

**Graduate Program in Counselor Education/School Counseling  
Mission/Vision/Overview/FAQs  
Department of Counseling, Leadership, Literacy & Special  
Education  
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**The Lehman College Bulletin ([www.lehman.cuny.edu](http://www.lehman.cuny.edu)) is the official document for all Counselor Education/School Counseling program-related materials. The FAQ's give additional information.**

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**Introduction**

The Lehman College Graduate Program in Counselor Education/School Counseling has been revised and developed to educate and train future professional school counselors. We provide instruction designed to develop knowledge, awareness and skills in our counseling graduates. We expect professional school counselors to respond to the equity needs of an urban pre-K-12 population through the development, implementation and evaluation of a data-driven, evidence-based developmental school counseling program.

**Ms. Ed. Program in Counselor Education/School Counseling**

Lehman offers a 48-credit graduate program in Counselor Education/School Counseling. Graduates are eligible for School Counselor Certification in New York State and the School Counselor license in New York City. The Counselor Education/School Counseling program is part of the Division of Education, which is accredited by the National Council for Accreditation of Teacher Education (NCATE) ([www.ncate.org](http://www.ncate.org)). The program is also accredited by the Council for the Accreditation of Counseling and Related Education Programs (CACREP) ([www.cacrep.org](http://www.cacrep.org)). Counseling students are also encouraged to pursue national board certification through the National Board of Professional

Teaching Standards (NBPTS) ([www.nbpts.org](http://www.nbpts.org)) and as Nationally Certified School Counselors through the National Board of Certified Counselors (NBCC) ([www.nbcc.org](http://www.nbcc.org)). Counselor Education/School Counseling faculty and candidates collaborate in partnership with urban and suburban pre-K-12 schools in the Bronx and other New York City boroughs, Westchester, Rockland and Orange counties.

### **Counselor Education/School Counseling Mission Statement**

The mission of the graduate program in Counselor Education/School Counseling is to develop culturally competent, caring, and qualified professional school counselors within a pre-K-12 urban educational framework.

We seek to create a climate and course of study that promotes the values and ideals described in the Division of Education Lehman Urban Teacher and Counselor Education (LUTE) conceptual framework. Our diverse School Counselor candidate population is reflective of metropolitan New York City and its surrounding communities including Westchester, Rockland and Orange counties. Our curriculum represents our commitment to developing multicultural competencies throughout the program in order for our graduates to be prepared to deliver equitable and culturally competent services to a diverse population. We emphasize an integration of theory and practice as students develop their abilities to promote social justice and human rights advocacy in their scholarly, clinical practice, and action research experiences. Our commitment to ongoing program evaluation and growth assures that we will meet the needs of our School Counselor candidates and provide them with an exemplary preparation for the real world of the professional school counselor in an urban setting.

### **Counselor Education/School Counseling Program Overview**

The Lehman College of the City University of New York Counselor Education/School Counseling program reflects four main themes informed by the Lehman Urban Teacher/Counselor Education (LUTE) framework: (1) to develop a community of school counselors, teachers, and learners; (2) to promote equity and success for all students and families in schools and communities; (3) to develop human capacity in schools and communities; and (4) to recognize and respect diverse sociocultural contexts in schools and communities. Counselor Education/School Counseling candidates receive a comprehensive body of counseling knowledge, awareness and skills in professional school counseling. The 48-credit degree program emphasizes the professional school counselor's leadership roles in collaboration with teachers, administrators, families, caregivers, health professionals, community resource networks, and others to promote equity, access, and success for all children, adolescents and families. School Counselor candidates learn social justice advocacy and follow the American School Counselor Association (ASCA) and American School Counseling Association

(ACA) Codes of Ethics. Students demonstrate professional school counseling, consultation, and leadership competencies throughout their course assignments including: pre-K-12 school-based school counseling program experiences of group and individual counseling, developmental school counseling curriculum lessons, and practice in consultation and implementation of school counseling program components in pre-practica, practicum, and internship; through a professional school counseling portfolio of written, web-based and videotaped assignments; and in a school counseling research project. Lehman College is a companion institution with the Education Trust's National Center for Transforming School Counseling ([www.edtrust.org](http://www.edtrust.org)), partners in college readiness counseling K-16 with the College Board's National Office for School Counselor Advocacy (<http://professionals.collegeboard.com/policy-advocacy/educators/nosca>), supports equity-based use of the American School Counselor Association's National Model Framework for School Counseling Programs ([www.schoolcounselor.org](http://www.schoolcounselor.org)), and the evidence-based outcome research practice of the Center for School Counseling Outcome Research (CSCOR) (<http://www.umass.edu/schoolcounseling/>).

