

**APPLICATION AND INFORMATION FOR MASTER OF SCIENCE IN COUNSELING
STUDENT DEVELOPMENT IN HIGHER EDUCATION (SDHE)**

Option

Code ED_PMS03

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
COLLEGE OF EDUCATION
DEPARTMENT OF ADVANCED STUDIES IN EDUCATION AND COUNSELING
1250 BELLFLOWER BLVD., ED1-010, LONG BEACH, CA 90840-2201 (562) 985-4517
Dr. Anna Ortiz, Program Coordinator**

THE APPLICATION PROCESS

(Please allow 6 weeks after the deadline for the application to be processed and notification of status)

Admission to the M.S. in Counseling degree program is highly competitive with entrance **restricted to only Fall semester admissions**. Therefore, it is **essential** for applicants to follow and adhere to the guidelines that follow. Failure to do so may result in not being admitted to the program. Two separate applications are required of all students: The CSU Graduate Application for the CSU Long Beach campus AND one directly to the Student Development in Higher Education (SDHE) program. These applications are described in the subsequent sections of this packet.

CALIFORNIA STATE UNIVERSITY GRADUATE APPLICATION

Submit a 2009 University Application for Graduate Admission and one (1) set of official transcripts from all colleges and universities attended to the University Office of Admissions (not the College of Education Graduate Office) by March 1, 2009 along with the application fee and any other documents required. Applicants are strongly encouraged to apply online by visiting CSUMentor. To apply online, go to <http://www.csumentor.edu/> and select "Apply online." Follow the instructions to create an account and complete the graduate application online. Be sure to select the correct term to apply for (Fall 2009) then click on the box "Select a Campus and Major." Select "Long Beach Campus" then click "Set Campus." The intended major box will appear. Be sure to select "Couns-Student Dev Higher Ed MS" from the pull down menu. Click "submit" when the application is completed. Remember to print a copy of the application confirmation number, and print out a copy of the application for your records.

Transcripts: The CSU application indicates that "most campuses require 2 sets of transcripts." **You must submit one set of official transcripts for all colleges and universities attended to the office of Enrollment Services to complete your university application.** The **second official set of transcripts must be sent to the Graduate Studies Office with your SDHE Program Application (p. 7 of this packet).** If you have any questions regarding the transcripts, you may call the College of Education Graduate Office at 562.985.8476.

Enrollment Services will acknowledge receipt of your University application within approximately 3 to 4 weeks and begin the review process after all official transcripts are received. You must be admitted to the university to be formally admitted to the program; however, **admission to the university is conditional upon admission to the SDHE program.** (See **SDHE Program Application** requirements below.)

Please note: The College of Education requires a minimum GPA of 2.85 on the last 60 semester (90 quarter) units versus the University requirement of 2.50.

Writing Proficiency Examination (WPE) / Graduate Writing Assessment Requirement (GWAR): All students seeking a graduate degree must pass the Writing Proficiency Examination. The WPE must be taken during the first semester of enrollment. For more information on the WPE, you may call the CSULB Testing Office at 562.985.4007. If your undergraduate degree was completed at a CSU, please provide proof of passing the WPE to the College of Education Graduate Office during the first semester of enrollment if admitted to the SDHE program. Please contact the College of Education Graduate Office for updated information regarding alternatives for satisfying the (GWAR).

STUDENT DEVELOPMENT IN HIGHER EDUCATION PROGRAM APPLICATION

Submit a separate SDHE Program Application (page 7 of this packet) with all of the required materials as a COMPLETE packet to the College of Education Office of Graduate Studies before the deadline.

**THE APPLICATION DEADLINE FOR FALL ADMISSION TO THE SDHE PROGRAM IS BY 5:00PM
PACIFIC STANDARD TIME ON MARCH 1st.**

The COMPLETE Application must be mailed (in enough time to be received by the deadline) or hand carried to the following address:

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
COLLEGE OF EDUCATION
OFFICE OF GRADUATE STUDIES AND RESEARCH
1250 BELLFLOWER BLVD., ED1 Building- Room 7
LONG BEACH, CA 90840-2201**

The COMPLETE application must include ALL of the following:

- a. **COMPLETED AND SIGNED APPLICATION TO THE PROGRAM** (page 7 of this packet)
- b. **THREE (3) LETTERS OF RECOMMENDATION** (see pages 8 and 9 of this packet)
- c. **OFFICIAL UNIVERSITY TRANSCRIPTS** (sealed) for all colleges and universities attended
- d. **PERSONAL STATEMENT** (please follow the directions below)
- e. **RESUME** (highlighting education, leadership, volunteer, and professional experiences related to this degree/program)

