



Counselor Education

Doctoral Student Welcome Guide

2014-2015



August 2014

Dear Incoming Doctoral Students,

Congratulations on your new journey as a doctoral student in Counselor Education at UF! I believe you will find the program challenging, yet rewarding, and full of new experiences and friendships. Each of you has been assigned a doctoral peer mentor to assist you in any questions or concerns you may have, whether personal or professional. Additionally, feel free to contact me if I may be of additional assistance. It is my hope that this handbook will answer most of your initial questions as you embark upon this new journey.

Best wishes,

Sandi Logan, Class of '12

Logan.here2help@gmail.com

INTRODUCTION TO THE COUNSELOR EDUCATION DEPARTMENT

Mission, Goals, and Objectives

The mission of the Department of Counselor Education is to prepare exemplary counselor educators, marriage and family therapists, mental health counselors, school counselors, and program administrators who generate, use, and disseminate knowledge about human development and human relating to enrich the quality of life for all people, and who collaborate with others to solve critical personal, family, educational, social, and vocational problems in a diverse global community. Students and faculty of the Department are expected to behave in accord with the highest ethical and professional standards while engaged in accomplishing this mission.

Counselor Education faculty challenge and support students enrolled in departmental programs to develop the following as personal and professional goals: an ethically informed professional identity; a disciplined professional curiosity about human performance, human possibility, and human relating; and an efficacious commitment to professional service. The following objectives serve to challenge faculty and students towards achieving these goals.

An ethically informed professional identity

Students and faculty are encouraged to embrace their chosen professional identity and to prepare themselves to competently perform the scope of practice promoted by their program specialization: Marriage and Family Therapy, Mental Health Counseling, and/or School Counseling. Although students and faculty may qualify for more than one professional credential, usually there is a professional identity that is considered primary.

Students and faculty are encouraged to participate in local, state, regional, national, and international activities relevant to their professional practice.

Students and faculty are expected to recognize and respect the possibilities and limits of their own abilities, knowledge, frames of reference, skill, and authority, and to behave in accord with the highest ethical and professional standards such as those advanced by the American Counseling Association, the American Association for Marriage and Family Therapy, the American Mental Health Counselors Association, the National Board for Certified Counselors, Florida Statutes 455 and 491, and Florida Rule Chapter 64B4.

Students and faculty are expected to regard themselves as professionals and to work closely and cooperatively with other professionals, including those in: public and private schools, colleges and universities; community and private agencies, institutions, and

programs; businesses, industries, and philanthropic organizations; and government agencies.

Students and faculty are encouraged to consult frequently with their advisor(s), clinical supervisor(s), and/or professional colleagues regarding the choices confronting them in their various professional activities.

A disciplined professional curiosity

Students and faculty are challenged to ask far-reaching questions.

Students and faculty are expected to master the tools of professional research to aid them in their search for trustworthy answers to their questions.

Students and faculty are expected to construct their own ethically informed philosophical orientation to the helping process by utilizing the various theoretical, research, and practice resources available and articulating an ethical justification for the choices made.

Students and faculty are encouraged to take calculated risks in their search for creative and innovative solutions to human problems.

Students and faculty are expected to create new knowledge and model efficacious practices.

Students and faculty are expected to disseminate their knowledge to all interested parties so as to enhance efficacious practices that enrich the quality of life for all.

Students and faculty are expected to dedicate themselves to continuous personal and professional development through life-long learning.

An efficacious commitment to professional service

Students and faculty are expected to respect and enhance the worth, dignity, equality and positive development of all people within their communities of engagement.

Students and faculty are expected to give compassionate and competent ethically-and-culturally sensitive professional service that promotes mental health and human potential and ameliorates mental illness and human misery.

Students and faculty are expected to promote equal educational, employment, and self-development opportunities for all people, including ethnic minorities, women, older persons, and persons with disabilities.

Students and faculty are expected to commit themselves to improve the quality of life in the world community as well as in the immediate communities in which we live.

Students and faculty are expected to provide leadership that enhances professional efficacy and inspires public trust.

Students and faculty are expected to be accountable to the profession, to the public, and to each other.

