



Dear Applicant,

Thank you for your interest in the Department of Counselor Education and Counseling Psychology (CECP). Please carefully read this entire letter.

Graduate admission at Western Michigan University is a two-part process. You can apply for Graduate Admissions by completing the Application for Graduate Admission or International Student Services (OISS) application. If you have not completed and submitted the Application for Graduate Admission, you may call 1-800-400-4968 to obtain forms or you may complete the Online Graduate application at <http://www.wmich.edu/apply/graduate/>. Applicants are encouraged to complete the Online Graduate application. An official transcript from **all** post-secondary institutions attended, except WMU, must be sent directly to Western Michigan University, Office of Admissions.

You must also apply to the specific department you wish to enter; and this is your application packet to the Department of Counselor Education and Counseling Psychology.

Attached you will find several enclosures that must be sent directly to the Department of Counselor Education and Counseling Psychology. Enclosed with this letter is a list of other materials that must be completed in order for your application to be processed. Specifically, please note that you must return (a) all copies of the Application for Graduate Admission: white copy to the Office of Admissions, two blue copies to the Department (unless you applied through the internet, or through the Office of International Student Services), (b) Department of Counselor Education and Counseling Psychology Master's Program Application and Option Choice (attached), (c) a professional goals statement, (d) a resume, and (e) three letters of recommendation (forms attached). The first step in completing the department application is the Master's Program Application. This form requires basic identifying information (e.g., name and WIN number or social security number). The next form is an Option Sheet; please check the Master's program or option to which you are applying.

There are three letter of recommendation forms attached, which you should distribute to three references who are knowledgeable about your academic work and/or professional/volunteer counseling or other work experiences. Please have your references complete the enclosed forms and send them to the Department of Counselor Education and Counseling Psychology in a sealed envelope, signed across the flap (references will not be accepted if they are open and/or not signed by the referee). If you have questions about the appropriateness of references, please call the department office.

All Master's degree application materials must be **RECEIVED** by CECP on or before the appropriate application deadline. CECP has three different application deadlines for MA program admissions during the year: January 15 for ensuing summer and fall semester, May 15, also for the ensuing fall semester, and September 15 for the following spring semester. Applicants interested in beginning their graduate Master's degree studies in the Fall semester are encouraged to meet the January 15 application deadline. This allows applicants to receive admission offers well in advance of the fall semester. Also, applicants who plan to seek assistantships or campus employment beginning in the fall semester should apply by January 15 to be competitive for such assistance or positions.

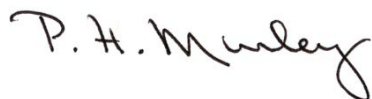
Please send application materials to:

**M. A. Admissions & Enrollment Management
Counselor Education & Counseling Psychology 5226
Western Michigan University
1903 W Michigan Ave
Kalamazoo, Michigan 49008
FAX (269) 387-5090**

Please visit our homepage at **<http://www.wmich.edu/coe/cecp>**

Thank you again for your interest in our programs.

Sincerely,

A handwritten signature in cursive script that reads "P. H. Munley".

Patrick H. Munley, Ph.D.
Professor and Chair

CECP DEPARTMENTAL APPLICATION MATERIALS

A. GRADUATE COLLEGE APPLICATION

If you applied online or through International Student Services, this will be taken care of for you.

B. DEPARTMENTAL MASTER'S PROGRAM APPLICATION and OPTION CHOICE

These sheets are included in this packet.

C. PROFESSIONAL GOALS STATEMENT

On no more than two type/written, double-spaced pages, write an essay discussing your professional goals. Give attention to work with racial /ethnic minorities and diverse populations throughout your essay. Include information about: *a)* your reason for wanting to be in a specific program; *b)* your professional goals as they relate to that program; *c)* an assessment of your personal assets and liabilities; and *d)* life experiences that might be useful in your work as a helping professional, including your work with racial/ethnic minorities and diverse populations.

D. RESUME

On no more than two pages, please include a resume. In addition to the standard elements of a resume (e.g. educational and paid work experiences, etc.), please be sure you identify and clearly label all volunteer human service experience, including starting and ending dates.

E. LETTERS OF RECOMMENDATION

Enclosed are three forms for recommendation. Recommendations **must** be on our forms and returned in sealed envelopes signed across the flap by the referee. Be certain that persons who are knowledgeable of your academic work and/or your professional experience to date fill out the recommendation forms. Your recommenders need to be willing to be specific in their responses to the various items on the recommendation form, and to fill out both sides of the form completely. Recommendations that are general statements, which leave areas blank or which are not based on reasonable contact with you in your academic and/or work experience are not very useful to an admissions committee.

