Mental Health Counseling Handbook

2014-2015

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A Word from Dr. Ladd, Program Coordinator, on the Client-Empowerment Model:

The St. Lawrence University Mental Health Counseling Program uses a holistic, client-empowerment model that recognizes the importance of treating the whole person in a mental health setting. Students have the opportunity to develop their personal style of mental health counseling from numerous areas such as; neuroscience, cognitive, emotional, existential and behavioral approaches. Classes are structured to encourage critical thinking, and experiential learning. We welcome your participation and support. In order to help you, the staff at St. Lawrence has compiled the following information to give a clearer picture of the courses and guidelines that will ensure a quality experience as you go through the program.
Introduction

Program Description:

The M.S. Program in Mental Health Counseling is licensure-eligible in New York State. This program consists of 60 semester hours of all academic coursework required for eventual licensure. The sequence of courses for full-time students is organized into 2 years, including four semesters and one summer term. Part-time students are able to complete the necessary coursework in 4 years through a process of eight semesters and one summer term. Full licensure will be granted after successfully completing 3,000 hours (post-Master’s) of supervised experience and passing the licensure examination.

The program educates students to provide therapeutic interventions in a range of clinical settings. The program is designed to prepare graduates to assess, diagnose and treat clients with mental disorders as well as those with problems in living. The emphasis is on developing skills in counseling individuals, families and groups by using the best theoretical and research-based practices. Graduates of the program will have a solid foundation in understanding developmental issues and practices in mental health counseling. The program’s curriculum and field placements provide the requisite skills for graduates to work effectively with individuals from diverse backgrounds. Mental health counseling students are trained in human growth and development; social and cultural foundations of counseling; counseling theory and practice; psychopathology; group dynamics; lifestyle and career development; assessment and appraisal of individuals, couples, families, and groups; research and program evaluation; professional orientation and ethics; foundations of mental health counseling and consultation; and clinical instruction. Program participants also complete practicum and internship placements in mental health settings. The program is designed to be in compliance with training guidelines from the National Board for Certified Counselors, the American Mental Health Counselors Association, the American Counseling Association, and the newly developed guidelines for licensure as a mental health counselor in New York State.

Objectives- Program Learning Goals:

Note: See Appendix i for Learning Goals Outline

Program graduates are prepared to accept the challenge of addressing established and emerging needs of clients in schools, colleges and universities, agencies, wellness centers and related counseling locations. Societal expectations for the counselors are increasingly complex and demanding, requiring understanding and proficiency in providing counseling services. A practitioner-oriented emphasis enables counseling students to understand the expectations and functions of the counseling profession. Affiliations with counselors in the field are indispensable to the maintenance of practical and pragmatic focus to the program.
Field-site placements are required for program participants, and linking the classroom experience to the contemporary practice of the counselor is a continuous effort. Competencies are developed that facilitate program graduates to assume productive and purposeful counselor roles. Continuing education is essential to enable a practitioner to maintain and expand skills, as in many ways, the process of becoming a counselor is a lifetime pursuit. Advanced course work and certifications are available for the practicing counselor.

The process of learning in the program is based on the principles of participation, communication, and cooperation. Counseling students are actively involved in advancing purposeful and scholarly conditions for inquiry.

Relevant and current issues are constantly examined within a sequential and integrated curriculum. As counselor self-understanding contributes to effective counseling, students will examine their values, goals and needs through various experiences. Thus, the program is designed to facilitate the student’s personal growth through the process of gaining the skills and orientation of a professional counselor.

Admission into St. Lawrence University’s Mental Health Program

Candidate Entrance Requirements:

1. Complete and submit the education department’s standard application form. This can be found at [http://www.stlawu.edu/education/graduate-admissions](http://www.stlawu.edu/education/graduate-admissions) under “Application Forms”.

2. Submit official transcripts of all undergraduate and graduate work.

3. Arrange to have three letters of recommendation sent to the program coordinator. These letters are to be written by individuals who have first-hand knowledge of the candidate’s professional and/or academic potential.

4. Complete the Personal Statement for Admission. Responding to the questions clarifies the orientation of the program and the candidate’s assumptions and values.

5. Participate in an interview with members of the Counseling Admissions Committee after submitting application materials. Candidates will be advised as to the time and date of this meeting.

* GRE results are optional for all graduate programs. For students whose first language is not English, results of the Test of English as a Foreign Language (TOEFL) may be required.

