Department of Educational Studies, Leadership and Counseling
College of Education
Murray State University
Counseling Program Calendar of Activities

Event:	**Schedule:**
Program application	Due the 2nd Friday in October and March
Admission Interviews	Three weeks after applications are due
New student orientation	Available online and reviewed in CNS 617
Handbook - update website with most recent version - all students will be notified of new version	Week before the semester starts in August
Midpoint and CPCE exam applications - students will be emailed a week before deadline	Due September 15th and February 15th (summer exams to be scheduled as needed)
Practicum and Internship applications	Due October 1st and March 1st
Graduate & Graduate Employer Survey for graduates of the previous academic year	The beginning of November each year
Midpoint and CPCE exam administration	2nd Saturday in November and 2nd Saturday in April
Oral Defense	Last two weeks of each semester
Advisory Board Meeting - update advisory board on changes made - review Program/Curriculum survey results - review Graduate/Graduate Employer survey results - review clinical surveys - attain feedback from board members on ways to enhance the program - new business - construct a plan to make the changes	November and May
Practicum Orientation	Thursday of finals week in the fall and spring semesters
Student Learning Outcomes - review & record admissions results of newly admitted students - review & record the results of CNS 619 students - review & record CNS 790 student evaluations from site & faculty supervisors - review & record student dispositions - record the results of students who took the Midpoint Exam - review & record CNS 794 student evaluations from site & faculty supervisors - review & record CNS 795 student evaluations from site & faculty supervisors - review & record the results of students who	The Friday of finals week in the fall and spring semesters

participated in the Oral Defense - review & record the results of students who participated in the CPCE	
Annual Improvement Plan - the plan for improvement from student program evaluation results, the graduate survey results, the graduate employer survey results and the site supervisor program evaluation results are compiled to create the Annual Improvement Plan. - submitted to the Dean, Department Chair and Advisory Board for feedback	Published on website by the beginning of the Fall semester
Practicum and Internship site visit and evaluation data review	The Friday of finals week in the fall and spring semesters
Practicum and Internship student semester paperwork	Due in permanent files within the first two weeks of each semester.