IMPORTANT DATES

August 25, 2014: Classes begin

September 1, 2014: Labor Day—No school

September 19—22, 2014—QUALS Weekend

October 9-12, 2014: SACES Conference, Birmingham, AL

October 24-25, 2014: FCA Conference, Tampa, FL

November 11, 2014: Veteran's Day—No school

December 10, 2014: Last day of classes

December 11-12, 2014: Reading days

December 15-19, 2014: Final exam days

January 6, 2015: Classes begin

January 19, 2015: Holiday—No school

January 23-26, 2015—QUALS Weekend

March 2-6, 2015: Spring Break—No school

March 11-15, 2015: ACA Conference, Orlando, FL

April 10-13, 2015—QUALS Weekend

April 22, 2015: Last day of classes

April 23-24, 2015: Reading days

April 27-May 1, 2015: Final exam days

FACULTY CONTACT INFORMATION

Dr. Ellen Amatea: Professor, Counselor Education Program Coordinator, Doctoral Program Coordinator, Marriage & Family Counseling Program Coordinator
eamatea@coe.ufl.edu (352) 273-4322, Norman Hall 1210

Dr. Mary Ann Clark, Professor, maclark@coe.ufl.edu (352) 273-4331, Norman Hall 1214

Dr. M. Harry Daniels, Professor, Director of the School of Human Development and Organizational Studies in Education harryd@coe.ufl.edu (352) 273-4321, Norman Hall 1201 and 1215D

Dr. M. Kristina DePue, Assistant Professor, kristinadepue@ufl.edu (352) 273-4339, Norman Hall 1202

Dr. Silvia Echevarria-Doan, Associate Professor silvia@coe.ufl.edu (352) 273-4323, Norman Hall 1203

Dr. Patricia Hurff, Lecturer, phurff@coe.ufl.edu (352) 273-4327, Norman Hall 1206

Dr. Ana Puig, Associate Scholar & Research Director, anapuig@coe.ufl.edu (352) 273-4121, Norman Hall 125A

Dr. Sondra Smith-Adcock, Associate Professor, School Counseling Program Coordinator, Practicum & Internship Clinical Coordinator ssmith@coe.ufl.edu (352) 273-4328, Norman Hall 1209

Dr. Jacqueline Swank, Assistant Professor, Mental Health Counseling Program Coordinator jswank@coe.ufl.edu (352) 273-4326, Norman Hall 1204

Dr. John Super, Clinical Assistant Professor, super@coe.ufl.edu (352) 273-4325, Norman Hall 1210

Staff Information

Patty Bruner (352) 273-4336

Candy Spires (352) 273-4334

Angela Rowe (352) 273-4333

Patty Lefevers (352) 273-4337

Eileen Jones (352) 273-4335

DOCTORAL COHORT INFORMATION

Class of '13

Christopher Cheung

Debolina Ghosh

Keri Johnson

Class of '12 "Divine Dime"

Clarence Anthony, Jr.

Erica Byrnes

Ceymone Dyce

Katie Fields

Chad Jenkins

Joe Johnson

Emi Lenes

Sandi Logan

Jim Solari

Bliss Wargovich

Counselor Education Doctoral Program

FREQUENTLY ASKED QUESTIONS

Counselor Education Program

1. What is SHDOSE? The School of Human Development and Organizational Studies contains 5 programs including, Counselor Education, Educational Leadership, Higher Education Administration, School Personnel in Higher Education, Research and Evaluation methods. The Main office is 1215 Norman Hall.
2. Who is our office staff? Patty Bruner (352-273-4336), pbruner@coe.ufl.edu) and Candy Spires (352-273-4334, cspires@coe.ufl.edu) are the main counselor education contacts in the SHDOSE office. They are indispensable for help with registration, book ordering for classes, paperwork, room scheduling, etc.
3. What is the TA Room? The TA room, 1313C Norman, is available for use for all doctoral students. Students who are teaching during any given semester may be given a personal key, but anyone can access the room through the keys available in Patty B.'s office. Several computers are available for use in the room, as well as a refrigerator and microwave. The room also offers resources such as books, past materials such as exams and PowerPoints, videos, etc., for each class that is taught by doctoral students in the program. Doctoral students who teach may also choose to claim one of the file drawers in the room to store materials (just be sure to put your name on the front of the drawer and clean it out when you are done teaching your course). With regards to computers, given that it is a communal space, it cannot be guaranteed that there will always be space and functional computers. There is a printer that is attached to the TA computers for our use. For teaching-related purposes only, you may use the copier in the main office, NRN 1215.
4. Where are the mailboxes? Faculty mailboxes are inside the main office, in the room to your right. Mailboxes for doctoral students (only those who teach are given mailboxes) are in the TA room (1313C).
5. How do I register for my classes? After your first semester, all registering is to be done through Candy Spires. You may register with her through email or in person, but only after your pre-assigned registration date and time. You will be sent a reminder about registration towards the middle/ end of each semester.
6. What is the Counselor Ed listserv and how do I sign up? All master and doctoral students and faculty may have access to the listserv. You will be given a form to fill out during orientation which will enable you to be added to the listserv. The listserv enables you to reach and be reached by all members of the program. Program and

departmental announcements such as internship, job and assistantship availabilities, upcoming seminars and meetings, and off topic discussions and announcements are often sent through the listserv.