## **FREQUENTLY ASKED QUESTIONS/FAQs**

- 1. How is the Counselor Education/School Counseling program accredited?**
- 2. How many credits is the Counselor Education/School Counseling Program, and when can I work as a professional school counselor in New York State?**
- 3. How and when do I apply to the graduate program in Counselor Education/School Counseling, and what are the specific requirements?**
- 4. What are the admissions requirements to enter the graduate program in Counselor Education/School Counseling?**
- 5. How do I apply for PERMANENT certification as a New York State School Counselor?**
- 6. Is a teaching certificate required to be a New York State certified school counselor?**
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- 8. What is the Graduate Studies Office, and where do I go for help with Course Withdrawals, Transfer of Credits, and Removing Stops on Registration?**
- 9. How do I receive advising, course permissions, and register for**

classes?

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**30. How can I get help with using APA Style in person or on-line, the required writing style for students in the Counselor Education/School Counseling program?**

**31. When am I eligible for membership in Chi Sigma Iota, the international professional counseling honor society?**

**32. What is the Counselor Education/School Counseling program's relationship with The Education Trust's National Center for Transforming School Counseling (NCTSC) and the College Board's National Office for School Counselor Advocacy (NOSCA)?**

**1. How is the Counselor Education/School Counseling program accredited?**

Currently, the program is accredited by the Middle States Association for higher education programs, through the National Council on the Accreditation of Teacher Education programs (NCATE) and by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP), making Lehman College the only New York City Counselor Education/School Counseling program as of 2008 to have both CACREP ([www.cacrep.org](http://www.cacrep.org)) and NCATE ([www.ncate.org](http://www.ncate.org)) Accreditations.

**2. How many credits is the Counselor Education/School Counseling Program, and when can I work as a professional school counselor in New York State?**

The Master's degree in Counselor Education is 48 credits. After successful completion of 30 credits (including the practicum), you may apply to New York State Education Department to be provisionally certified as a school counselor-in New York State. Although New York State requires 60 credits for permanent certification, the Lehman College program is registered by New York State Education Department, [www.nysed.gov](http://www.nysed.gov), and therefore a graduate of this program, **who applies through Lehman**, is eligible for permanent certification as a New York State Certified school counselor upon completion of this 48 credit program and 2 years of experience as a certified school counselor if all requirements for recommendation have been met. Persons seeking employment as school counselors outside of New York state are generally eligible for reciprocity in other states once they have New York State permanent certification, but you must first check the state department of education website in the state you seek employment prior to moving or to

accepting a job offer to ensure a smooth transition and that you are eligible for state certification as a school counselor in other states.

### **3. How and when do I apply to the graduate program in Counselor Education/School Counseling, and what are the specific requirements?**

The program is only open to matriculated degree candidates. New School Counseling candidates are accepted only once a year for the Fall term. The deadline for admission for all materials to be received is postmarked by March 1<sup>st</sup> to be considered for the Fall semester. You can access the Counselor Education program graduate application at: <http://www.lehman.edu/lehman/grad-studies/prospective-students.html#matriculant> . Be sure to access our application that includes five essay questions, which is entitled Counselor Education, not the generic application. The Graduate Admissions Office is located in Shuster Hall, Room 150 if you wish to pick up an application in person. After an initial screening of application materials, applicants meeting the written criteria are invited to an on-campus group interview and question/answer session about the Counselor Education/School Counseling program. Admissions decisions are made after the group interview process, usually in May.

