The WMU Integrative Holistic Health and Wellness Program’s mission is to cultivate the inter-connective relationships of individuals’ body, mind, and spirit to positively enhance personal, professional, community and global health.

Revised March 2015
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Dear Prospective Student:

We welcome your interest in the Graduate Certificate Program in Integrative Holistic Health and Wellness. The Integrative Holistic Health and Wellness Program is one of a few academic programs in holistic health in the United States, providing a unique curriculum for graduate students based on both didactic and experiential learning.

In 2012, the WMU Holistic Health Care Program in the College of Health and Human Services took on a new name. The new name, Integrative Holistic Health and Wellness, better reflects the mission of the program, as health care moves to a more integrative model. Retaining the “holistic health” terminology provides for continuity of identity, because it has been affiliated with the program since its inception in 1982. “Wellness” is added to represent the concept of prevention, which is a core aspect of the program. The program’s updated mission is to cultivate the inter-connective relationships of individuals’ body, mind, and spirit to positively enhance personal, professional, community and global health. It is our belief that our inner lives affect our outer lives. Also, information about health alone is not enough to bring change in our life patterns or in the life patterns of those we wish to serve. In addition to providing a foundation in current holistic views regarding health care, the curriculum is designed to support the process of integrating knowledge into practice by fostering the cultivation of qualities of self-awareness and sensitivity to others.

The Student Handbook will help answer questions that you may have about the program. If you would like additional information about the program, you can contact our advising office (269-387-2656) to set up an appointment with an advisor. You can also reach us through e-mail at holistic-info@wmich.edu or visit our website at www.wmich.edu/holistic.

We look forward to meeting you in the near future and talking about opportunities available for you in the program.

Sincerely,

Gay Walker
Gay Walker
Program Coordinator
Integrative Holistic Health and Wellness
What is Holistic Health?

Before presenting a review of the WMU Integrative Holistic Health and Wellness Graduate Certificate Program, it seems necessary to begin with a definition of “holistic health” as a means of understanding the content and function of our academic program. The term holistic health began to be commonly used in the 1970’s as a way of referring to “whole person” health: approaches to health care that consider the interdependent relationships between the mental, emotional, physical, social, and spiritual dimensions of a person’s functioning. This field of study began as a consumer-driven response to the perceived limitations of the biomedical approach to health care. From this movement, a proliferation of research, practices, and societal interest regarding “whole person health care” has emerged. This proliferation has taken such forms as: a) wellness promotion; b) mind-body medicine; c) complementary and alternative medicine (CAM); d) integrative medicine; and e) relationship-centered care.

History and Overview of Program

The Integrative Holistic Health and Wellness Graduate Certificate Program was created in 1982. It was conceptualized as a progressive academic offering that would enrich other degree programs in the College of Health and Human Services (CHHS) and the larger University by exposing students to the up-and-coming field of holistic health. With the increasing presence of holistic health over the past two decades, our mission is no longer to introduce students to a new field, but rather to offer the necessary knowledge and skills to discern:

- What practices are empirically-based and credible?
- What philosophies and practices are appropriate for integrating into professional service?
- What practices can be used as a means of promoting optimal health and preventing professional burnout?

It is interesting to note that the average health professional and student are often equally puzzled by the field of holistic health today as they were 30 years ago. This is no longer because the field is new, but rather because the field is broad, complex, and often misunderstood given the overuse and misuse of the term “holistic.” Thus, the Integrative Holistic Health and Wellness Graduate Certificate Program is as important today as it was 30 years ago, although our mission and educational product have evolved considerably.
Contact Information

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<thead>
<tr>
<th>Email</th>
<th><a href="mailto:holistic-info@wmich.edu">holistic-info@wmich.edu</a></th>
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<tbody>
<tr>
<td>Web</td>
<td><a href="http://www.wmich.edu/holistic">www.wmich.edu/holistic</a></td>
</tr>
<tr>
<td>Fax Number</td>
<td>(269) 387-3348</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>1903 W. Michigan Ave., Kalamazoo, MI 49008-5212</td>
</tr>
<tr>
<td>Location</td>
<td>Oakland Drive Campus, College of Health and Human Services, Room 2400</td>
</tr>
<tr>
<td>Department Affiliation</td>
<td>Physician Assistant</td>
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</tbody>
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Program Coordinator
Gay Walker
Phone: (269) 387-3839, e-mail: gay.walker@wmich.edu

