



California State University, Long Beach
College of Education, Graduate Studies
1250 Bellflower Boulevard, EED-7
Long Beach, CA 90840-2201
562-985-8476

INFORMATION AND APPLICATION PACKET

MASTER OF SCIENCE IN COUNSELING OPTION IN STUDENT DEVELOPMENT IN HIGHER EDUCATION

Website:

www.csulb.edu/college-of-education/student-development-higher-education

Prospective students may contact the College of Education Graduate Studies Office:

ced-gradstudies@csulb.edu

562/985-8476

APPLICATION DEADLINES

APPLICANT	FALL 2020
DOMESTIC	12/1/2019
INTERNATIONAL	12/1/2019

***THE APPLICATION DEADLINE IS ON A SUNDAY. THE UNIVERSITY APPLICATION MUST BE SUBMITTED ONLINE BY THE 12/01/2019 DEADLINE. THE GRADUATE STUDIES OFFICE IS CLOSED ON THE WEEKEND AND PROGRAM APPLICATIONS WILL BE ACCEPTED THROUGH MONDAY, DECEMBER 2, 2019. POSTMARKED APPLICATION MATERIALS WILL NOT BE ACCEPTED.**

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FREQUENTLY ASKED QUESTIONS

Q. Is the GRE required?

A. The GRE is not required for this program. For a list of eligibility requirements, please see page 6. For a list of items required to be submitted with the program application, please see checklist on page 9.

Q. Does this program have prerequisite courses?

A. This program does not have prerequisite courses. Any applicant of any undergraduate degree is eligible to apply. For eligibility requirements, please see page 6.

Q. How long does the program take to complete?

A. The program is designed to be completed in 3 years. Upon admission, the program coordinator will provide each newly admitted student their program plan.

Q. Do I earn a credential with this program?

A. This program prepares professionals for higher education settings. This program does not offer Pupil Personnel Services credentials for K-12 education settings.

Q. Where do I send transcripts?

A. Send all transcripts to Enrollment Services, not the College of Education Graduate Students Office. Please see page 5 of this packet for additional information.

Q. How much will the program cost?

A. This program requires a total of 51 units. Most students enroll in 3 courses (9 units) each Fall and Spring semester, come to campus at least two or three days per week, and are considered full-time. CSULB registration fees are prorated at 6 units or less or 7 units or more. Please refer to [Tuition and Fees website](#) for a complete breakdown for “Graduate” fees. Summer enrollment is optional; please note there is limited availability of summer courses. Please refer to the [College of Professional and International Education website](#) for a breakdown of summer fees.

Q. How competitive is the program?

A. The program typically admits less than 20% of applicants. Please see page 8 for additional information about the admission process.

PROGRAM INFORMATION

Since the middle of the 20th century Student Development in Higher Education has rapidly evolved as a unique field of professional practice in U.S. higher education. The field attracts those who are interested in post-secondary education career opportunities, both in and outside the classroom. The profession is focused on student-centered learning, drawing upon a growing body of research based in theories of human development and principles of community. This program seeks to develop reflective, scholar-practitioners with an understanding of:

- The multiple needs of college students
- The interaction of the learners with the college environment
- Learning styles
- Diversity and multicultural issues
- Program development
- The use of developmental and counseling theory in assisting students
- The role of the student development educator in collaborative relationships with faculty and others to support the holistic development of students
- Assessment and evaluation

PROGRAM MISSION STATEMENT

The mission of the program is to develop reflective, scholar practitioners in Student Development in Higher Education for social justice and change.

PROGRAM GOALS

Graduates of this program enter the profession able to apply theory to practice and to integrate research using the tenets of counseling, student development, administration, leadership, and multicultural issues in education. Our graduates assume positions in two- and four-year colleges and related institutions. Typical offices of employment include: leadership development, financial aid, career counseling, student activities, residential life, educational opportunity, mentoring, academic advising, orientation, and learning communities.

