



Masters of Arts in Counseling

Student Acknowledgement Form

By my signature below, I, _____ acknowledge the following:

- I have read the Messiah College Graduate Student and Graduate Counseling Program Student Handbooks and reviewed the material on the graduate counseling website. I understand the contents and agree to abide by all procedures, policies and guidelines specified on the website and in these handbooks. _____ *initials*
- I verify that I have completed all of the orientation tutorials listed in my orientation letter. This includes the overview video, Sakai and Digital Samba tutorials in the “HELP (for Students)” tab in Sakai, the APA tutorials, and the library tutorial. _____ *initials*
- I understand that, because official campus communication may be sent via email, all students are expected to check their email on a regular basis and respond to communication from faculty and department administration in a timely fashion. The suggested response time for Messiah College students is 2-3 business days, but given the accelerated pace of the counseling program’s 8-week courses, I understand that I am expected to check my Messiah College email daily. _____ *initials*
- I understand that I am responsible for reading all Graduate Program in Counseling Newsletters in order to stay well-informed of program announcements and updates. _____ *initials*
- I understand that as a student in this program I will be privilege to private information about classmates, volunteer “clients”, and clients or students I will have contact with at practicum and internship sites. Prior to having contact with any of these groups I will make sure I am aware of any policies and procedures that protect the confidentiality of information shared by these groups and uphold the highest level of privacy possible. _____ *initials*.
- I understand that I am required to create and update an E-Portfolio in order to fulfill program requirements for Field Experiences and graduation. My E-Portfolio may be reviewed by Counseling Department members any time during my enrollment and it may also be used by Messiah College for assessment and accreditation purposes. I understand that I am legally responsible and liable for my own material and the consequences of its posting. I recognize my professional responsibility in upholding confidentiality and, therefore, assure that I will not post any client/student information to my E-Portfolio. _____ *initials*
- I understand that in order to graduate, all degree-seeking students must sit for the National Counselor Examination (NCE) which is administered in April and October of each year, and all PA certification students must sit for the Praxis I and II exams. School counseling students will not be eligible for certification unless they pass the required Praxis I and II exams. _____ *initials*
- I understand that students are assessed at the end of each course on the department’s critical competencies, professionalism, and performance. Department faculty meets bi-annually to review the progress of all students. If students are deemed in need of improvement they will be contacted by their advisor and a development plan may be put in place. _____ *initials*
- I understand that if I fail to abide by these policies and guidelines, the Graduate Program in Counseling has the right to issue consequences ranging from a verbal warning to dismissal from the program. _____ *initials*

Student Signature & Date

I acknowledge that checking this box electronically serves the same purpose as affixing my original signature to this document.

Return this completed form to your advisor.