Graduate Advising
Gwen Thomas
Phone: (269) 387-2656, e-mail: gwen.thomas@wmich.edu

Office Associates
Karen Monroe
Phone: (269) 387-2650, e-mail: karen.monroe@wmich.edu

Chris Salvaggio
Phone: (269) 387-2650, email: christine.salvaggio@wmich.edu

Office Coordinator
Nancy Kibler
Phone: (269) 387-2650, e-mail: nancy.kibler@wmich.edu
**Program Description**

The Integrative Holistic Health and Wellness Program introduces students to complementary and alternative modalities that promote optimal health and healing, at both an academic and experiential level. Students are presented with a framework for wellness which helps them to make knowledgeable and healthy life-style choices and establish respectful, cooperative relationships with others and the environment. Classes encourage personal growth through self-discovery, self-expression, self-care, self-responsibility and active participation in health.

Students are exposed to a variety of topics in this rapidly growing field and are encouraged to carefully evaluate modalities, research, and evidence-based science with discernment. Classes are non-traditional and include lecture, discussion, personal reflection and experiential activities.

Students who earn a certificate in Integrative Holistic Health and Wellness will understand the philosophy of holism and the connection between their personal journey and their expression of this in the world of relationships and work. The certificate complements and supports the coursework of related fields enabling students to work within their chosen profession from a holistic perspective and may enhance career opportunities. Students in the helping professions such as counseling, education, psychology, social work, nursing, occupational therapy, health care management, exercise science and health promotion, business, public administration, theology and medicine will especially benefit from this program.

Integrative Holistic Health and Wellness courses may be included as electives in many curriculums and the certificate may be used as an area of specialty concentration for students majoring in related fields. The program is designed to provide opportunities in the following areas:

- Wellness
- Relaxation/stress-reduction/self-care
- Mindfulness/Meditation
- Relationships
- Expressive Arts
- Illness and end of life
- Aging
- Spirituality
- Holistic coaching
- Biofeedback
- Nutrition
- Tai chi/Chi gong
- Yoga
- Forgiveness
Program Goals

• To increase students’ knowledge regarding holistic health practices and theory
• To develop skills that will positively enhance personal, community and global health and wellness
• To cultivate awareness of the interconnection between body, mind, spirit and community in order to affect attitudinal change regarding health and wellness
• To insure that students have the ability to apply the knowledge, skills and awareness of holistic health and wellness to their personal and professional lives
• To promote sensitivity to the issues of diversity and multiculturalism within the context of the continuum of individual and global health and wellness

Program Benefits

Career Advancement: Holistic perspectives and competencies enhance graduates’ professional effectiveness and equip students for career advancement in health and human service fields.

Coping Skills: A focus on self-care and stress reduction provides students and professionals with skills that help them prevent burnout
Admission Criteria

The Faculty of the Integrative Holistic Health and Wellness Program established the following criteria for the selection of applicants for admission to the certificate program:

- Evidence of ability to do graduate work
- Academic preparation in the behavioral sciences and/or health related areas
- Personal and professional maturity
- Commitment to applying holistic concepts and practices to one’s personal and professional life
- Evidence of communication and interpersonal skills
- Appreciation for a diversity of ideas and experiences
- Other factors related to the applicants’ ability to successfully engage in professional practice will also be considered.

To apply for admission to the certificate program in Integrative Holistic Health and Wellness, students must:
- Have a bachelor’s degree from an accredited institution
- Be eligible to take graduate level courses at Western Michigan University

Non-degree Status Criteria

The Integrative Holistic Health and Wellness Certificate can be taken as an independent certificate or used to supplement other related graduate training. Those students interested in taking Integrative Holistic Health and Wellness courses, but not the full certificate may still enroll in most courses. Students may take up to 9 credit hours of courses toward a certificate without being accepted into the Integrative Holistic Health and Wellness Program by applying for Non-degree Status.