PROGRAM LEARNING OUTCOMES

The SDHE curriculum is aligned with the mission of the CSULB College of Education and is tied to specific learning outcomes. Through content courses, fieldwork, and capstone experiences, SDHE students gain knowledge, skills, and dispositions that equip them to serve as administrators and counselors in higher education settings. Graduates of the SDHE Program will be able to:

- Draw upon a deepened understanding of themselves, diverse others, and institutional structures to develop educational programs that promote educational access and success for all students, especially those from historically underrepresented populations.
- Apply fundamental counseling skills, theoretical orientations, and treatment plan steps to student development cases and practicum/fieldwork experiences.
- Draw upon an analysis and evaluation of the historical and philosophical foundations of the student affairs profession as well as major student development theories (psychosocial, cognitive, moral, life span, typological, and college impact) to develop educational programs that promote student development and learning.
- Apply basic leadership and organization theories along with core management skills (planning, environmental scanning, legal compliance, risk management, use of technology, budgeting, and human resource management) to student affairs practice as reflected in case studies and in practicum and fieldwork experiences.
- Demonstrate their understanding of student affairs scholarship in the analysis, synthesis, and evaluation of current research as well as in the design and implementation of formative evaluations and research projects.

JOHNSON ENDOWED FELLOWSHIP (PENDING BUDGET APPROVAL)

SDHE applicants are encouraged to apply for a fellowship named for Cynthia S. Johnson, one of the co-founders of the SDHE master's program. Fellows will receive a stipend accompanied by a comprehensive internship averaging about half-time throughout the academic year. Through the internship, Fellows will gain experience in University departments with direct student contact while being mentored by experienced practitioners. Fellows will also participate in faculty research and implement the annual Johnson Forum, featuring distinguished scholars in higher education. These fellowships are only available to first-year SDHE students and will not be renewed for a second year. Additional opportunities are available for subsequent years. SDHE students may consult with their advisor and/or the program coordinator for more information.

Each Fellow will spend approximately half of their internship in professional placements, in which they will perform duties such as:

- Collaborate with multiple offices to serve the needs of diverse student populations
- Serve as an educator, mentor, and role model to undergraduate student leaders
- Recruit and select student staff and volunteers
- Develop, implement, and evaluate educational, issues-orientated programs and events
- Participate in weekly meetings with students and site supervisors
- Support Educational Leadership faculty with their research activities, including literature reviews, recruiting study participants, collaborating on data analysis, and scheduling meetings

APPLICATION PROCEDURES

To be considered for an Endowed Fellowship applicants will:

- Respond to the supplemental application for the Johnson Endowed Fellowship on page 14 of this application packet
- Select applicants will be invited to participate in an interview (part of the SDHE admission interview process)
- Recipients will be contacted at the same time as program admission notices are sent. The successful Fellow(s) will be notified of both admission to the SDHE program and the Johnson Endowed Fellowship

GRADUATE POSITIONS IN RESIDENTIAL LIFE

Residential Life is seeking graduate students to serve in leadership roles with either a community development or academic focus. The graduate students support our Residential Colleges and the mission of Housing and Residential life by leading undergraduate staff in programs and activities that promote leadership development, academic success and community responsibility.

DESCRIPTION

We anticipate several open positions, each of which will report to full-time professionals in Residential Life. Graduate students are assigned to one of the three residential colleges and develop community among their staff, their residential colleges, and campus by:

- Supervising a team of undergraduate Resident Assistants assigned to a specific Residential College
- Providing ongoing training to staff and collaborating with campus partners
- Creating and implementing programming focused on student development
- Confronting University and Housing policy violations and perform low-level student conduct meetings within their assigned Residential College
- Building strong relationships with Faculty-in-Residence

These are live-in positions. Graduate students are assigned to reside in one of the three residential colleges; Beachside, Hillside, or Parkside college. Graduate students work an average of 20 hours per week during the fall and spring semesters, summer responsibilities vary by position. This position also includes on-call responsibilities including crisis and emergency response, facility maintenance, and direction of and support to Resident Assistants.

APPLICATION AND INTERVIEWS

To be considered for a Residential Life Graduate student position, applicants will:

- Respond to the supplemental application for Graduate students on page 14 of this application packet
- Select applicants will be invited to participate in interviews with Housing and Residential Life staff (same day as SDHE interview)
- Fill out a Housing and Residential Life application (a separate application for prospective interviewees only)
- Participate in a follow up interview via phone or skype, as necessary
- Recipients will be contacted at the same time as program admission notices are sent. The successful Residential Life Graduate Student(s) will be notified of both admission to the SDHE program and the Residential Life position.

PROGRAM REQUIREMENTS

Students who are admitted into the program will have a mandatory orientation meeting at which time they will complete a program planner with a faculty advisor. This program planner will assist candidates in taking courses in the appropriate sequence. Course offerings are limited at the Master's degree level so it is important that candidates take courses in the advised sequence. Candidates will therefore need to be available to take courses at the day, time, and semester they are offered.