### **4. What are the admissions requirements to enter the graduate program in Counselor Education/School Counseling?**

- A. Complete and submit an application for admission. You may obtain an application on-line at the Graduate Admissions webpage at [www.lehman.cuny.edu](http://www.lehman.cuny.edu). The admissions code for the Counselor Education program is TCE 248.
- B. Arrange to have ALL your official undergraduate and graduate (if applicable) transcripts (copies are not acceptable) sent to the Graduate Admissions Office, Shuster Hall, Room 150, Lehman College, 250 Bedford Park Blvd. W., Bronx, NY 10468. Part of the admissions requirements includes documenting with your transcript an undergraduate G.P.A. of 3.0 or better (B average) on a 4.0 scale.
- C. Arrange for 3 letters of reference to be submitted to the Graduate Admissions Office specific to your potential for success in graduate school in the Counselor Education/School Counseling program and as a professional school counselor. Your references should be from faculty members, supervisors, and K-12 school building personnel who can address your potential for success in graduate school and as a professional K-12 school counselor.
- D. A resume.
- E. If you are a New York State-certified teacher, submit a copy of your L.A.S.T. scores. If you are not a New York State-certified teacher, submit G.R.E. (Graduate Record Exam) general exam scores ([www.gre.org](http://www.gre.org)) from the Educational Testing Service (ETS) by March 1 (or a copy of your registration receipt for the GREs at the next testing

date):

(<http://www.ets.org/portal/site/ets/menuitem.fab2360b1645a1de9b3a0779f1751509/?vgnnextoid=b195e3b5f64f4010VgnVCM10000022f95190RCRD>).

The ETS code for score submissions to Lehman College is: **2312**.

Please submit your completed application by March 1<sup>st</sup> to: Lehman College Graduate Admissions Office, 150 Shuster Hall, 250 Bedford Park Blvd. W., Bronx, NY 10468

### **5. How do I apply for PERMANENT certification as a New York State School Counselor?**

After completing 2 years as a school counselor and a Master's degree in Counselor Education at Lehman College, you may apply for PERMANENT certification THROUGH LEHMAN COLLEGE – NOT ON YOUR OWN. To apply for PERMANENT CERTIFICATION, a Counselor Education program graduate needs to make an appointment with Ms. Ruth Jordan, The Certification Officer for Lehman College, and see her during her advisement hours in Carman Hall Room B-33. Ms. Jordan may be reached at 718 960-7240 or [ruth.Jordan@lehman.cuny.edu](mailto:ruth.Jordan@lehman.cuny.edu). Recommendations for permanent certification will be given to successful graduates who have earned minimum grades of B in their practicum and internship courses in addition to a B average in all other coursework and affirmative faculty and site supervisor evaluations. The NYSED Code for Lehman College Counselor Education/School Counseling program is **02188**.

### **6. Is a teaching certificate required to be a New York State certified school counselor?**

No. School Counseling candidates must be knowledgeable about pre-K-12 schools and the professional school counselor's role in collaboration with other educational professionals and parents/guardians to provide academic, career, college, and personal/social competencies via counseling and developmental classroom lessons geared toward the success of all students. School Counselor candidates in the program gain 750 pre-service hours of experience in school sites through pre-practica, practicum, and internship activities. Similarly, Connecticut and New Jersey do not require a teaching certificate to be a certified school counselor.

### **7. How many credits do I take each semester?**

The Counselor Education/School Counseling program is part-time and candidates register for 6 credits per semester. School Counseling candidates may also take courses in the summer with approval of their advisor after they have completed the first year of the program.

### **8. What is the Graduate Studies Office, and where do I go for help with Course Withdrawals, Transfer of Credits, and Removing Stops**

## on Registration?

The Graduate Studies Office, located in Shuster Hall Room 275, is where School Counseling candidates access forms and approvals for such things as permission to withdraw from a course, transfer of credit forms, or to have a stop removed from their registration. The Director of Graduate Studies is Dr. Robert Bradley, 718-960-8448. Your advisor will work with you and Dr. Bradley when needed to sign the appropriate forms and monitor important information regarding your coursework and credits toward graduation. *12. If there is a STOP on your registration, go to either the Graduate Studies Office in Shuster Hall Room 275 and see Dr. Robert Bradley or go to the Registrar in Shuster Hall Room 108. You must have the STOP removed prior to registration.*