Application Process

Applicants for the graduate certificate program must have a bachelor’s degree from an accredited institution. Applicants will apply via the graduate application online system. In addition to providing general information (including educational history details), there are also specific program requirements that must be submitted within the online application system. These program requirements are:

- Official transcripts from all post-secondary institutions attended, except WMU, must be sent directly to Western Michigan University, Office of Admissions, 1903 W Michigan Ave, Kalamazoo MI 49008-5211 (or sent electronically to admissions-transcripts@wmich.edu from the institution).
- A resume or curriculum vitae (CV) – attach within the online application
- Written statement – attach within the online application
  Identify your major reasons for seeking admission to the Integrative Holistic Health and Wellness Graduate Certificate Program including personal or professional goals which you feel will be more obtainable through your participation in the program. Also, explain how and when you plan to use this training. Do you have a personal commitment to wellness that is demonstrated in your daily activities? Please explain.
List any holistic certifications or modalities in which you are trained, and note whether you have completed the undergraduate minor in Integrative Holistic Health and Wellness.

When all admission documents are received, your application will be considered.

Applications are accepted on an ongoing basis. However, the application must be complete (i.e. all official transcripts and required documents received) two weeks prior to the start of any given semester/session or the application will be deferred to the following semester/session. Once a semester/session has started, all applications will be deferred to the following semester/session.

**We strongly encourage you, in planning your program to contact an advisor for the program (269-387-2656).**

*Please note: Policies related to admissions are University policies and the Admissions Office is the body of authority related to these policies; therefore, if you receive communication from the Admissions Office, which appears to conflict with anything written here, you must follow the instructions of the Admissions Office. If you have questions, call the Admissions Office at (269) 387-2000.*
Program Curriculum

Online course only

Face to face only

Hybrid (combination of online and face to face)

Online or face to face

The academic program consists of 18 credit hours distributed in the following manner:

Core Courses

HOL 5310: Introduction to Holistic Health Care - 3 credit hours
HOL 6500: Seminar in Holistic Methods (hybrid) - 3 credit hours
HOL 6700: Professional Field Experience - 1-6 credit hours (master’s level)
or HOL 7120: Professional Field Experience - 1-12 credit hours (doctoral level)

Elective Courses – choose 9 credit hours from the list below

HOL 5300: Biofeedback – 3 credit hours
HOL 5300: Bodymind Nutrition – 3 credit hours
HOL 5300: Spirit and Science of Holistic Health – 3 credit hours
HOL 5300: Mindfulness to Enhance Living – 3 credit hours (HOL 5305)
HOL 5300: Understanding Grief and Loss – 3 credit hours
HOL 5300: Chi Gong – 1 credit hour
HOL 5301: Meditation to Enhance Living – 1 credit hour
HOL 5302: Advanced Meditation to Enhance Living – 1 credit hour
HOL 5303: Tai Chi to Enhance Living – 1 credit hour
HOL 5304: Yoga to Enhance Living – 1 credit hour
HOL 5320: Holistic Approaches to Personal Relationships – 3 credit hours
HOL 5321: Holistic Health Coaching - 3 credit hours
HOL 5340: Holistic Health and Spirituality – 3 credit hours
HOL 5350: Holistic Approaches to Stress – 3 credit hours
HOL 5360: Wellness Skills for Health Professionals – 3 credit hours
HOL 5370: Health and Humor – 3 credits (spring 2015)
HOL 5380: Eastern Thought and Practice – 3 credit hours
HOL 5500: Introduction to Expressive Arts – 3 credit hours
HOL 5510: Holistic Approaches to Healing through Visual Art – 3 credit hours
HOL 5530: Holistic Strategies for Illness and End of Life – 3 credit hours
HOL 5540: Love and Forgiveness – 3 credit hours
HOL 5550: Successful Aging, Holistic Perspectives – 3 credit hours
HOL 5980: Readings in Holistic Health - 1-4 credit hours
HOL 5600: Advanced Spirituality and Health -3 credit hours
HOL 6910: Spirituality and the Therapeutic Process – 3 credit hours
HOL 6970: Independent Study in Holistic Health – 1-4 credit hours

Note: You can take more than one HOL 5300 special topics course during the same semester. However, you must contact an advisor in CHHS to register for additional titles.
Professional Field Experience

- **HOL 6700** – Field Education in Holistic Health (Master’s Level Graduate Students) or
- **HOL 7120** – Professional Field Experience in Holistic Health (Doctoral Level Graduate Students)

Course Credit
This course is variable graduate credit—1 to 12 credit hours. Students need to complete at least 3 credit hours within one year to receive a “credit/no credit” grade for the course, unless enrolled in a combined internship. Students beginning their Field Experience will have completed the core courses HOL 5310, HOL 6500 and 2-3 electives. Consult with your advisor or faculty supervisor if you want to arrange for any variation in sequence.