**FAILURE TO SUBMIT A COMPLETE APPLICATION MAY RESULT IN NON-CONSIDERATION FOR
ADMISSION TO THE STUDENT DEVELOPMENT IN HIGHER EDUCATION PROGRAM!!!!**

DIRECTIONS FOR WRITING YOUR PERSONAL STATEMENT

Provide a **3-5 page, double-spaced, focused** presentation of yourself as a prospective professional counselor resulting in a clear and comprehensive profile that indicates writing style and content about you. It must describe the following sections (with headings):

1. **BACKGROUND:** Describe your educational, work, and volunteer experiences, including the interpersonal relations, interests, and special skills you possess that you believe are necessary to enter and practice in the student affairs/counseling profession.
2. **PROFESSIONAL/CAREER GOALS AND EXPECTATIONS:** Describe your career goals, expectations, and aspirations and how this degree program will assist you in realizing them.
3. **SIGNIFICANT EVENTS/PEOPLE:** Describe events, experiences, individuals, and life lessons that have encouraged you to pursue this profession
4. **STRENGTHS AND WEAKNESSES:** Describe yourself candidly in terms of your emotional, social, and intellectual strengths, and identify areas for self-growth.

California State University, Long Beach does not discriminate on the basis of race, religion, age, color, creed, gender, disability, sexual orientation, or national or ethnic origin in administration of its educational, admission, or employment policies, nor any other programs administered by the University

In addition to meeting fully its obligations of nondiscrimination under federal and state statutes, CSULB is committed to creating a community in which a diverse population can live and work, in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other characteristics or beliefs.

MASTER OF SCIENCE IN COUNSELING STUDENT DEVELOPMENT IN HIGHER EDUCATION - THREE (3) YEAR COURSE SEQUENCE -

The following outline covers a TYPICAL course of study over a six (6) semester time frame. Please note that this outline is not intended to take the place of faculty advisement, nor does it imply course availability in any given semester. **Note:** Please refer to the Schedule of Classes (for sale at the Univ. Bookstore) each semester before registering; courses may not be offered in this exact sequence.

FALL		SPRING	
I		II	
COUN 538 Student Development in Higher Education COUN 513 Clinical Interviewing EDP 400 Intro to Educ. Measurement & Statistics		COUN 548 Students in U.S. Higher Education COUN 593 Sem. in Prof. Dev. in Counseling COUN 515 Counseling Theory COUN 510 Law and Ethics for Counselors	
SUMMER SESSION			
EDP 576 Education and Diversity: Historical and Contemporary Perspectives (must be taken in Summer) EDP 520 Research Methods in Education*			
ADVANCEMENT TO CANDIDACY AT <u>END OF SEMESTER</u>			
III		IV	
COUN 547 Student Development Theory in Higher Ed: Theory to Practice COUN 549 Management of Student Development in Higher Education COUN 555 Cross Cultural-Counseling		COUN 516 Counseling the Adult COUN 638 Group Counseling EDP 596 Program Evaluation in Education COUN 693 Advanced Seminar in Professional Development (1.0 unit)	
SUMMER SESSION			
COUN 638 Group Counseling (if not taken previously) COUN 516 Counseling the Adult (if not taken previously)			
V		VI	
COUN 643B SDHE Field Work COUN 698 Thesis**		COUN 644B Advanced SDHE Field Work COUN 693 Advanced Seminar in Professional Development (1.0 unit) COUN 698 Thesis** Or Comprehensive Examination	

**denotes courses, thesis, and comprehensive examination choices from which to select in partial fulfillment of the M.S. degree in (SDHE) counseling.

* EDP 595 may be substituted for EDP 520 with approval of SDHE advisor.

Note: COUN 552, Introduction to the Community College is offered only in the Fall and is required for the Community College Certificate.

**MASTER OF SCIENCE IN COUNSELING
STUDENT DEVELOPMENT IN HIGHER EDUCATION
- TWO (2) YEAR COURSE SEQUENCE -**

The following outline covers a typical course of study over a four (4) semester time frame. Please note that this outline is not intended to take the place of faculty advisement, nor does it imply course availability in any given semester. **Note:** Please refer to the Schedule of Classes (for sale at the Univ. Bookstore) each semester before registering: courses may not be offered in this exact sequence.