## 9. How do I receive advising, course permissions, and register for classes?

**Registration is a 3-step process. 1) First, school counseling** candidates talk with a faculty advisor about courses and requirements and receive permission to take classes. These permissions are entered into the computer system by the advisor so that the student may register. **2) Next**, school counseling candidates register on-line through the CUNY portal, entering the course codes for the classes they are going to take. **3) Last**, school counseling candidates pay for their courses, and they must have a bursar's office receipt validated in Shuster Hall. Next, students visit the financial aid office if they need financial aid. Payment must be made prior to the close of the registration period or you will be dropped from your courses. You will then need to re-register and pay a late fee. All students must have a validated Bursar's receipt prior to entering any class. **STUDENTS WHO HAVE A LOAN MUST HAVE THE LOAN VALIDATED AT THE BURSAR'S OFFICE EVERY SEMESTER (EVEN THOUGH IT MAY APPEAR AS A ZERO BALANCE ON YOUR REGISTRATION SCREEN).**

### NOTES:

- A. School Counseling candidates should register during regular registration. Late registration occurs only at scheduled times during the first few day(s) of classes.
- B. Check the CLLSE department bulletin boards (outside of Carman Hall B-20) for the most up-to-date course information.
- C. **No student may register without current immunizations.**

## 10. When do I meet with an advisor?

Specific hours for receiving course permissions and for advising are posted during the registration period along with course information outside of Carman Hall B-20 and you will receive an email from your advisor.

### **11. Will I be closed out of classes?**

Since all Counselor Education/School Counseling candidates are matriculated, no candidates are closed out of regular semester classes. Summer classes are determined in consultation with advisement.

### **12. What classes do I register for?**

Counselor Education/School Counseling students follow a prescribed sequence of courses and students go through the program as a cohort. The current sequence of school counseling courses is: (First Year) Professional Identity in Counseling\*, Counseling Theories and Techniques\*, Multicultural Counseling, Group Counseling\*, (Second Year) Human Development, Career Counseling\*, Assessment in Counseling\*, Practicum (100 hours for one semester), (Third Year) Leadership, Advocacy, Consultation, and Change in Schools, Counseling Research, Program Development, and Evaluation I, Counseling Research Program Development, and Evaluation II, Abuse, Violence, and Chemical Dependency Counseling, (Fourth Year) Developmental School Counseling, Internship in Counseling I, Internship in Counseling II (600 hours for the year), and an elective that may be taken any time after the first two semesters of coursework have been completed.

\*These courses have a 10-hour pre-practicum component in a K-12 school.

Family counseling courses are also offered but only in the summer: Family Counseling, Parenting in Diverse Families, Sexuality Counseling, Couples Counseling, and a Family Counseling practicum. An elective course in Brief Counseling for Children and Adolescents is also offered in the summer. School Counseling candidates must complete the first four courses in the school counseling program before they can register for family courses in the summer.

### **13. What are the pre-practica, practicum and internship requirements for the program?**

School Counseling candidates must have weekday times available to complete pre-practica, practicum, and internship requirements in K-12 schools. 10 hours are required on-site at a K-12 school for each of the five school counseling pre-practica. A minimum of 100 hours is required on-site at a K-12 school for the practicum (40 hours of direct service, 60 hours of indirect or collateral service). A minimum of 600 hours is required over two semesters for the internship in a pre- K-12 school (240 hours of direct service, 360 hours of indirect or collateral service). Further information is available in the Practicum and Internship Handbook.

### **14. How do I find a pre-practicum/practicum/internship site and a qualified, certified professional school counseling site supervisor?**

School Counseling candidates fulfill their pre-practica, practicum, and internship requirements in K–12 schools where we have developed supervisory contacts in the Bronx, Manhattan, Queens, Brooklyn, Staten Island, Westchester, Rockland, Orange, or Putnam Counties. Program faculty and alumni are available to assist in selecting appropriate pre-practica/practicum/internship sites. School counseling site supervisors are preferably certified school counselors with at least two years of experience as school counselors. With approval, school social workers or school psychologists with at least three years of experience in their positions in schools may be approved for on-site supervision. Site supervisors are expected to provide weekly supervision for counselor trainees of at least one hour's duration. Additional information for School Counseling candidates and site supervisors is available in the Practicum and Internship Handbook.

### **15. Can I take a leave of absence from the Counselor Education/School Counseling program?**

Sometimes School Counseling candidates take a leave of absence from the program. Let your advisor and the program coordinator know if this is your plan. When you are ready to return, go to the Graduate Admissions Office (Shuster Hall – Room 150), complete a Readmission Application, and pay a fee (don't they need to do the maintenance of matriculation fee, too, and this is not nominal!). This form needs to be signed by your advisor or the program coordinator and returned to the Admissions Office prior to your re-enrolling in classes. If you have been away from the program for an extensive period of time, your readmission is contingent upon a reevaluation of your coursework and current program requirements by the Program Coordinator.