Course Description
This is a 180-hour professional field/internship experience in Integrative Holistic Health and Wellness to complete the Graduate Certificate Program. Field Experience can be completed in one semester or up to one year. If the 180-hour internship is not completed within one semester, the student may receive an incomplete grade with the approval of the instructor/advisor. This incomplete grade may then be removed and replaced with a “credit/no credit” grade as soon as all of the 180-hours of internship are completed.

Students enrolled in the certificate program independent of a graduate degree program or in a graduate program that does not require a field experience must enroll in a 3 credit hour Professional Field Experience course. All masters level students enroll in HOL 6700 and all doctoral students enroll in HOL 7120. All field experiences, whether HOL 6700, HOL 7120, or another program’s approved equivalent must be approved by the student’s Fieldwork Experience coordinator (Gay Walker).

Combined Internship
Those graduate students already enrolled in a master’s degree or doctoral degree program at WMU, or at any other fully accredited university, may use their required internship within their program to satisfy the requirements for HOL 6700 or HOL 7120. All of the Integrative Holistic Health and Wellness certificate course requirements must be filled as stated. The Field Experience must be approved by both the degree program and certificate program and requirements for both programs successfully completed. **To do this you will enroll in your specific program for the required internship credits and also for one credit in HOL 6700 or HOL 7120.**

Professional Standards
Upon admission to the Integrative Holistic Health and Wellness Program you will be expected to sign, agree, and abide by the Professional Standards as set by the program. Failure to comply with the Professional Standards may result in remediation or termination.
Field Experience Options

Students can choose from the following guidelines in selecting their 180-hour Professional Field Experience. In all cases, documentation of hours, a written log, and on-going communication with the student’s on-site supervisor and faculty coordinator is required.

- The hours can be completed within a student’s required internship for their masters or doctoral degree. The student must create a written contract that describes how the internship will include a holistic focus.
- Students may use their current workplace (or appropriate organization) by developing and implementing a professional program of a holistic nature (e.g. educational seminars).
- Students may develop and teach holistic health classes at the community or academic level.
- Students may develop and carry out a research project, and submit it in written form.
- Students may take a variety of holistic health related personal/professional workshops and seminars. Written summaries of these experiences and certifications of completion are required.
- Students may elect to pursue a combination of the above activities in order to meet the 180-hour requirement.

Students must plan and arrange their internship experience on their own. Consultation with and approval of the Professional Field Education supervisor, Gay Walker, is required before registering for the course. After the internship plans have been approved, students can contact an academic advisor at (269) 387-2656 for registration.

Course Requirements for HOL 6700 or HOL 7120

- Select an area and site to do your field experience. It is your responsibility to connect with and make arrangements for the placement.
- Sign Professional Standards form and send to Gay Walker.
- Complete the Field Experience Learning Contract and send it to the instructor either before the start of the semester or within two weeks after.
- After 180-hours of internship are completed, submit a complete log of hours, a short description of what you did, and a summary reflection of the experience.
- Have your field supervisor (on-site) complete the Field Experience Evaluation Form and send it to the Gay Walker.
- The final grade for HOL 6700 and HOL 7120 will be based upon the successful completion of all 180-hours of this internship, and completion and receipt of all necessary documents as stated above.

Note: It is the responsibility of each student to maintain regular contact with his/her instructor/advisor throughout the semester or beyond by phone, mail, or e-mail. All requirements of this 180-hour internship must be completed before a final grade can be issued.
Professional Standards

All students enrolled in courses/activities in the Integrative Holistic Health and Wellness Program are expected to abide by the University Code of Conduct. In addition, this document provides students, faculty, staff and clinical supervisory staff in the Integrative Holistic Health and Wellness Program with professional standards by which all students must comply and upon which all students enrolled in courses/activities will be assessed.

For students accepted into the Integrative Holistic Health and Wellness Program, the accumulation of knowledge must be accompanied by the acquisition of skills and professional attitudes and behavior. In all phases of professional education, the student’s ability to utilize her/his intellectual ability and maintain emotional stability particularly when under stress and within the time limitations inherent in the professional setting, is vital for the successful completion of the program. Students must also abide by the professional standards and code of ethics of their core discipline.