Each course typically meets once a week from 4:00PM-6:45PM or 7:00PM-9:45PM subject to change. Student can expect to come to campus at least two or three days per week each semester.

DEGREE REQUIREMENTS

- The program consists of a minimum of 51 units of upper division and graduate courses.
- A program planner will be provided to each student upon admission.
- Each Fall and Spring semester, students typically enroll in 3 courses (9 units). Summer enrollment is optional; there is limited availability of summer courses.
- Please see the [CSULB Catalog](#) for additional detailed information about course requirements.

FIELD WORK COURSES: SDHE 643B AND SDHE 644B

As part of the course requirements for Field Work, students must complete 450 hours of fieldwork at two separate, pre-approved sites. Students must work with the Program Coordinator to obtain an approved site. Required hours are completed at the rate of 225 hours per semester in SDHE 643B and in 644B (450 total). These courses are taken in the final year of a student's program.

APPLICATION PROCESS

APPLICANT ELIGIBILITY

The following are required for admission to the program:

- Baccalaureate degree from an accredited college or university.
- Minimum 2.85 overall grade point average in last degree (not credential or certificate) earned from an accredited institution of higher education. Applicants whose overall GPA is less than 2.85 but meet the University minimum GPA requirement (2.50 for a completed baccalaureate degree or 2.70 for a baccalaureate degree in progress) and who present compelling evidence of academic and professional potential either through recent academic performance and/or experiential background, may be considered for admission at the discretion of the program admission committee.
- International applicants have additional university application requirements including meeting the English language proficiency requirement. Please visit The Center for International Education (CIE) website at www.cpie.csulb.edu/international/ for more information.

APPLICATION PROCEDURES

Graduate applicants must apply to the university AND to a specific graduate program simultaneously by the deadline listed on the first page of this packet. Admissions decisions are made at the program level by the faculty. It is essential to follow the guidelines for applying to both the university and program. Failure to do so, and to do so in a timely manner, may result in not being considered for program and/or university admission. If you have questions, please contact the College of Education Graduate Studies Office at 562-985-8476 or ced-gradstudies@csulb.edu.

Admission cannot be deferred. Admitted students who do not attend the term they are admitted will need to re-apply to both the university and the program for a future term.

UNIVERSITY APPLICATION PROCEDURES

You must submit a Graduate/Post-Baccalaureate Admissions Application online at [Cal State Apply](https://calstateapply.com) accompanied by the \$70 nonrefundable application fee by the program application deadline. The Graduate Studies Office has created a [tutorial](#) with tips for submitting the university application on Cal State Apply. For technical assistance with the university application, please contact the Cal State Apply Help Desk: (857) 304-2087 or CalStateApply@liaisoncas.com

Once the university application has been submitted, applicants can track their university application in the Applicant Self Service portal, found at: <http://www.csulb.edu/admissions/applicant-self-service>.

TRANSCRIPTS

You must submit 1 set of official transcripts for ALL colleges and universities attended to Enrollment Services. This includes all community college(s) attended, bachelor's degree(s) coursework, and all post-baccalaureate or extension coursework. Note that if you received your bachelor's degree from CSULB and have not attended any other university or college since, you will most likely not need to provide transcripts. You will be notified by Enrollment Services if a transcript is needed.

Deliver official transcripts to Enrollment Services by any of the following methods: (1) electronically, (2) mail, or (3) drop-off in person.

Official transcripts may be submitted electronically directly from a U.S. college or university to ES-IDPTTrans@csulb.edu.

Official transcripts may be delivered in a sealed envelope to the address below:

Enrollment Services/Admissions
California State University, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840

You are not required to submit transcripts to the College of Education Graduate Studies Office. It is critical that you submit your university application and the transcripts prior to the program application deadline. This will allow the College of Education faculty and staff access to your transcripts as part of the review of your program application.

PROGRAM APPLICATION PROCEDURES

The program application may be found on pages 9-13 in this packet. All program application materials must be received by the application deadline; please see the first page of this packet for the deadline.

Applications may be submitted in-person or via traditional mail. Electronic submissions are not accepted. Send materials to the College of Education Graduate Studies Office as one complete packet containing all documents listed on the Application Checklist:

California State University, Long Beach
College of Education, Graduate Studies Office
1250 Bellflower Boulevard, EED-7
Long Beach, CA 90840-2201

All program application materials should arrive in one large envelope. Please do not submit program application items separately. The College of Education Graduate Studies Office will send you an email once they have processed your application.