In addition to the UF Counselor Ed listserv, it is also helpful to sign-up for the CESNET at <http://www.cesnet-l.net/> Please take some time to learn about this valuable resource, intended for doctoral CES students and CES faculty. Review the website to learn about the policies, procedures, and practices of this large listserve of more than 2,000 participants.

7. What student organizations are available to join? Both master and doctoral students are strongly encouraged to join Chi Sigma Iota (CSI)—Beta Chapter. CSI is an international honor society that values academic and professional excellence in counseling. We promote a strong professional identity through members (professional counselors, counselor educators, and students) who contribute to the realization of a healthy society by fostering wellness and human dignity. **If you are a current member of a CSI chapter, please take the time to transfer your membership over to the Beta chapter by contacting CSI International or logging into your account.**

UF Graduate Student Council is another organization that may be of interest to you. They provide support to all graduate level students, Master's and Doctoral level, which includes travel grants. You can find out more information at: <http://gsc.sg.ufl.edu/> and <http://ufgsc.org/>

8. Who will be in my classes? Most of your classes in the Counselor Education Doctoral program will be taken with some members of your cohort and also possibly some doctoral students from other cohorts as well. These classes tend to be quite small. As such, the faculty will expect you to come to class well-prepared and highly participatory in each session. Any classes taken outside of the program, such as research courses, are usually taken with other doctoral students from College of Education. These classes usually range from 20-30 students. Most, if not all, of your classes will be held in Norman Hall.

9. How can I get books for my classes? You can see which books are required for your class by checking through the UF bookstore website (<http://www.bsd.ufl.edu/G1C/bookstore/bookstore.asp>), or by logging on to ISIS—Integrated Student Information System (<http://www.isis.ufl.edu/>). You may buy or rent them there, or check some of the other bookstores available in town, or websites such as www.amazon.com, www.half.com, and www.valorebooks.com. You may also want to contact current doctoral students through email or the listserv, to see if they may be able to lend you books they may have used for the same course.

10. How much can I be employed by the university or outside employment?

It is important for you to understand that this is a full time, day program, in which our core doctoral counseling courses are held Monday through Friday between 8 am and 5 pm. However, there are various other department responsibilities-- such as teaching supervision & clinical supervision of Master's students-- that occur outside this time frame. So, while it is possible for some students to maintain part-time employment, such as to accrue hours toward counseling licensure, it is an individual decision as to whether it is possible.

Teaching

1. How do I order books for the class that I'm teaching? How do I get a copy? Be sure to notify Candy about the books that you wish your students to use at least several weeks before the start of the next semester. You do not need to buy your own copy when teaching. Please contact Candy who can order the book and/or instructor's manuals and exam copies for you. Refer to previous course syllabi for examples of suitable textbooks and course materials.

2. Do I need to share or my class materials to anyone in the program? At least 2 weeks before the start of the semester, please be sure to send your class syllabus to Patty Bruner who will enter the syllabi on the COE website. **All class syllabi for every course in the college are required to be posted on the COE website, prior to the beginning of the current term.**

3. Do I need to discuss my teaching activities with faculty? You should be working with a more senior doctoral student and a faculty member who is to supervise your teaching. Prepare to meet at a regularly scheduled time for teaching supervision with a faculty member and small group of other doctoral students who are currently teaching. (See supervisory chart on last page of this handbook.)

4. What are office hour requirements? Every instructor is required to schedule **at least 4 hours of office hours a week.** Counselor education doctoral students hold office hours in the TA room (1313C). Please be advised that this room may not be entirely private, as all doctoral students have access to this room at any time. If you require a private meeting room, you may use an empty lab room (just be sure to reserve the room that you are using in the lab room scheduling book). Within the first 2 weeks of the semester, please complete the office hours schedule posted on the back of the door to the TA office. This will serve as a communication tool to those who are scheduled to be in the office at a given time.