### **16. When can I take summer classes?**

School Counseling candidates begin the Counselor Education/School Counseling Program in the Fall semester. After successfully completing a year of school counseling coursework, students may enroll in summer courses. The extension courses in family counseling are only offered in the summer sessions. Summer course permissions and advising is done at the end of the Spring semester in late April or early May.

### **17. When do classes start and can I take only evening classes?**

School Counseling candidates must be prepared to take Fall and Spring semester classes starting at least one day a week at 4pm beginning at the end of August and the end of January. Students are required throughout their course of study to spend some of their time each semester in a K-12 setting during regular school hours. The course schedule for Summer Sessions varies, depending on the courses being offered. The full program is never offered at exclusively in late evening time slots. Class schedules are posted on the Lehman website, outside of Carman Hall B-20.

**18. If I took graduate school counseling courses prior to entering this program, can I transfer credits toward my degree?**

It depends. Once you have been admitted to the program, meet with your advisor to review your previous transcript, grades, course syllabi, and coursework samples. The decision regarding transfer credit will be determined by your faculty advisor. If approved, you must obtain and file the appropriate form with the Graduate Studies Office, Shuster Hall Room 275.

**19. If I have a Master's degree in Counselor Education/School Counseling, can I take professional development courses at Lehman in Counselor Education/School Counseling to obtain my 60 credits?**

If you already possess a Master's degree in Counselor Education/School Counseling or are currently matriculated in a Master's degree program in Counselor Education/School Counseling elsewhere, you **may** qualify for admission as a non-matriculated student. You would need to meet with the Program Coordinator regarding the availability of courses in the fall, winter and summer semesters.

**20. How do I find financial aid and/or scholarship opportunities?**

The Lehman College Financial Aid office in Shuster Hall is staffed with personnel to help with financial aid questions and forms. Please see them *after* you have registered online for courses and prior to paying. Visit the Lehman College financial aid/scholarship office in person in Shuster Hall, Room 205 or by phone at 718 960-8156 or on the web at [www.lehman.cuny.edu/financialaid/](http://www.lehman.cuny.edu/financialaid/) or [www.lehman.cuny.edu/services/scholarships.html](http://www.lehman.cuny.edu/services/scholarships.html). The CUNY CAP program is open to all CUNY undergraduate alumni/ae with bachelor's degrees and provides a tuition remission and a stipend for working 20 hours a week in a counseling-related office on a CUNY campus. Information on this program is available by calling the Financial Aid office or by calling CUNY CAP directly at 212 290-5709.

**21. Does the program require School Counseling candidates to enter into personal counseling?**

No. Ethically, however, professional counselors can only help clients/students/families to the extent that the counselor has worked on her or his own individual, group, couple, and/or family counseling issues. The Counselor Education/School Counseling Program is committed to School Counseling candidates constantly reflecting on their strengths and areas to improve upon. The strongest professional counselors have had professional and personal experience as clients and as counselors. Lehman has a personal counseling center for undergraduate and graduate students. For more

information contact Dr. Annecy Baez, the Counseling Center Director, 114 Old Gym building, at 718-960-6739 or email: [ccenter@lehman.cuny.edu](mailto:ccenter@lehman.cuny.edu).

**22. How much time should I put into graduate studies each week?**

An estimate is 3 hours for every hour of graduate credit, and this includes on-site supervision, pre-practicum hours, readings for class, and additional course requirements. Practicum and internship course requirements for time on site are considerably greater.

**23. Are Counselor Education/School Counseling candidates expected to carry liability insurance?**

**YES.** All students are expected to carry professional school counseling student liability insurance while they are taking courses. Liability insurance is available to student members of the American School Counselor Association (ASCA) ([www.schoolcounselor.org](http://www.schoolcounselor.org)). ASCA student membership has an annual fee and automatically includes \$1 million of liability insurance for students/professional school counselors as part of membership benefits. For more information, visit [www.schoolcounselor.org](http://www.schoolcounselor.org) and click on "School Counselors & Members," then "Member Benefits & Info," then "Liability Insurance." A copy of the insurance limits coverage page are needed for all Lehman Counselor Education/School Counseling students each year and for every pre-practica, practicum, and internship course. Student liability insurance is also available for student members of the American Counseling Association (ACA) [www.counseling.org](http://www.counseling.org) .