FALL	SPRING
I	II
COUN 538 Student Development in Higher Education COUN 513 Clinical Interviewing EDP 400 Intro to Educ. Measurement & Statistics COUN 547 Student Development Theory in Higher Education	COUN 548 Students in U.S. Higher Education COUN 593 Sem. in Prof. Dev. in Counseling COUN 515 Counseling Theory COUN 516 Counseling the Adult COUN 510 Law and Ethics for Counselors
SUMMER SESSION	
EDP 576 Education and Diversity: Historical and Contemporary Perspectives EDP 520 Research Methods in Education*	
ADVANCEMENT TO CANDIDACY AT <u>END OF SEMESTER</u>	
III	IV
COUN 643B SDHE Field Work COUN 549 Management of Student Development in Higher Education COUN 555 Cross Cultural-Counseling EDP 698 Thesis	COUN 644B Advanced SDHE Field Work EDP 596 Program Evaluation in Education COUN 693 Advanced Seminar in Professional Development (2.0 units) COUN 638 Group Counseling EDP 698 Thesis or Comprehensive Examination

**denotes courses, thesis, and comprehensive examination choices from which to select in partial fulfillment of the M.S. degree in (SDHE) counseling.

* EDP 595 may be substituted for EDP 520 with approval of SDHE advisor.

Note: COUN 552, Introduction to the Community College is offered only in the Fall and is required for the Community College Certificate.

REV. September 2005

**MASTER OF SCIENCE IN COUNSELING
STUDENT DEVELOPMENT IN HIGHER EDUCATION SPECIALIZATION**

Information Sheet (code - ED_PMS03)
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California State University, Long Beach
 College of Education
 Department of Advanced Studies in Education and Counseling
 1250 Bellflower Blvd., Long Beach, CA 90840-2201; (562) 985-4517

The profession of student development typically requires a Master's degree for entry-level positions. The M.S. in Counseling with an Option in Student Development in Higher Education (SDHE) is designed to meet the national standards for the profession. This degree enables one to work in two- and four-year institutions of higher learning. Typical areas of employment include residence halls, financial aid, student activities, adult re-entry, admissions, career centers, academic advising, disabled student services, counseling centers, leadership development, athletics, orientation, educational opportunity programs, and community outreach.

THE CURRICULUM

Summary: With Thesis: 57 unit minimum
 Without Thesis: 51 unit minimum

<u>Courses</u>	<u>Semester Offered+</u>
COUN 510 Law and Ethics for Counselors	3 units F, S, SU
COUN 513 Clinical Interviewing	3 units F, S, SU
COUN 515 Counseling Theory	3 units F, S, SU
COUN 516 Counseling the Adult	3 units F, SU
COUN 538 Student Development in Higher Education	3 units F
COUN 547 Student Development Theory in Higher Education: Theory to Practice	3 units F
COUN 548 Students in U.S. Higher Education	3 units S
COUN 549 Management of SDHE	3 units F
COUN 555 Cross-Cultural Counseling	3 units F, S
COUN 593 Seminar in Professional Development in Counseling and Human Development	1 unit S
COUN 638 Group Counseling	3 units F, S, SU
COUN 643B Fieldwork - SDHE	3 units F
COUN 644B Advanced Fieldwork - SDHE	3 units S
COUN 693 Advanced Seminar in Professional Development in Counseling and Human Services	2 units S
EDP 400 Introduction to Educ. Measurement and Statistics	3 units F, S, SU
EDP 520* Research Methods in Education *	3 units F, S, SU
EDP 576 Education and Diversity: Historical and Contemporary Perspectives	3 units SU
EDP 596 Program Evaluation in Education	3 units F, S, SU
EDP 698 Thesis	6 units F, S

OR
 Written Comprehensive Examination

+ **TIMING OF COURSE OFFERINGS MAY CHANGE ON AN ANNUAL BASIS.**

* EDP 595 may be substituted for EDP 520 with approval of SDHE advisor.

**denotes courses, thesis, and comprehensive examination choices from which to select in partial fulfillment of the M.S. degree in (SDHE) counseling.

Note: Application for Comprehensive examination or thesis must be on file in the Graduate Office according to deadlines published in the University Catalog.