1. Definition of Professional Standards
Students must possess more than knowledge and professional skills in the field of Holistic Health. They must also possess and exhibit beliefs, values and attitudes that are necessary to work effectively and interact with other students, faculty, staff, supervisory staff, other professionals, clients, patients and members of the community. Additionally, it is expected that students integrate and model holistic values as a student and as a professional. The standards will be assessed throughout the program. The exhibition of these standards is mandatory for the successful completion of and graduation from the Integrative Holistic Health and Wellness graduate certificate program or undergraduate minor program.

These standards are:

• Academic Integrity
• Consistent punctuality
• Consistent dependability
• Honesty with and respect for other students in the program, faculty, staff, patients, clients, and supervisory staff
• Demonstrated responsibility for previously learned material
• Fairness
• Demonstrated effective interpersonal relationships with others.
• Demonstrated commitment to diversity and tolerance of diverse views
• Professional appearance
• Professional judgment
• Personal initiative
• High expectations for performance
• Commitment to professional growth
• Willingness to work in partnership
• Demonstrated social and moral responsibility
• Demonstrated commitment to understanding health as an integrated whole, which is constituted in mind, body, spirit, community and environment
• Commitment to engaging with current trends and research in the Integrative Holistic Health and Wellness Program
2. **Assessment of Professional Standards** (occur throughout the professional program)
   
   **A. Assessment Standards**
   
   a. An ability and willingness to acquire and integrate Professional Standards into one’s repertoire of professional behavior;
   b. An ability to acquire professional skills in order to reach an acceptable level of professional competency; and/or
   c. An ability to control personal stress and strong emotions which could interfere with professional functioning.

   **B. An assessment of Professional Standards that reveals one or more of the following characteristics may require remediation:**
   
   a. A student does not acknowledge, understand or address a problem when it is identified;
   b. A problem is not merely a reflection of a skill deficit which can be rectified through training;
   c. The quality of services delivered by the student is sufficiently negative;
   d. A problem is not restricted to one area of functioning;
   e. A student’s behavior does not change as a function of feedback, remediation efforts and/or time.

   Any concerns expressed over adherence to Professional Standards or any assessment identifying a failure to adhere to Professional Standards may be addressed through remediation. In case of severe or egregious violations of Professional Standards, sanctions consistent with the applicable policies, procedures, and rules may be implemented without the opportunity of remediation.

3. **Remediation Alternatives**

   It is important to have meaningful ways to address concerns regarding a student’s inability to exhibit professional standards. In implementing remediation interventions, the program administration must be mindful and balance the needs of the other students in the program, faculty, the clients/patients involved and the supervisory staff. In appropriate circumstances, the program administration may implement corrective measures other than remediation. These may include the following:

   a. A verbal warning to the student emphasizes the need to discontinue the inappropriate behavior under discussion. Record of this warning is appropriately documented in the student’s file.

   b. After a reasonable time has elapsed since the verbal warning and the student’s performance has not sufficiently improved, a written warning to the student will be issued and shall include:

      1. A description of the student’s unsatisfactory performance or behavior, and recognition that the student had been previously afforded a verbal warning;
      2. Actions required of the student to correct the unsatisfactory performance/behavior;
      3. The timeline for correcting the problem (depending on the student, schedule modification may be time limited);
      4. What action will be taken if the problem is not corrected.
      5. A professional review within the program may be conducted to discuss behavior/activities. The outcome of this review may include a suspension of direct service activities, a program approved leave from the program, or dismissal from the program.
Equal Protection and Due Process:
Equal protection and due process ensure that decisions about students are not arbitrary or personally biased. It ensures that evaluative procedures are applied equitably to all students. Due process allows for appropriate appeal procedures to be available to the student. All steps need to be appropriately documented and implemented.

General due process guidelines include:
   a. As part of the program orientation process, present in writing and discuss with the students the program expectations regarding professional standards. This should occur each semester and in every introductory class.
   b. Provide a written procedure to the student, which describes how the student may appeal the program’s action (see student handbook). The student handbook is provided to students and reviewed during orientation.
   c. Document, in writing and to all relevant parties, the actions taken by the program and its rationale.