INTERNATIONAL APPLICANTS

We encourage international applicants to consider our graduate degree. International applicants planning to attend on a J1 or F1 VISA have additional requirements for admission, and can find admission information at the [Center for International Education website](#). Please note that some programs have earlier deadlines for international (F1 or J1 VISA) applicants. Please verify all deadline dates in the application packet on the [Program Deadlines and Application Packets page](#).

APPLICATION PROCESS – TWO STEPS

1. STEP ONE: Apply to the university

- Complete the university application through Cal State Apply www.calstate.edu/apply
- See this checklist from the Center for International Education for all items required <http://www.cpie.csulb.edu/International/about.aspx?PID=6>

2. STEP TWO: Apply to the program (see above)

The program application may be found on pages 9-12 in this packet. All program application materials must be received by the application deadline; please see the first page of this packet for the deadline.

Applications may be submitted in-person or via traditional mail. Electronic submissions are not accepted. Send materials to the College of Education Graduate Studies Office as one complete packet containing all documents listed on the Application Checklist:

California State University, Long Beach
College of Education, Graduate Studies Office
1250 Bellflower Boulevard, EED-7
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All program application materials should arrive in one large envelope. Please do not submit program application materials separately. The College of Education Graduate Studies Office will send you an email once they have processed your application.

ADMISSION PROCESS

Applicants to the SDHE program are admitted once per year in the fall semester only. Admission to the program is highly competitive, so it is essential for you to follow instructions and submit documents prior to the deadline date.

PHASE 1: PAPER REVIEW

- You must submit all of the items listed on the program application by the application deadline.
- You will receive an email from the Graduate Studies Office acknowledging that your program application was received. Please inform the Graduate Studies Office at ced-gradstudies@csulb.edu if you wish to change the email address on your program application.
- Your completed application and accompanying materials will be reviewed by SDHE program faculty after the winter break.

PHASE 2: INTERVIEW

- The Admissions Review Committee will review the documents submitted during Phase 1 of the application process, potential candidates will be contacted by email.
- You will either be invited for an interview or you will receive email notification that you were not selected for the program.
- Candidates who are invited for an interview must reply to the invitation in order to move forward for admission consideration.
- Applicants should plan for an interview to be scheduled on February 21, 2020. Interview notifications will be sent via email approximately one week prior. Since this date has been provided in advance, it is expected applicants will save-the-date and plan ahead for a potential interview.
- Candidates who participate in an interview will receive email notification either to invite them for admission, place them on the waitlist, or let them know they were not selected for admission consideration.

PHASE 3: ADMISSION AND ORIENTATION

- Candidates who successfully complete Phase 1 and Phase 2 of the application process and are offered admission will be invited to a mandatory orientation meeting. During orientation, each student will receive academic advising and an individualized academic plan to guide subsequent course selection.



APPLICATION FOR ADMISSION

Master of Science in Counseling
Option in Student Development in Higher Education
California State University, Long Beach

The information on pages 9-10 of this packet may be typed or hand-written.

SEMESTER:

YEAR:

PROGRAM APPLICATION CHECKLIST

You must provide documentation of all items listed below. Please do not submit pages 1-8 of this packet.

- ☐ Application for Admission (pages 9 & 10 of this packet)
- ☐ Résumé
- ☐ Personal Statement (guidelines on page 11 of this packet)
- ☐ Two completed recommendation forms and narrative letters (pages 12 & 13 of this packet)
- ☐ OPTIONAL: Response to Johnson Endowed Fellowship (see prompts on page 14)
- ☐ OPTIONAL: Response to Graduate Position in Residential Life (see prompts on page 14)

PERSONAL INFORMATION

First Name:

Last Name:

MI:

Other Names, if applicable (for example, maiden name):

Preferred Phone:

Alternate Phone:

Email Address:

Languages Spoken Other Than English (optional):

ACADEMIC EXPERIENCE

ACADEMIC BACKGROUND

College/University

Program/Major

Dates Attended

GPA

Degree Earned



PROFESSIONAL EXPERIENCE

EMPLOYMENT EXPERIENCE

Employer	Position	Location	Full/Part Time	Dates
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----

VOLUNTEER EXPERIENCE

Agency / Organization	Nature of Experience	Location	Hours per week	Dates
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----

Applicants will receive an email once their application has been processed.

My signature below certifies that I have read the program information posted on the program website and I am familiar with the program's goals, mission, requirements, and procedures as published.