All applications must be completed and submitted by April 1 of each year.

Applying for a Graduate Assistantship Position:
St. Lawrence University offers four graduate assistantships each academic year to full-time graduate students. The assistantships provide tuition remission for up to four courses per semester in exchange for work for the department of education. The assistantships are awarded to prospective graduate students with a combination of skills that can be of benefit to the department. The requirements for the four assistantships vary depending upon the needs of the different programs within the department. Decisions about assistantships are made by a committee of the graduate program faculty. The details of this application are confidential and will not be shared beyond the committee and the office of financial aid at St. Lawrence University.

Please note: International students on an F-1 visa are not permitted to work over 20 hours per week.

The application form can be found at: [http://www.stlawu.edu/education/resource/graduate-assistant-application](http://www.stlawu.edu/education/resource/graduate-assistant-application). The deadline to submit this form is April 1st.

**Program Planning**

**Two Routes to Completing a Degree in Mental Health Counseling:**

**Option 1: Two year program sequence**

**First Fall Semester – 15 sem. hrs.**
EDPS 510 Theories of Counseling  
EDPS 582 Techniques of Counseling  
EDPS 550 Human Development and Life Span Counseling  
EDPS 573 Introduction to Mental Health Counseling  
EDUC 519 Educational Statistics and Research

**First Spring Semester – 15 sem. hrs.**
EDPS 589 Counseling Practicum  
EDPS 584 Group Procedures for Counselors  
EDPS 549 Evaluation and Appraisal Techniques  
EDPS 512 Marriage and Family Counseling  
EDPS 523 Aging, Death, and Bereavement Counseling

**First Summer – 6 sem. hrs.**
EDPS 574 Psychopathology in Counseling  
EDPS 575 Clinical Interventions in Mental Health
Second Fall Semester – 12 sem. hrs.
EDPS 515 Conflict Resolution
EDPS 594 Counseling Internship in Mental Health I
EDPS 570 Addictions and Disorders
EDPS 516 Issues and Ethics in the Human Service Professions

Second Spring Semester – 12 sem. hrs.
EDPS 595 Counseling Internship in Mental Health II
EDPS 524 Multicultural Education and Counseling
EDPS 535 Psychopharmacology
EDPS 585 Occupational Information and Occupational Choice Theory

Option 2: Four year program sequence

First Fall Semester – 9 sem. hrs.
EDPS 510 Theories of Counseling
EDPS 515 Conflict Resolution
EDPS 582 Techniques of Counseling

First Spring Semester – 9 sem. hrs.
EDPS 535 Psychopharmacology
EDPS 584 Group Procedures for Counselors
EDPS 549 Evaluation and Appraisal Techniques

First Summer – 6 sem. hrs.
EDPS 574 Psychopathology in Counseling
EDPS 575 Clinical Interventions in Mental Health

Second Fall Semester – 6 sem. hrs.
EDUC 519 Educational Statistics & Research
EDPS 573 Introduction to Mental Health Counseling

Second Spring Semester – 6 sem. hrs.
EDPS 589 Counseling Practicum
EDPS 512 Marriage and Family Counseling
**Third Fall Semester – 6 sem. hrs.**
EDPS 550 Human Development and Lifespan Counseling
EDPS 527 Substance Abuse Counseling

**Third Spring Semester – 6 sem. hrs.**
EDPS 523 Aging, Death, and Bereavement Counseling
EDPS 524 Multicultural Education and Counseling

**Fourth Fall Semester – 6 sem. hrs.**
EDPS 594 Counseling Internship I
EDPS 516 Issues and Ethics in the Human Service Professions

**Fourth Spring Semester – 6 sem. hrs.**
EDPS 595 Counseling Internship II
EDPS 58 Occupational Information and Occupational Choice Theory

**Field Experience**

In alignment with the New York State Education Department’s requirements for Mental Health Counselor licensure eligibility, St. Lawrence University provides several supervised field experiences which prepare graduates for work in assessment and evaluation, treatment planning, completing psychosocial histories and progress notes, individual counseling, group counseling, and consultation.