Due Process: College procedures
The purpose of due process is to inform and provide a framework to respond, act, or dispute. Once a student has followed the review/appeal process of the program, he or she may appeal to the College of Health and Human Services Professional Standards Committee. The committee as a whole will be comprised of faculty members from each of the degree granting programs.
   a. A student aggrieved by an action taken by the Integrative Holistic Health and Wellness Program has the right to appeal such action by filing an appeal form in the Dean’s Office within 14 days of the aggrieved action.
   b. Within fourteen working days, the appeal will be reviewed by the College of Health and Human Services Academic and Professional Standards Committee. The committee reviewing the appeal will be comprised of three faculty members selected randomly.
   c. Within 2 working days of the completion of the review, the Professional Standards Committee will submit a written report to the chair/director, including any recommendations for further action. Recommendations made by the committee will be made by majority vote.
   d. Within 2 working days receipt of the recommendations, the chair/director will either accept or reject the Professional Standards Committee recommendations and will inform the designated chair of the committee of her/his decision.
   e. The chair of the committee will inform the student in writing of the outcome of the appeal.

If the student wishes to further appeal this decision, he or she may do so to a University Grade and Program Dismissal Appeals Committee (GAPDAC).

This appeal must be initiated within twenty business days of the final notification of program dismissal. The student will initiate an appeal through the office of the University Ombuds. When the Ombuds receives an appeal, the Provost or designate will schedule a meeting of a grade and program dismissal appeals committee using procedures determined by the Professional Standards Committee of the Faculty Senate.
Professional Standards Signature Page

I agree to adhere to the Professional Standards as stated in the Western Michigan University Integrative Holistic Health and Wellness Certificate Program student handbook.

Print Name ___________________________

Signature _____________________________        Date ______________

Sign, date and send to:

Ms. Gay Walker
WMU
1903 W. Michigan Avenue
Kalamazoo, MI 49008-5212

Or deliver to Gay Walker, room 2400, College of Health and Human Services building
Final Steps to Complete the Certificate Portfolio

As a part of our program assessment, we are asked to keep a portfolio of work for each student who graduates from the Certificate Program. The student portfolio should be sent to Gay Walker.

The student portfolio includes:

• A copy of a research paper written in an Integrative Holistic Health and Wellness Program class. The research paper for any of the core courses can be used to meet this requirement.

• A two to three page summary statement regarding what the student has learned through coursework in the Integrative Holistic Health and Wellness Program and how this will be integrated into professional and personal life.

Application to Receive Certificate

• For Completion of Integrative Holistic Health and Wellness Certificate Program please fill out the Application for Graduation Audit for the Graduate Certificate. Please fill out Graduation Audit the semester before you complete your field placement.

• Send the application with the applicable fee to:

   Western Michigan University  
   Office of the Registrar  
   1903 W. Michigan Ave  
   Kalamazoo, MI 49008-5256.

*Please allow ten weeks after commencement date before you receive your Certificate.