5. What is ELearning (AKA Sakai)? ELearning is an online learning platform that you may choose to use when teaching a course. It allows instructors to have a class website where they can post class PowerPoints and resources, post and track student grades, access student's email addresses, post class announcements and reminders, etc. There are many tools available for use in ELearning. To request an ELearning page for your course, access tutorials, and more information, please see <https://lss.at.ufl.edu/>. While this is not required, it is strongly recommended, as it will aid in leading a more smoothly conducted semester.

Note: UF is currently in transition this school year, from using Sakai to Canvas.

6. How do I access my class roster? Go to <https://my.ufl.edu> and log in. Go to Main Menu, then My Self Service then Manage Class Rolls. Select the term you are teaching and click on the section number. This should bring up your class roster.

7. How do I request a listserv for my class? A class listserv enables you to email all members of your class through one email address. You may request a listserv for any class that you teach. To do so, Log into MyUFL. Go to Main Menu, then My Self Service then Manage Class Rolls. Select the term you are teaching. Next to the listing of your course, there will be a link for you to request a listserv for this course. When the listserv is created, you will receive an email with the email address for the course listed. The listserv will automatically be updated as students add or drop the course, so no further action will be needed from you once it has been set up. 8. I'm a bit nervous about teaching. Are there any resources or trainings to support my teaching and instruction? In addition to seeking out support from your faculty contact (see #3) there is a number of university –wide resources at your disposal. For example,

In August, the Graduate School hosts a TA Orientation that is required of all graduate students that will be teaching undergraduate courses and/or providing teaching assistance in Master's-level courses. You can find out more information at: http://www.teachingcenter.ufl.edu/ta_orientation.html

Also, UF provides a multitude of trainings and resources designed to support your teaching efforts: from Instructional Resources to Online Course Development. You can find out more information about these at <http://teach.ufl.edu/>

Whether you are teaching a fully online course, or not, it is strongly recommended that you complete the Faculty Institute training in preparation for teaching your undergraduate course. This is an online training that takes about 7-10 hours to complete, which covers pedagogy, online classroom management and more. You can register with your GatorLink id at: <http://teach.ufl.edu/development/faculty-institute/>

9. How do I get TAs to assist with my course? It is best to only utilize a TA after you have taught the course yourself for at least a semester. This will enable you to learn the flow of the class, and then decide how you can most effectively utilize a TA. You should consult with your faculty chair for policies regarding the use of TAs, as well. Remember, this is a training component of the CES program and you need to be provided the opportunity for your own personal and professional growth. If you do solicit the use of a TA, be sure to construct a TA Contract that outlines the work responsibilities and expectations. You may ask Ceymone Dyce or Sandi Logan for a sample TA contract.

General UF/Campus Information

1. How do I get my student ID card? You will want to get your student ID card as soon as possible, as it is necessary for access to different resources on campus such as the library, student health center, the gym, etc. The main ID card office is located in the UF bookstore and welcome center and is available Monday - Friday: 8AM - 7PM and Saturday: 11AM - 4PM. There is also a branch located in the Medical Sciences Building which is available Mon, Wed & Thur 9AM - 12AM & 12:30PM - 3PM. Service is first come first serve, and is usually very busy the week before and during the first week of classes.

2. Where is the health center? How do I make an appointment? What services are available? The student health care center is located near the football stadium, on Fletcher Drive, next to the Gym and Racquet Club. You may make an appointment by calling (352) 392-1161. Services available include general health appointments, immunizations, nutrition services, women's health, physical therapy, a pharmacy, etc. Please see the health center website for more information <http://shcc.ufl.edu/>

3. How do I sign up for health insurance? If you have a fellowship, or have a graduate assistantship as a TA or research assistant, then you are eligible for GatorGrad Care offered through Blue Cross Blue Shield. To be eligible, you must be enrolled full-time in a graduate program at UF and on appointment. You must enroll online by **September 14**. Please see the website for more information at <http://www.hr.ufl.edu/benefits/gatorgradcare/default.asp>

4. Where do I park? Parking around Norman Hall is **extremely difficult**. Parking tickets on campus are expensive and in many areas, you will be towed. The streets around Norman Hall can only be parked on with a special decal, and you have to live in the neighborhood to get a decal. So here are some tips:

Take the bus... The RTS system around Gainesville is widely used, convenient and free for students with their UF ID and there are stops all over town and campus (and at most apartment complexes). Please check the website for more details <http://go-rtts.com/>

Buy a commuter decal with UF. Get to the commuter lot early, take the bus to Norman. Please see the parking services website at <http://www.parking.ufl.edu>

Pay for parking in private lots around Norman Hall. Check out neighborhoods around Norman Hall (like SW 10th St., N. 13th St, etc.).