PROGRAM INFORMATION

Advancement to Candidacy: Students must file an Application for Advancement to Candidacy with the Office of Graduate Studies and Research (ED1- Room 7) once the Writing Proficiency Examination (WPE) is passed and the following 12 units of coursework are completed with grades: EDP 400, COUN 513, 538, 593, and 515. Read the CSULB Catalog (available for sale at the Univ. Bookstore) section(s) describing the process and requirements for Advancement to Candidacy carefully. Failure to file the Advancement to Candidacy form in a timely fashion can have significant negative consequences. When you have been advanced to candidacy, you will have “catalog rights,” and will be formally admitted to the master’s degree program.

Field Work Courses: COUN 643B and COUN 644B. COUN 516 is prerequisite for COUN 643B; COUN 549 is prerequisite to EDP 644B. As part of the course requirements for field work, students must complete 450 hours of fieldwork at two separate, approved sites. This requirement is part of COUN 643B and 644B, completed at the rate of 225 hours per semester. These courses should be taken near the end of a student’s program. Students must work with a faculty supervisor to obtain an approved site. The Application for Field Work (obtain from the Graduate Studies Office, ED 1 – Room 7) must be on file in the Graduate Studies Office **prior** to enrollment in **both** semesters of Field Work. The APPLICATION DEADLINES FOR FIELDWORK ARE: **March 1 for the following fall semester, and October 1 for the following spring semester.**

Thesis/Comprehensive Examination - Students may elect either *Thesis* (EDP 698), or the *Comprehensive Examination* as the culminating experience. Meet with your advisor early in the program to determine the preparation necessary for the option you choose. Before registering for *thesis* units or the *comprehensive examination*, students **must be advanced to candidacy**. Students electing the *thesis* option must enroll in EDP 698 for a maximum of six (6) units. EDP 696 *Thesis Study: Methodology, Organizational and Research Aspects* (3 units) is a recommended elective for students choosing the *thesis* option.

Please Note: There are deadlines for making application to enroll in EDP 698, and to take the *comprehensive examination*. The Graduate Office will provide you with a permit (giving you permission) to enroll in EDP 698 when the application is on file. Contact the Graduate Studies Office (ED1- Room 7) at (562) 985-8476 for further information. DEADLINES FOR THESIS AND COMPREHENSIVE EXAM APPLICATIONS ARE: **October 1** for the following spring semester, and **March 1** for the following fall semester.

It is highly recommended that you become familiar with the California State University, Long Beach **University Catalog (available for sale in the University Bookstore or online at the university website)**. It will assist you in the planning of your program as well as understanding the policies and procedures governing the University. It is your responsibility to know and follow those policies and procedures.

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If you have further questions, want clarification of this information, or wish to make an appointment to explore the Master of Science in Counseling, specialization in Student Development in Higher Education, please contact:

Anna Ortiz, Ph.D., Coordinator
(562) 985-9367 Direct Line/Voice Mail
(562) 985-4517 ASEC Dept. Office
aortiz6@csulb.edu E-Mail

**APPLICATION FOR MASTER OF SCIENCE IN COUNSELING
STUDENT DEVELOPMENT IN HIGHER EDUCATION (SDHE) SPECIALIZATION
(CODE ED_PMS03)**

SUBMIT THIS APPLICATION AND ALL REQUIRED MATERIALS TO:

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
COLLEGE OF EDUCATION
OFFICE OF GRADUATE STUDIES AND RESEARCH
1250 BELLFLOWER BLVD., ED1 BLDG. - ROOM 7
LONG BEACH, CALIFORNIA 90840-2201**

FOR FALL 2009 ADMISSION, THIS APPLICATION AND ALL MATERIALS MUST BE RECEIVED NO LATER THAN:
5:00 PM (PACIFIC STANDARD TIME) ON MARCH 1

Admission Coordinator: Dr. Anna Ortiz
PHONE: (562) 985-9367

Applicants to the program are admitted once per year (fall semesters only). Admission to the program is highly competitive, so it is essential for you to follow and adhere to the deadline dates. Failure to do so may result in **not** being admitted to the program.