Applicant's Signature:

Date:



PERSONAL STATEMENT

Master of Science in Counseling
Option in Student Development in Higher Education
California State University, Long Beach

Directions to the Applicant: Write a 3-4 page, double-spaced, focused presentation of yourself as a prospective professional counselor. We seek a clear and comprehensive introduction to you as well as a sample of your writing. We also want to know how your career goals align with the mission and objectives of SDHE. Please organize your statement according to these sections, using them as headings to separate each section:

- **BACKGROUND:** Describe your educational, work, and volunteer experiences, including the interpersonal relations, interests, and special skills and knowledge you possess that you believe are necessary to enter and practice the profession of student affairs/counseling.
- **PROFESSIONAL/CAREER GOALS AND EXPECTATIONS:** Describe your career goals, expectations, and aspirations and how the SDHE program will assist you in realizing them.
- **SIGNIFICANT EVENTS/PEOPLE:** Describe 1-2 events, individuals, or life lessons that were critical to your decision to pursue this profession. Connect the significant experiences to your goals/expectations and how the SDHE program can help you to achieve them.
- **STRENGTHS AND CHALLENGES:** Describe yourself candidly in terms of your emotional, social, and intellectual strengths, with particular attention to areas for growth and how SDHE can influence your development.

Please use this application as a reference only.
The Fall 2021 application will be available October 1, 2020



RECOMMENDATION FORM

Master of Science in Counseling
Option in Student Development in Higher Education
California State University, Long Beach

DIRECTIONS FOR THE APPLICANT: Make two copies of this recommendation form. Give one copy to each of your recommenders who are familiar with your work, i.e., faculty members, supervisors, or mentors with sufficient experience to offer an informed and compelling statement of your skills and qualifications. One copy of this form should be provided to each recommender. This form and other materials must be submitted by the applicant with the program application as one complete packet.

APPLICANT

Please indicate the following and sign below: I do ☐ (OR) I do not ☐ waive my right to access this confidential letter of recommendation and similar evaluative statements received in connection with my application.

Printed Name: _____

Applicant's Signature: _____

Date: _____

RECOMMENDER

Please complete the information requested below in regards to the applicant who is seeking admission to the Student Development in Higher Education Master of Science in Counseling Program. AFTER COMPLETING THIS FORM AND SUPPORTING LETTER, PLEASE RETURN IT TO THE APPLICANT IN A SEALED ENVELOPE WITH YOUR SIGNATURE ACROSS THE BACK FLAP OF THE ENVELOPE. ELECTRONIC SUBMISSIONS ARE NOT ACCEPTED.

Recommender Name: _____

Institution: _____

Position: _____

Email Address: _____

Phone: _____

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

	Good	Fair	Little	None		Good	Fair	Little	None
Attitude/approach to work or class:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basis for judgment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basis for judgment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential counseling ability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basis for judgment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expresses self in speech:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basis for judgment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expresses self in writing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basis for judgment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional maturity:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basis for judgment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual maturity:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basis for judgment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Recommendation:

- ☐ Recommended
- ☐ Recommended with qualifications (comments attached)
- ☐ Not Recommended (comments attached)

PLEASE ATTACH A LETTER MAKING SPECIFIC COMMENTS ABOUT THIS APPLICANT. We are especially interested in the applicant's strengths and challenges with regard to potential for graduate study and future success as a professional. These comments are weighed very heavily by the Admissions Committee.

Recommender's Signature: _____ Date: _____

We thank you for taking the time to complete this Letter of Recommendation.



OPTIONAL SUPPLEMENTAL APPLICATION

Master of Science in Counseling
Option in Student Development in Higher Education
California State University, Long Beach

DIRECTIONS FOR THE APPLICANT: This page of the SDHE application is OPTIONAL. It is to be used by applicants who wish to be considered for the Johnson Fellowship and/or the graduate positions in Housing and Residence Life. If you do not wish to be considered for these financial support/work opportunities, please disregard this page.

JOHNSON ENDOWED FELLOWSHIP (PENDING BUDGET APPROVAL)

On a separate page, please respond to both prompts below in a total of 250 words or less:

- The SDHE program is committed to access and equity in higher education and the promotion of social justice for all students. How does your prior work and academic experience align with this philosophy?
- As a potential student, how will you build on this philosophy in your studies and fieldwork opportunities to prepare for a professional career?

GRADUATE POSITIONS IN RESIDENTIAL LIFE

On a separate page, please respond to the prompts below in a total of 250 words or less:

- How would your role as a graduate student in residential life support the achievement of your personal and professional goals?