rarely misses or is late to class 5% of time or less	Never misses or late to class	
<i>Multicultural Sensitivity</i>	Makes racial, ethnic, religious, or sexual jokes or comments; displays inappropriate prejudice even after correction.	Shows lack of acceptance of others even after correction.	Aware of biases and diligently working on skills to overcome them.	Aware of biases, is implementing skills to overcome biases, and learning about social justice.	Working to help others in society through appropriate social justice advocacy.	
<i>Professional Attentiveness</i>	Usually ignores or disrupts instructor, other professionals, and clients; distracted by outside entities	Often ignores or disrupts instructor, other professionals, and clients; often distracted by outside entities	Usually listens to instructor, other professionals and clients; usually free from outside distractions	Almost always listens responsively to instructor, other professionals, and clients and free of distractions	Always listens very responsively to instructor, other professionals, and clients and free from distractions	
<i>Cooperation</i>	Does not contribute or sabotages team efforts.	Contributes little to team efforts.	Contributes adequately to team efforts.	Contributes to a high degree to team efforts.	Contributions to team efforts are beyond what is expected.	
<i>Respect of others/ Environment</i>	Usually creates negative morale by being negative and may even spread rumors about others	Often creates negative morale by being negative; gossips about others	Usually achieves a balance of being cooperative; demonstrates the courage of one's convictions	Almost always achieves a balance of being cooperative in ways that enhance the class	Always conveys cooperation and leadership that enhances the class; promotes the well-being of others	
<i>Professional Dress</i>	More often than not dress is unprofessional considering the setting.	Often dress is unprofessional considering the setting.	On most occasions, dress is professional considering the setting.	Dress is typically professional considering the setting.	Dress is well-thought out considering the context or setting and always appropriate.	
<i>Ability to Handle Stress</i>	Stress affects levels of professionalism and/or emotional intelligence	Often stress affects levels of professionalism and/or emotional intelligence	Usually handles stress in a professional and emotionally intelligent manner	Typically handles stress in a professional and emotionally intelligent manner	Always handles stress in a professional and emotionally intelligent manner	
<i>Wellness</i>	Unable to manage personal care leading to unethical or unprofessional behaviors	Lack of self-care often affects professionalism and/or emotional intelligence	Usually incorporates wellness such that professionalism and emotional intelligence are present	Typically incorporates wellness such that professionalism and emotional intelligence are present	Always incorporates wellness such that professionalism and emotional intelligence are present	
<i>Ability to Receive Constructive Feedback</i>	Constructive feedback affects levels of professionalism and/or emotional intelligence.	Constructive feedback often affects levels of professionalism and/or emotional intelligence.	Constructive feedback is usually handled with appropriate levels of professionalism and/or emotional intelligence.	Constructive feedback is typically handled with appropriate levels of professionalism and/or emotional intelligence.	Always handles constructive feedback in a professional and emotionally intelligent manner.	
<i>Demonstrates Appropriate Boundaries</i>	Student takes over and tries to solve issues that should be handled by faculty or site supervisors.	Student becomes involved in issues outside the scope of the student role and tries to manage other students or their concerns. The student does not make appointments when needed or does not show up for scheduled appointments or cancel them when needed.	The student reports issues that are appropriate but does not try to solve problems for other students or take on a faculty or site supervisor role. Ethical codes are followed. Appointments are made, attended, or rescheduled/canceled if needed.	The student acts professionally, consults ethical codes, and resolves issues with faculty and site supervisors. Other student's issues are not taken on.	The student acts professionally, consults ethical codes, and resolves issues with faculty and site supervisors. Other student's issues are not taken on. Students make appointments and adhere to them or notify others if they cannot report as scheduled.	
<b>Mean Score</b>						

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_



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**MENTAL HEALTH COUNSELING**  
COLLEGE of THEOLOGY & CHRISTIAN MINISTRY

**Signature Page**

I \_\_\_\_\_ hereby certify that I have read  
(Print name)

and that I understand the information presented in this *Student Handbook for Marriage, Couple, and Family Counseling*.

\_\_\_\_\_  
(Signature) (Date)