HAVE YOU APPLIED TO THE UNIVERSITY YET ___YES ___NO DATE APPLIED: _____

SOCIAL SECURITY NUMBER: _____ TODAY'S DATE _____

NAME: _____

ADDRESS: _____
STREET ADDRESS CITY, STATE ZIP CODE

HOME PHONE: _____ ADDITIONAL MESSAGE NUMBER: _____

E-MAIL*: _____

APPLICANT'S SIGNATURE: _____

**SUBMIT ALL OF THE FOLLOWING AS A COMPLETE PACKET BY 5:00 PM PST ON
MARCH 1**

- **THIS APPLICATION FORM COMPLETED AND SIGNED**
- **THREE (3) LETTERS OF RECOMMENDATION (make two additional copies of the form on pages 8-9)**
- **PERSONAL STATEMENT**
- **OFFICIAL UNIVERSITY TRANSCRIPTS** for all colleges and universities attended
- **RESUME** (highlighting education, leadership, volunteer, and professional experiences related to this Degree/program)
- **STAMPED POST CARD** card if you wish to receive confirmation that your application was received.

* Note that all correspondence regarding your application materials will be conducted via email.

REV. July 23, 2008

CALIFORNIA STATE UNIVERSITY, LONG BEACH

RECOMMENDATION FOR STUDENT DEVELOPMENT IN HIGHER EDUCATION PROGRAM

DEADLINE: MARCH 1 FOR FALL SEMESTER

Directions to Student: Make two additional copies of this form and complete the information requested below. Give to 3 faculty members or other professionals who are familiar with your work. This form and other materials are to be submitted by the student as one complete packet.

THIS APPLICATION IS FOR FALL 20____ ADMISSION:

APPLICANT'S NAME: _____ SOC. SEC. NUMBER _____
LAST, FIRST

ADDRESS: _____
STREET ADDRESS CITY, STATE ZIP CODE

PHONE: _____ E-MAIL: _____

All records, which include recommendations, shall be kept by the campus in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, which allows students access to their records.

Student Waiver of Right to Access to Letters of Recommendation

I do do not waive my right of access to this confidential letter of recommendation and similar evaluative statements received in connection with my admission to the M.S. in Counseling program at California State University, Long Beach. I understand that I am not required to waive my right to access to these materials as a condition of receipt of any service or benefit provided by the campus and that this waiver does not preclude my requesting the names of those individuals who provide confidential statements or evaluations.

APPLICANT'S SIGNATURE _____

DATE _____

DIRECTIONS TO THE WRITER OF THE RECOMMENDATION: Please complete the information requested below on this form about the applicant who is seeking admission to the Student Development in Higher Education Master of Science in Counseling Program. ONCE YOU COMPLETE THE FORM, PLEASE RETURN IT TO THE APPLICANT IN A SEALED ENVELOPE WITH YOUR SIGNATURE ACROSS THE BACK FLAP OF THE ENVELOPE. If you have any questions please call (562) 985-8476 or (562) 985-9367.

My knowledge of the applicant is based on (indicate source of acquaintance and time period):

Attitude/approach to work or class:

- Outstanding _____
Good _____
Average _____
Below Average _____

Basis for judgment:

- Good _____
Fair _____
Little _____
None _____

Working with others:

- Outstanding _____
Good _____
Average _____
Below Average _____

Basis for judgment:

- Good _____
Fair _____
Little _____
None _____

Potential counseling ability:

Outstanding _____
Good _____
Average _____
Below Average _____

Basis for judgment:

Good _____
Fair _____
Little _____
None _____

Expresses self in speech:

Outstanding _____
Good _____
Average _____
Below Average _____

Basis for judgment:

Good _____
Fair _____
Little _____
None _____

Expresses self in writing:

Outstanding _____
Good _____
Average _____
Below Average _____

Basis for judgment:

Good _____
Fair _____
Little _____
None _____

Maturity:

Outstanding _____
Good _____
Average _____
Below Average _____

Basis for judgment:

Good _____
Fair _____
Little _____
None _____

_____ Recommended
_____ Recommended with qualifications (comments below)
_____ Not recommended (comments below)

PLEASE ATTACH A LETTER MAKING SPECIFIC COMMENTS ABOUT THIS APPLICANT. We are especially interested in the **strengths** and **weaknesses** of the applicant in regard to potential for graduate study and future success in the professional field. These comments are very important in the admission process of the Student Development in Higher Education Graduate Program.

RECOMMENDER'S SIGNATURE

PLEASE PRINT NAME

TITLE

DATE

On behalf of the applicant and California State University, Long Beach we thank you for taking the time to complete this Letter of Recommendation.

Dr. Anna Ortiz
SDHE Program Coordinator, College of Education
California State University, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840-2201

REV. July, 2008