Guidelines for Mental Health Counselor Practicum and Internship placements, as well as the rubric designed for evaluation of a student’s performance can be found in *Appendix ii through Appendix iv.*

**The Mental Health Counseling Practicum:**

The counseling practicum (EDPS 589) requires the student to spend a minimum of one full day in the field. Class time will be spent in the presentation of taped counseling sessions and discussion of field experience. Class size must be limited to allow for thorough supervision of counseling tapes. Prerequisites: EDPS 510, 582; permission of the program coordinator.

**The Mental Health Counseling Internship I:**

The purpose of this course (EDPS 594) is to introduce students to a clinical setting and allow for development of counseling skills and knowledge of the treatment process. While participating
in a semester-long mental health counseling internship, students will learn to reflect upon their clinical experiences and professional-personal issues that develop in the treatment situation. Particular areas of focus include ethical and legal issues, supervision, working with diverse clients, logistical concerns and counselor self-care. The internship involves a 300-hour placement in a mental health setting, as well as a University class on a weekly basis.

**Mental Health Counseling Internship II:**

Designed to be a continuation of Counseling Internship I, this course (EDPS 595) expands upon clinical skills, knowledge of the counseling setting, and ability to reflect upon personal and professional internship experiences. While demonstrating effective communication within the clinical setting, students will gain proficiency in client diagnosis and sound treatment planning. Specific areas of concern include counselor self-assessment, the clinical interview, psychological testing, the counseling process, psychotropic medications, professional challenges, ethical practice and consultation. The internship involves a 300-hour placement in a mental health setting, as well as a University class on a weekly basis.

**Professional Development**

**Placement Options:**

The preparation for the Mental Health Counseling program enables students to provide therapeutic mental health services in a variety of clinical settings, including community mental health centers; psychiatric hospitals; university counseling centers; substance abuse treatment centers; residential treatment and rehabilitation settings; employee assistance programs; career counseling centers; and private practice. Counseling students are also trained to work cooperatively with other mental health specialists such as psychiatrists, psychologists, clinical social workers and psychiatric nurses. Graduates of the St. Lawrence University program meet advanced coursework requirements for eligibility to become a National Certified Counselor (NCC) and a Certified Clinical Mental Health Counselor (CCMHC). Both certifications are issued by National Board for Certified Counselors (NBCC).

Graduates choosing to continue their education have been accepted and completed doctoral studies at numerous universities and institutes in counseling and development and counseling psychology. Others have progressed in various career directions including law, medicine and teaching.

**St. Lawrence University’s Partnership with Interfolio:**

The Office of Educational Placement & Records has partnered with Interfolio to streamline credentials process for students. Managing letters of recommendations and credential files
often can be inconvenient for students and for faculty. Through its partnership with Interfolio, the Education Department offers its students and alumni a state-of-the-art online credentials service that securely streamlines, simplifies, and speeds up the credentials management process for everyone.

Interfolio, the premier online credentials management system for colleges and universities since 1999, is used by students and faculty at over 200 higher education institutions. With Interfolio’s secure web-based system, students and faculty are now able to easily aggregate and distribute credential files for applications to prospective post-graduate institutions or employers.

Traditionally, credential files have been paper-based and thus challenging to store, access and distribute. Interfolio allows students and alumni to manage nearly any document online, including letters of recommendation, transcripts, evaluations, test scores, resumes, and more.

Interfolio also benefits letter writers. Rather than processing multiple letters for a single candidate, one letter can be sent to Interfolio, who takes care of all storing and distributing. Faculty members have the option of electronically uploading letters or files directly, or sending them through the mail. FERPA laws and privacy are ensured.

To learn more about our partnership with Interfolio, please visit: http://www.stlawu.edu/education/interfolio-dossier-service

**Applying for Licensure in New York State**


**Credentials of Licensed Mental Health Counselors:**

A. Master’s degree or higher in counseling, with required course work in mental health counseling theory and practice, assessment, psychopathology, ethical practice, and a supervised internship.

B. Commissioner’s Regulations define a qualified supervisor for each profession as an individual who is licensed in a mental health profession and has three or more years of supervised experience in the practice of the profession.

C. Passing a state approved exam.

D. Completed at least 3,000 hours of post-degree clinical experience under the supervision of a qualified, licensed mental health professional.

E.
Obtaining a Limited Permit:

A. You may apply for a limited permit by submitting the Application for Limited Permit (Form 5) and fee of $70 at the same time or any time after you submit your Application for Licensure (Form 1), licensure fee of $371, and evidence of satisfactory education using a Certification of Professional Education (Form 2). Practice without a permit is not allowed and any experience obtained without a limited permit may not be acceptable for licensure. You may not practice until the limited permit is issued by the Department.