Please send all above materials to:

**M. A. Admissions & Enrollment Management
Counselor Education & Counseling Psychology 5226
1903 W Michigan Ave
Western Michigan University
Kalamazoo, Michigan 49008
FAX (269) 387-5090**

F. INTERVIEW

Applicants may be asked to schedule a telephone interview as a final step in the application process. It is your responsibility to keep the Department updated regarding any changes of address and/or telephone numbers where you may be contacted. Please give us your email address if available.

**DEPARTMENT OF COUNSELOR EDUCATION AND COUNSELING PSYCHOLOGY
MASTER'S PROGRAM APPLICATION**

Applicant's Name: _____

If Admitted:

- A. I plan to attend (please check one): full-time part-time
- B. I plan to enroll in the majority of my courses in: Kalamazoo Grand Rapids Traverse City
- C. I expect to begin my degree (check one): Spring 20 ____ Summer 20 ____ Fall 200____
- D. I have applied for the following:
- Thurgood Marshall Fellowship

It is your responsibility to keep both the Department of Counselor Education and Counseling Psychology and the Office of Admissions and Orientation Graduate Division updated regarding any changes of address and/or telephone numbers where you may be contacted.

Acknowledgment:

I am aware that application to the Department of Counselor Education and Counseling Psychology Graduate Degree Programs is a competitive process and that meeting minimum Graduate College requirements does not guarantee admission. **I understand that if I have been convicted of a felony or misdemeanor, this may make it difficult to obtain required external agency training experiences, i.e. field practicum, internship; and if unable to obtain these required experiences I will not be able to complete my program of study and graduate.** I am further aware that if I have been convicted of a felony or misdemeanor, I may not be eligible for licensure or certification by the State of Michigan **or by other jurisdictions.** The Michigan Board of Counseling and the Michigan Board of Psychology have indicated on their web pages that applicants who have been convicted of a felony or misdemeanor will be "reviewed on an individual basis", and that they "take into consideration the type of conviction, the age that you were when the incident occurred and the time that has elapsed since the conviction."

Retrieved September 9, 2006 from
http://www.michigan.gov/mdch/0,1607,7-132-27417_27529_27536---,00.html

I am aware that questions concerning eventual eligibility for professional licensure should be directed to the appropriate professional licensing board in the relevant jurisdiction. Professional licensing laws and regulations vary from state to state.

I am also aware that students admitted to or taking courses in the Department are expected to abide by the ethical standards of the professional association relevant to their program of study.

Signature: _____ Date: _____

I HAVE ENCLOSED THE FOLLOWING APPLICATION MATERIALS:

- A. Both blue copies of application form, unless you have applied online
- B. Department Master's Program Application (this page)
- C. Department Program Option Choice
- D. Professional Goals Statement
- E. Resume
- F. Three recommendation forms provided (in sealed envelopes)

**DEPARTMENT OF COUNSELOR EDUCATION AND COUNSELING PSYCHOLOGY
MASTER'S PROGRAM OPTION CHOICE**

Applicant's Name: _____ **Social Security Number:** _____

WIN Number (*Western's Identification Number*): _____ **Date of Birth:** _____

****NOTE:** If you are unsure about the selection of a program or option, please contact the CECF Office (269-387-5100). An appointment will be arranged to respond to your questions about selection of a program. Selecting an inappropriate option could affect your application.

I wish to pursue the following Master's Program/and or options (check one):

Master of Arts in Counseling Psychology

Counseling Psychology Program:

This program prepares students to function as master's degree psychologists delivering mental health services in public and private agencies in accordance with licensure laws of the State of Michigan. Focus on personality, psychopathology, individual/ group counseling and psychotherapy, psychological assessment, ethics, counseling psychology.

Counseling Psychology

Master of Arts in Counselor Education

Clinical Mental Health Counseling:

The Clinical Mental Health Counseling program is designed to prepare individuals to function as professional counselors in a variety of clinical mental health counseling settings. The program meets the educational requirements for the licensed professional counselor credential (LPC) in Michigan. This option is accredited by the Council for Accreditation of Counseling and Related Educational Programs as a Community Counseling program.