Graduation Month Application Deadline

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<tr>
<th>Graduation Term</th>
<th>Last Day to Apply</th>
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<tbody>
<tr>
<td>Spring</td>
<td>December 1</td>
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<td>Summer I</td>
<td>February 1</td>
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<tr>
<td>Summer II</td>
<td>February 1</td>
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<tr>
<td>Fall</td>
<td>August 1</td>
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Please note: Non-degree status students, may take up to 9 credit hours towards the certificate. Non-degree status students must be accepted to the graduate school by the time they have completed 9 credit hours in order to complete certificate program.
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<tr>
<th>Steps you must complete</th>
<th>Completed (Date)</th>
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<tbody>
<tr>
<td>✓ Be admitted to the graduate certificate program</td>
<td></td>
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<tr>
<td>✓ Successfully complete 18-credit hours of advisor-approved graduate course work.</td>
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<tr>
<td>✓ Secure advance approval of your field placement from the Field Education Coordinator.</td>
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<tr>
<td>✓ Complete graduate certificate program outline with Integrative Holistic Health and Wellness advisor, Gwen Thomas.</td>
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<tr>
<td>✓ Register for HOL 6700 OR ✓ Register for 1 credit hour of HOL 6700 if combined with a master’s program that requires an internship</td>
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<tr>
<td>✓ Submit your portfolio to the Integrative Holistic Health and Wellness field education coordinator.</td>
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</tr>
<tr>
<td>✓ Apply to receive graduate certificate and pay fee.</td>
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<th>Details</th>
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<tbody>
<tr>
<td>✓ Be admitted to the graduate certificate program</td>
<td>This is true even if you have already been admitted to a graduate degree program.</td>
</tr>
<tr>
<td>✓ Successfully complete 18-credit hours of advisor-approved graduate course work.</td>
<td>• Introduction to Holistic Health, HOL 5310 • Seminar in Holistic Methods, HOL 6500 • <em>Nine</em> credit hours of approved electives</td>
</tr>
<tr>
<td>✓ Secure advance approval of your field placement from the Field Education Coordinator.</td>
<td>• Submit learning contract to Integrative Holistic Health and Wellness Field Education Coordinator • Submit final field placement evaluation • Submit final field placement log and reflections</td>
</tr>
<tr>
<td>✓ Complete graduate certificate program outline with Integrative Holistic Health and Wellness advisor, Gwen Thomas.</td>
<td></td>
</tr>
<tr>
<td>✓ Register for HOL 6700 OR ✓ Register for 1 credit hour of HOL 6700 if combined with a master’s program that requires an internship</td>
<td>• Successfully complete 3 credit hours (180 clock hours) of field experience</td>
</tr>
<tr>
<td>✓ Submit your portfolio to the Integrative Holistic Health and Wellness field education coordinator.</td>
<td>Portfolio will include: • A copy of a research paper written for any Integrative Holistic Health and Wellness class • A two-three page summary statement regarding your experiences in the Integrative Holistic Health and Wellness Program</td>
</tr>
<tr>
<td>✓ Apply to receive graduate certificate and pay fee.</td>
<td>The application is available online at: <a href="http://www.wmich.edu/registrar/-/file/wmu-grad-certificate-application.pdf">http://www.wmich.edu/registrar/-/file/wmu-grad-certificate-application.pdf</a></td>
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*Note: Failure to complete any of the steps listed above can delay or cancel the receipt of your graduate certificate.*
**Program Planning**

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<tr>
<th>Course</th>
<th>Semester/Year</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HOL 5310</td>
<td></td>
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<tr>
<td>Introduction to Holistic Health</td>
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<td>HOL 6500</td>
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<tr>
<td>Seminar in Holistic Methods</td>
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<tr>
<td>HOL 6700 or HOL 7120</td>
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<tr>
<td>Professional Field Experience</td>
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<tr>
<td><strong>Total Credits</strong></td>
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</tr>
</tbody>
</table>

**Note:** This form is a planning form and when the certificate is completed; your advisor will complete the final form and submit it as part of your requirements for graduation.
Field Experience Learning Contract

Name ______________________________
WIN __________________________

Permanent Address: ________________________________________________________________
Street City State Zip

Phone_________________ Semester___________

HOL 6700 (Masters)   HOL 7120 (Doctoral)   Other________

Please complete the following contract for the Field Experience

Name of Placement Site ________________________________________________________________

Address _______________________________________________________________________

Contact Person ___________________________ Phone_________________

General Description of Site _________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Placement Goals and Objectives ______________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Field Experience Evaluation Form

This evaluation form should be given by the student to the field supervisor at the beginning of the field experience to encourage early discussion of the evaluation process. This form should be completed by the field supervisor and returned at the end of the field experience to:

WMU
Attn: Gay Walker
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5212

Name _____________________________ WIN _____________________________

Permanent Address _____________________________________________________
Street City State ZIP

Phone______________ Semester____________

Placement site _________________________________________________________

WMU semester or session___________________________________ Year ____________
HOL 6700 (Masters) HOL 7120 (Doctoral) Other ____________

Did the student meet the 180 clock hour requirement? Yes No

Please attach a separate sheet and comment briefly on each of the following items:

1. Summary of student’s placement training and activities and degree to which goals specified in learning contract have been fulfilled.

2. Student’s attitude toward field experience and willingness to learn.


4. Quality of professional job performance or practice within student’s academic specialty area.

Do you recommend that the student receive credit for field placement? Yes No

Please attach a copy of the learning contract to the evaluation form.

Supervisor’s signature _____________________________ Date _________________

Student’s signature _____________________________ Date _________________