**24. What is the cumulative grade point average requirement to maintain matriculation?**

The Lehman College Graduate Bulletin outlines the requirements for maintaining matriculation (see Lehman Graduate Bulletin, p. 23). A School Counseling candidate with a cumulative Grade Point Average (GPA) below 3.0 will be placed on academic probation. School Counseling candidates on academic probation have one semester to raise their GPA to 3.0. During this probationary period, School Counseling candidates who make satisfactory progress maintain both their academic standing with the College and their eligibility for financial aid. A student with a Grade Point Average that remains below 3.0 at the end of the probationary period will be dropped from the College. Students may appeal to the Director of Graduate Studies.

**25. What is the grade appeals procedure?**

Please see the Graduate Bulletin for the Grade Appeals procedure (p. 23). A School Counseling candidate should first discuss the situation with the instructor who assigned the grade. If the School Counseling candidate is still not satisfied with the grade, he/she should then consult the Graduate Program Coordinator. If the School Counseling candidate is still not satisfied,

the student should appeal in writing to the Counseling, Leadership, Literacy, and Special Education (CLLSE) Department Chair at Carman Hall B-20. The CLLSE Department Chair will appoint a Graduate Grade Appeal Committee to evaluate the appeal. Grade appeals must be initiated in the semester following the entry of a permanent grade, and no grades can be changed after the date of graduation. The decision of the Graduate Grade Appeal Committee is binding on all parties.

## **26. What are the Counselor Education/School Counseling professional organizations?**

The professional organization that serves as the umbrella for all the counseling professions is the American Counseling Association (<http://www.counseling.org>). The two publications which come with membership include the scholarly journal, *The Journal of Counseling and Development*, and the monthly newspaper *Counseling Today*. The American Counseling Association has divisions and branches addressing the needs and interests of specialized groups. Information about these affiliated associations is available on the ACA website. The American School Counselor Association (<http://www.schoolcounselor.org>) is the premier group for the professional school counselor and has a wealth of resources and membership benefits including the scholarly journal *Professional School Counseling* and the magazine *ASCA School Counselor*. In addition to these national organizations, New York State has an ACA state branch, the New York Counseling Association (<http://www.nycounseling.org/>), and an ASCA state branch, the New York State School Counselor Association (<http://www.nyssca.org/>). Other professional membership organizations include the Association of Counselor Educators and Supervisors (ACES), the North Atlantic Region Counselor Educators and Supervisors (NARACES) ([www.naraces.org](http://www.naraces.org)), Counselors for Social Justice (CSJ), The College Board's National Office of School Counselor Advocacy (NOSCA), the Education Trust's National Center for Transforming School Counseling (NCTSC), and the National Association of College Admissions Counselors (NACAC).

## **27. What are the technology expectations for all Counselor Education/School Counseling candidates?**

**All School Counseling candidates MUST have a LEHMAN student email account ([xxxxx@lc.cuny.edu](mailto:xxxxx@lc.cuny.edu)) and a CUNY portal account** to gain access to Blackboard and program, department, division, and campus announcements. **Lehman email accounts and portal accounts** are available free of charge for Lehman students from the Instructional Technology Center in person on the first floor of Carman Hall, via the Internet, or by phone at 718.960.7333. Technological competence is developed and expected for all students throughout the program, including word processing, e-mail, powerpoint, use of spreadsheets for data, use of the internet, Blackboard, and how to make on-line brochures and websites, and the ability to learn in traditional, hybrid, and online formats. The Information

Technology Center is open to all students and personnel are available there to provide technical assistance. Some Counselor Education/School Counseling courses are hybrid or part-time online and part-time in traditional classroom settings.

**28. What are the professional Counseling codes of ethics that School Counseling candidates follow in the Counselor Education program?**

All School Counseling candidates are expected to follow the most recent American Counseling Association (ACA) (<http://www.counseling.org/resources/ethics.html>) and American School Counselor Association (ASCA) (<http://www.schoolcounselor.org/content.asp?contentid=173>) codes of ethics in all endeavors.