5. Where is the bookstore? The main bookstore is located at building 886 on Museum Rd on campus in the UF Welcome Center/ Bookstore.

6. Where are the libraries on campus? Which ones should I use? There are over 15 different libraries and reference centers on campus, but the most accessible library to most of us in the program is the Education library which is located in the Norman Hall courtyard. This library often has many counselor education books and resources, as well as several workshops on software such as RefWorks, writing research papers, searching for resources in the library and online, etc.

The main library on campus is Library West, located at the north end of the Plaza of the Americas on campus. For online access to article databases, off-campus access and more information on the libraries, please see the library website at <http://www.uflib.ufl.edu/>

7. Where is the gym on campus? There are several recreation centers/ gyms available on campus including an aquatic facility, the Southwest Recreation Center, the Student Recreation and Fitness Center, the Broward Outdoor Recreational Complex, the Florida Gym, etc. These centers are accessible with your UF ID card. For more information on hours and services, please see the Rec Sports website at <http://www.recsports.ufl.edu>.

8. How do I get football/ basketball tickets? Towards the end of each spring semester, students may enter the student football lottery for an opportunity to buy single season tickets for the upcoming football year. If you miss the lottery, or opt not to buy season tickets but still want to purchase single game tickets, check with the student gator ticket office or keep your eye on the counselor education listserv (or send an off topic message on the listserv). Graduate students are often offering tickets for face value on the listserv.

Basketball tickets are free for UF students. You must register for each game at gatorzone.com/tickets/students. Registration becomes available at various dates throughout the season. The 2,500 students who register are guaranteed admission as long as they enter the O'Connell Center by tipoff. Students who miss a game that they had registered for are not guaranteed a seat for the following three (3) basketball games. Registered students may also purchase up to 2 general admission tickets.

For more information on athletic events please go to <http://www.gatorzone.com>

9. What else should I know about campus?

Lake Wauburg-Part of UF rec sports, it offers outside activities such as boating, a rock wall, water skiing and wake boarding, etc. Activities and boat rentals are free with your UF ID card and you are permitted to bring up to 4 guests. It is located at 133 Regatta Dr. Micanopy, FL.

Campus Museums/ Performing Arts- UF boasts several fun and entertaining museums, including:

Florida Museum of Natural History- Has several interactive exhibits (which are free), and the butterfly rainforest, a 6,400-square-foot screened, outdoor enclosure with subtropical plants and hundreds of living butterflies (admission for the rainforest is a small fee).

Harn Museum of Art- Features permanent collections and temporary art exhibits. Admission is free.

Many world-class musicals, concerts and plays come to UF at facilities such as The Phillips Center for Performing Arts, The University Auditorium, The School of Theater and Dance and The College of Fine Arts School of Music.

TIPS FOR FIRST YEARS

LESSONS LEARNED

- ✓ Embrace the ambiguity
- ✓ There will always be tasks to do, learn which are important, demanding your immediate attention, and which can wait while you take care of your wellness
- ✓ Start early—begin everything early
- ✓ Be intentional in all that you commit to do—coursework, teaching, supervision, research, and leadership/service
- ✓ In the beginning, be flexible in your research interests as they may change. As time progresses, hone in on a particular area/aspect
- ✓ Invest in a good printer, you'll need it. Print double sided
- ✓ Seek out the support from others that you need

UNSPOKEN RULES

- ✓ Schedule time to write
- ✓ You need to be present at everything possible
- ✓ Your journey is your own unique experience and will be somewhat different from those by your side, those before you, and those who will come after you
- ✓ It is your responsibility to seek out assistance
- ✓ By the time you reach candidacy, HMDS[®] will occur...you can try to fight it, but it's inevitable! (Sandi will address this with you).
- ✓ This experience will be what you make of it. Remember, the reason why you are here.

WELLNESS TIPS

- ✓ Set aside time for nothing
- ✓ You can't do everything
- ✓ Lean on your cohort—they will most closely be able to relate to what you are feeling and/or going through
- ✓ Attempt to not feel guilty when you are not multi-tasking. Some things deserve your undivided attention

TEACHING SUPERVISION (2014-2015)

All doctoral students will be required to attend teaching supervision being held with Dr. Super, with the exception of those teaching SDS 3430, who will attend a teaching supervision lead by Dr. Amatea, and those teaching SDS 3482, who will attend a teaching supervision lead by Dr. DePue. Each faculty member will announce the day/time this will be conducted. Also, identified below are current doctoral students who have familiarity with the course you are teaching.

