

**DOCUMENTATION OF NON-COURSE REQUIREMENTS FOR
Ph.D. IN COUNSELOR EDUCATION**

Name: _____

Advisor: _____

Area

1. Computer/Technology Competence

- *Career guidance systems*
- *Research/statistical packages (SPSS, etc.)*
- *E-mail, internet*
- *Data base searches*

Attach written description of experiences that support your competence in each of these areas

2. Professional Association Involvement

Membership (state or national) and attendance at two state or national conferences (not workshops).

List organization's conferences that you attended, dates, and locations. Attach a copy of the conference receipts & membership card.

3. Research Team Involvement

Significant contribution to one or more of the following on a research study:

- *data analysis*
- *manuscript preparation*

Attach letter from project director.

4. Article Submitted for Publication

Include title and journal. Attach a copy of receipt letter from journal editor.

5. Presentation Submitted at a Professional Conference

Include title, organization, and location. Attach copy of acceptance/rejection letter from organization.

6. Assistance with Teaching

Co-teaching a course in counselor education with a faculty member or presenting in a counselor education class.

Attach a copy of the course syllabus with a letter from the faculty member indicating your involvement

Note: These requirements must be completed prior to the approval of your dissertation proposal. Documentation must be attached to this form and turned in to advisor.