**29. What help is there for research and using the Lehman/CUNY library in person and online?**

The Lehman library's hours and services may be accessed from the Lehman website ([www.lehman.cuny.edu](http://www.lehman.cuny.edu)) or by calling library information at 718.960.7766. The Division of Education has its own research librarian, Prof. Sandra DeMinco, who is available to graduate counseling students and faculty for assistance with research questions, periodical and journal resources, how to do computer searches and use databases, and so forth. Prof. DeMinco's office is on the third floor in the Education section of the library.

**30. How can I get help with using APA Style in person or on-line, the required writing style for students in the Counselor Education/School Counseling program?**

All School Counseling candidates and faculty follow the writing style of the most recent edition of *Publication Manual of the American Psychological Association*, as done in all counseling journals and major counseling publications. There are a variety of resources available to students who need help in mastering this style. In addition to publishing the *Manual*, the American Psychological Association has on-line references (<http://www.apastyle.org> and <http://www.apastyletips.html>) and a software program called *APA-Style Helper 5.0*. Another web-based resource can be found at <http://www.docstyles.com/apacrib.htm>. Help is available from the staff in the Lehman library and through the Lehman Instructional Services Support/Tutoring Program which is located in the Old Gym Building, Rm. 205. The office is directed by Ms. Althea Forde (718-960-8175). This program offers help in all writing issues in addition to APA style assistance. School Counseling candidates are encouraged to make early and regular appointments AND identify yourself as a graduate student in a program using APA style. School Counseling candidates need to ensure that all writing done in the program avoids plagiarism, i.e., the use of others' words or work

without giving them credit (see <http://www.fas.harvard.edu/~expos/sources/> ). Using APA style, students must cite all references both in the text in their papers and in reference lists at the end of each paper. Failure to cite references properly in text or in reference lists is a serious violation of academic standards at Lehman College, as indicated in the Lehman College bulletin, and may result in failure and/or expulsion.

### **31. When am I eligible for membership in Chi Sigma Iota, the international professional counseling honor society?**

The Lehman College Graduate Program in Counselor Education is the Tau chapter of Chi Sigma Iota (CSI) <http://www.csi-net.org/>. Eligible School Counseling candidates who have completed 24 credits and have a GPA of at least 3.5 will be invited to apply for membership by the CSI Advisor (2008-09 Prof. Faith Deveaux). The CSI induction ceremony is conducted annually at the end of the Spring Semester at the Division of Education LUTE honors reception in May.

### **32. What is the Counselor Education/School Counseling program's relationship with The Education Trust's National Center for Transforming School Counseling (NCTSC) and the College Board's National Office for School Counselor Advocacy (NOSCA)?**

Since 1999, Lehman's Counselor Education/School Counseling program is the only public institution in metropolitan New York City and one of 25 Counselor Education/School Counseling programs recognized as a Companion Institution with The Education Trust's National Center for Transforming School Counseling (NCTSC) ([www.edtrust.org](http://www.edtrust.org) ). The NCTSC's mission for school counselors K-12 is to ensure that every K-12 student is: College Ready, Career Ready: Same Preparation. Transformed school counselors ensure that all students receive school counseling program services K-12 building their academic, career, college, and personal/social skills and competencies. Lehman's students and faculty work closely in the NYC-area K-12 school counseling programs ensuring K-12 school counselors play a key role in closing achievement, opportunity, attainment, and funding gaps for all students, particularly students who have not received equitable outcomes in schools: poor and working class students, students of color (particularly African American, Latino/a, and Native American Indian), students with disabilities, and English Language Learners. Dr. Stuart Chen-Hayes coordinates the companion institution relationship with the NCTSC and Lehman College. In 2007, Lehman developed a training, research, and writing partnership with the College Board's National Office of School Counselor Advocacy (NOSCA) to ensure college readiness and K-16 college counseling skills for all school counselor candidates (<http://professionals.collegeboard.com/policy-advocacy/educators/nosca> ) with Dr. Stuart Chen-Hayes and Prof. Tamisha Bouknight.

**Additional program information may be found at**  
[http://www.lehman.edu/deanedu/splservcsedu/pc\\_grad\\_cou.htm](http://www.lehman.edu/deanedu/splservcsedu/pc_grad_cou.htm)

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