B. Limited permits are only issued for specific practice sites in New York State under a qualified supervisor acceptable to the Department. The setting must be authorized to employ licensed professionals and provide services that are restricted under Title VIII of the Education Law. Appropriate supervision and allowable practice sites are the same as those for the experience requirements specified above. Effective January 1, 2006, one must be licensed or otherwise exempt to practice Mental Health Counseling or supervise a permit holder.

C. The limited permit is valid for a period of two years. The permit may be extended for up to two additional one-year periods at the discretion of the Department if the Department determines that the permit holder has made good faith efforts to successfully complete the examination and/or experience requirement but has not passed the licensing examination or completed the experience requirement, or has other good cause as determined by the Department for not completing the examination and/or experience requirement. To request an extension of your limited permit, you must submit a new Application for Limited Permit (Form 5) and a fee of $70 along with a justification for the extension.

Obtaining Licensure:

A. What is a Licensure-qualifying program
   1. An education program that is offered in New York State and which has been determined to include course content specified in Education Law and Commissioners Regulations for the specific profession.
   2. You can find a list of these licensure-qualifying programs on-line at [www.nysed.gov/heds/IRPSL1.html](http://www.nysed.gov/heds/IRPSL1.html)

B. Verification of completing a licensure-qualifying program
   1. You must submit a Form 2 to the registrar office of the school where you completed the program. The registrar must complete this form and submit this directly to the
Department indicating that you completed a licensure-qualifying program and the date the degree was or will be awarded.

C. To apply for Licensure you must:
   1. File the application for the Licensed Mental Health Counselor (Form 1),
   2. Pay the application and registration fee ($371). Fees are subject to change. The fee due is the one in law when your application is received (unless fees are increased retroactively). You will be billed for the difference if fees have been increased
      - Do not send cash.
      - Make your personal check or money order payable to the New York State Education Department. Your cancelled check is your receipt.
      - Mail your application and fee to:

         New York State Education Department
         Office of the Professions
         PO Box 22063
         Albany, NY 12201

   3. Have the college or university from which you completed your graduate program verify that you received a master’s or higher degree in counseling that includes course content required in the law and regulations (Form 2 and transcript),
   4. Apply for a limited permit to meet the requirements for supervised experience and examination in a settings acceptable to the Department (Form 5 and $70 fee),
   5. Pass the National Clinical Mental Health Counseling Examination (NCMHCE) from the National Board for Certified Counselors (NBCC),
   6. Have your employer or supervisor document that you completed 3,000 client contact hours of supervised experience in mental health counseling after receipt of the qualifying degree, acceptable to the Department (Form 4 and 4B),
   7. Complete the two hour department approved course in child abuse identification and reporting or the exemption (Form 1CE).

Resource List

A. The New York Mental Health Counselors Association (NYMHCA) is a non-profit association keeps members informed of the progress and report of mental health counselors across the state. NYMHCA, 206 Greenbelt Parkway, Holbrook, New York 11741-4411. Telephone: 1-800-4-NYMHCA. Link: http://www.nymhca.org. This site provides the following services:
   1. Organizational membership information and application
   2. Search for a Supervisor
   3. Licensure exam preparation workshops
B. Useful Websites

2. LMHC Scope of Practice- [http://www.op.nysed.gov](http://www.op.nysed.gov)
5. List of mental health counseling organizations and state-based licensing procedures: [http://www.counselor-license.com/resources/counseling-organizations.html](http://www.counselor-license.com/resources/counseling-organizations.html)
Appendix i- Learning Goals Outline

The goal of the Mental Health Counseling Program is to prepare highly qualified counselors to provide therapeutic interventions in a range of clinical settings. By highly qualified, the department means that students will be able to:

A. Demonstrate an understanding of the historical, philosophical, social, psychological, cultural, economic, and political implications of mental health counseling within the context of the mental health movement.
B. Differentiate the unique professional identities of mental health counselors.
C. Explain principles and demonstrate practices of research and evaluation as they relate to mental health counseling.
D. Demonstrate an understanding of professional ethics, confidentiality, professional liability, privileged communication, client rights, and expert witness status.
E. Demonstrate working knowledge of the administrative/business aspects of public and private mental health agencies.
F. Delineate the assumptions and roles of mental health counseling as a core provider discipline within the context of the health and human services system.
G. Explain general principles and theories of community intervention, including inpatient, outpatient, partial treatment, and after care programs and facilities and the human services network available in the community.
H. Demonstrate an understanding of the principles of human growth and development and how they affect counseling progress.
I. Develop and implement appropriate prevention programs.
J. Understand measurement and evaluation concepts essential in the appraisal instruments.
K. Integrate the use of diagnostic and appraisal data in assessment process.
L. Develop and implement diagnostic-based treatment programs.
M. Understand and explain how cultural variations affect the counseling process.
N. Maintain a multicultural and specific populations perspective in counseling.
O. Develop a personal approach to counseling that is consistent with the counselor’s values and beliefs.
P. Establish and maintain constructive, facilitative, and ongoing relationships with clients.
Q. Demonstrate counseling skills and procedures relating to diverse counseling theories.
R. Apply psychopharmacological information in contacts with clients within a meaningful context.
S. Maintain clinical records for all persons the counseling practice serves, including clients, significant others, consultees, and referral organizations.
Appendix ii - Mental Health Counselor Practicum Guidelines

Counseling and Human Development Program
Mental Health Counselor Practicum Guidelines

1. Utilize time effectively and complete assigned tasks and responsibilities.

2. Provide counseling, consultation, and training services as required.

3. Develop coherent treatment plans based on integrative assessment and case conceptualizations.

4. Revise treatment plans and interventions to achieve therapeutic counseling outcomes.

5. Develop effective, professional relationships with clients.

6. Initiate, maintain, and terminate counseling services appropriately and effectively.

7. Adhere to ethical principles and guidelines of the counseling profession.

8. Demonstrate an awareness and sensitivity to cultural differences in interactions with clients.

9. Prepare and make case presentations, as required.

10. Write succinct and accurate case reports and other case documentation, including discharge summaries and session notes.

11. Utilize supervision as arranged and actively seek out supervision when necessary.
Appendix iii- Agency Supervisor’s Evaluation of Intern

Counseling and Human Development Program
Mental Health Concentration

Agency Supervisor’s Evaluation of Intern

Intern’s name______________________________________________________________
Date of this evaluation__________________ Name of agency__________________________
Agency address________________________________________________________________
Agency phone / Email address____________________________________________________
Agency supervisor____________________________________________________________
Title__________________________________________________________________________
Internship dates_____/_____/_____ to _____/_____/_____
Total number of placement hours______
Total number of supervisory hours______

Intern Competencies

4 = Excellent   3 = Good   2 = Fair   1 = Poor  NA = Not applicable

I. Basic work requirements
   a. Arrives on time consistently ______
   b. Uses time effectively ______
   c. Reliably completes tasks on time ______
   d. Completes required hours or days on site ______
   e. Responsive to norms about clothing, ______
      language, and so on, on site
Comments:
II. Communication skills
   a. Verbal skills ______
   b. Writing skills ______
   Comments:

III. Interviewing
   a. Structure of interview ______
   b. Professional attitude ______
   c. Interviewing techniques ______
   d. Mental status evaluation ______
   e. Psychosocial history ______
   f. Rapport building ______
   g. Use of questions ______
   h. Empathy ______
   i. Respect for cultural differences ______
   Comments:

IV. Diagnosis
   a. Knowledge of assessment instruments ______
   b. Knowledge of current DSM ______
   c. Use of records ______
   d. Ability to formulate a preliminary diagnosis ______
   Comments:

V. Treatment
   a. Ability to draw up a treatment plan ______
   b. Ability to perform individual counseling ______
   c. Ability to perform marital counseling ______
   d. Ability to perform family counseling ______
   e. Ability to perform group counseling ______
   f. Crisis intervention skills ______
   g. Consultation skills ______
   h. Ability to respond to various ______
      populations/diversity issues
   i. Ability to make progress notes ______
   j. Ability to provide accurate written and verbal ______
      reports
   Comments:
VI. Case management
   a. Knowledge of agency programs and _____ professional staff roles
   b. Knowledge of community resources _____
   c. Discharge planning _____
   d. Follow-up _____
   e. Record keeping of client management _____
   f. Collaboration with other agencies that serve _____ clients
Comments:

VII. Agency operations and administration
   a. Knowledge of agency mission, structure, and _____ organization
   b. Awareness of roles of administrative staff _____
   c. Knowledge of agency goals _____
   d. Understanding of agency care standards, _____ including managed care
   e. Use of technology _____
Comments:

VIII. Professional orientation
   a. Knowledge of counselor ethical codes _____
   b. Knowledge of agency professional policies _____
   c. Ability to seek and accept supervision _____
Comments:

IX. Interactions with coworkers
   a. Initiates interactions with staff _____
   b. Communicates effectively with staff _____
   c. Effectively conveys information and expresses _____ own opinions
   d. Effectively receives information and opinions _____ from others
Comments:
X. Supervision
   a. Actively seeks supervision when necessary ______
   b. Receptive to feedback and suggestions ______
      from supervisor
   c. Successfully implements suggestions from ______
      supervisor
   d. Aware of areas that need improvement ______
   e. Willingness to explore personal strengths and ______
      weaknesses

Comments:

Please write a brief summary statement of the intern as a future counselor:

Intern________________________________________________Date____________________

Agency Supervisor______________________________________Date____________________
Appendix IV- Past Placement Sites for Practicum and Internship Experience

Akwesasne Family Violence Program, Ontario
Canton-Potsdam Hospital, Detox and Rehab Departments, Potsdam
Catholic Charities, Ogdensburg
Chemical Dependency Services, Canton
Children’s Home of Jefferson County
Clarkson University, Student Wellness Center
Counseling Services of Northern New York
Family Counseling Services, Watertown
Kanonkwatsherio Clinic, Mental Health Department, Hogansburg
Malone Mental Health Center
Massena Mental Health Clinic
St. Lawrence Psychiatric Center: Children/Youth Inpatient/Outpatient, Adult Inpatient/Outpatient, and Sex Offender Treatment Program at Bridgeview
St. Lawrence University, Counseling Center
St. Regis Mohawk Tribe, Mental Health Department, Hogansburg
SUNY Canton, Counseling Center
SUNY Potsdam, Counseling Center
Policies and Standards of Conduct

Policies and Standards for Conduct Nondiscrimination Policy
All members of the St. Lawrence community are valued equally. We are committed to multicultural diversity in our faculty, staff, student body and curriculum. Awareness training for students, faculty and staff is designed to eliminate all forms of discrimination. St. Lawrence University subscribes fully to all applicable federal and state legislation and regulations (including the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Discrimination in Employment Act (ADEA); the Age Discrimination Act of 1975; New York State Human Rights Law; and Part 53, Section 607 of the New York State Educational Law) regarding discrimination, as well as the Drug Free Workplace Act of 1988. The University does not discriminate against students, faculty, staff, or other beneficiaries on the basis of race, color, gender, religion, age, disability, marital status, veteran’s status, sexual orientation, or national or ethnic origin, or any other category protected by law or regulation, in admission to, or access to, or treatment, or employment in its programs and activities. Retaliatory action of any kind taken by any employee, student, or beneficiary against any other employee, student, or beneficiary as a result of that person’s seeking redress under this policy is prohibited. St. Lawrence University is an Affirmative Action/Equal Opportunity Employer. For further information contact St. Lawrence University's Vice President for Community and Employee Relations, Vilas Hall, St. Lawrence University, Canton NY 13617, 315-229-5567, lcania@stlawu.edu.

Discriminatory Harassment Policy
It is the policy of St. Lawrence University that all our employees and students should be able to enjoy a work and educational environment free from all forms of discrimination and discriminatory harassment, including sexual harassment. St. Lawrence University provides for the development of a climate of tolerance and pluralism and prohibits expressive behavior which is demeaning, intimidating or hostile, communicated verbally, physically or with other communication device, including telephonic or electronic means. It is expressly against University policy for any employee or student to engage in discriminatory harassment which is defined as any demeaning, intimidating or hostile verbal, physical or symbolic behavior that is based on race, religion, ethnicity, age, gender, national origin, marital or veteran’s status, disability or sexual orientation, or any other category protected by law or regulation, and has the effect of interfering with a reasonable person's academic or work performance or of creating, as experienced by a reasonable person, an intimidating or hostile situation or environment. Such behaviors include, but are not limited to, the use of slurs, epithets, gestures, demeaning jokes or derogatory stereotypes.