Clinical Mental Health Counseling

College Counseling:

This option emphasizes counseling with college students and prepares students for careers as counselors in higher education, in accordance with the licensure laws of the State of Michigan.

College Counseling

Marriage, Couple and Family Counseling:

This option is a 60-hour program combining a counseling core with an emphasis on understanding the issues faced by contemporary couples and families, and a family systems approach to the conceptualization and treatment of couples and families. The option meets the educational requirements for the Licensed Professional Counselor (LPC) in Michigan. Working with an advisor, the option can also meet the educational requirements for the Licensed Marriage and Family Therapist (LMFT) in Michigan.

Marriage, Couple and Family Counseling

(Continued)

School Counseling Options:

These options prepare professionals for counseling positions in public and private elementary, middle and secondary schools in the State of Michigan. The first two options are for persons who possess (or will possess) Michigan Teaching Certificates and seek an endorsement on their current, valid certificates. The third option is for those who do not have a Michigan Teaching Certificate. These options are accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP).

- Elementary School Counseling (K-8) (Secondary can be added for K-12)**
- Secondary School Counseling (6-12) (Elementary can be added for K-12)**
- School Counselor License (K-12 only) (No Michigan Teaching Certificate required, however, additional hours are required for a license recommendation). Please check your current degree status:**
 - Bachelor's degree**
 - Post MA in counseling or counseling psychology (CECP Master's degree)**
 - Post MA in counseling or counseling psychology (Non CECP Master's degree)**

Master of Arts in Human Resources Development

Human Resources Development

The Master of Arts in Human Resources Development prepares students for entry into, or advancement in, a career in Human Resources Development in the business, education, and health care settings.

- Human Resources Development**

Rehabilitation Counseling and Rehabilitation Counseling/Teaching:

The Rehabilitation Counseling option prepares students for careers as rehabilitation counselors. The Master of Arts in Counselor Education: Rehabilitation Counseling is available as a standalone degree. The Rehabilitation Counseling/Teaching program (RCT) is jointly administered by the Department of Counselor Education and Counseling Psychology and the Department of Blindness and Low Vision Studies. This program prepares individuals to provide both rehabilitation counseling and rehabilitation teaching. Graduates of the joint program receive two Master of Arts degrees: the Master of Arts in Counselor Education: Rehabilitation Counseling and the Master of Arts in Rehabilitation Teaching. The Rehabilitation Counseling program is accredited by the Council on Rehabilitation Education (CORE). Applications for the M.A. in Rehabilitation Counseling and the dual Master of Arts degree in Rehabilitation Counseling/Teaching (RCT) are made through the Department of Blindness and Low Vision Studies. **For these degree options apply through the Department of Blind Rehabilitation. Do Not Use These Application Materials to Apply for the Rehabilitation Counseling or the Rehabilitation Counseling/Teaching Program.**

- Rehabilitation Counseling/Teaching**

D. Define the referent group you use to rate the applicant (comparison group of persons whom you have known in a similar capacity-e.g., 50 other students in undergrad course, peer employee group over 10 year period).

E. Please comment on the applicant's **academic ability** and potential and/or the quality of **work/professional experience**.

Please rate the applicant's academic ability and potential and/or the quality of work/professional experience relative to the referent group you described above. (Circle one.)

Very Low 1-25%	Below Average 26-50%	Above Average 51-75%	Very Good 76-90%	Outstanding 91-95%	Exceptional 96-100%	Unable to Evaluate
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F. Please comment on the applicant's verbal and written **communication skills**, noting both strengths and weaknesses.

Please rate the applicant's communication skills relative to the referent group described above. (Circle one.)

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G. Concerning **interpersonal skills**, how does the applicant relate to others, including work supervisors, clients, colleagues, teachers, friends, etc.?

Please rate the applicant's interpersonal skills relative to the referent group described above. (Circle one.)

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H. Please describe the applicant's openness to engage in **self-evaluation** and **self-development**.

Please rate the applicant's openness to engage in self-evaluation and self-development relative to referent group. (Circle one.)

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I. Does the applicant's choice of graduate program (checked on the front of this form) seem consistent with your knowledge of the applicant?

J. Describe the applicant's **liabilities** or **limitations** (social, emotional, psychological, or ethical) that may inhibit effective functioning in a professional capacity.

D. Define the referent group you use to rate the applicant (comparison group of persons whom you have known in a similar capacity-e.g., 50 other students in undergrad course, peer employee group over 10 year period).

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