*Sexual harassment is one form of discriminatory harassment, and is covered by this policy.* It is expressly against University policy for any employee or student to engage in sexual harassment. A charged atmosphere is often involved in instances of sexual harassment, which is defined as any unwelcome sexual advancement, request for sexual favors, or other physical or verbal conduct of a sexual nature when:
1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational, or living environment.

No forms of discriminatory harassment of students or employees will be tolerated. Any employee or student will be subject to disciplinary action for violation of this policy, up to and including termination or expulsion. Discrimination and harassment may be found to be illegal under both state and federal law. In some cases, it may be susceptible to prosecution under criminal sexual law.

This policy is not intended to proscribe, and should not limit free discussion of, the merits of any issue relating to ethnic, racial, religious or other multicultural difference or open inquiry into any material or issue relevant to the academic content of a course. Not all offensive conduct or language that might be derogatory concerning an individual or group necessarily constitutes discriminatory harassment. Whether a specific act does in fact constitute discriminatory harassment must be determined on a case-by-case basis in light of all relevant circumstances.

If you believe you have experienced or are experiencing discriminatory harassment, talk to the person or persons who may be responsible for the problem. If that is not possible, or doesn’t work, speak to someone for help or advice. Any St. Lawrence University employee having a complaint of harassment is urged to notify his or her immediate supervisor at once. If the complaint is against the immediate supervisor, or if the complainant for any other reason is not comfortable with or is unable to contact his or her supervisor, the Human Resources Office or the Office of Security & Safety may be contacted.

If you are a student you may speak to your academic advisor, the chairperson of the department, any staff member in student life, particularly residential learning, security, counseling, or the Associate Dean of Student Life.

If you are an employee, speak with the human resources office, the vice president or dean of the area involved (academic affairs, admissions and financial aid, business and finance, communications, information technology, student life, university advancement).

Formal complaints of alleged discriminatory harassment are heard by the Discriminatory Harassment Hearing Board, which is described in the Student Handbook and on the SLU website under Policies or Human Resources as well as a Section 504/ADA Grievance Procedure for complaints relative to those regulations. For more information about the DHHB or other venues for complaints contact 49
St. Lawrence University's Vice President for Community and Employee Relations, Vilas Hall, St. Lawrence University, Canton NY 13617, 315-229-5567, lcania@stlawu.edu.

Retaliatory action of any kind (such as, but not exclusive to adverse action vis-à-vis standing in employment or student status, adverse decisions regarding salary, job performance or student performance, or adverse action taken regarding opportunity for advancement for an employee or student) taken by any employee (including faculty, department heads, supervisors, and co-workers), student or beneficiary of the University against any other employee, student, or beneficiary as a result of that person's seeking redress through an appropriate means, including under the procedures of the DHHB, cooperating in any appropriate inquiry in the matter, or otherwise participating in any proceedings under the procedures of the DHHB or appropriate University body is prohibited. Any such retaliatory action can be the basis for a separate complaint.

Any person may also contact outside authorities to file complaints. External agency rules, or procedures internal to St. Lawrence University, may obviate further internal review in the event a complainant chooses an external route.

For more information about the DHHB consult the SLU Policies website [SLU/Faculty & Staff/Policies] @ http://www.stlawu.edu/policies/index.html For further information contact St. Lawrence University's Vice President for Community and Employee Relations, Vilas Hall, St. Lawrence University, Canton NY 13617, 315-229-5567, lcania@stlawu.edu.

Rev. Nov. 2009

St. Lawrence University Teacher Education Program

This Handbook describes the standards and expectations for St. Lawrence University students undertaking field experience activities in the public schools, including student teaching. In accepting University students in field experience placements, the school district agrees to accept the University's policies, as described in this Handbook, with regard to the expectations assignments, supervision, and assessment of prospective teachers. St. Lawrence University students are expected to work toward the standards published in this Handbook when serving in the public schools, including the University's non-discrimination policy published above. At all times, students must adhere to the public school's policies for employee conduct during the time in which they are assigned to the school. While such policies may vary somewhat from school district to school district, they are similar in expecting professional conduct at all times. When in doubt with regard to any situation, students involved in field experiences, including student teaching, are to consult the school's policy manual, available in the office of the superintendent of the school district, which shall serve as the primary referent and guideline for professional conduct.

Counseling, Education, and Human Development Department
St. Lawrence University